GREENWOOD PROJECTS

Project Managers • Quantity Surveyors • Employer's Agents
CDM Advisors • Principal Designers • Heritage Advisors

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

PRE-CONSTRUCTION INFORMATION

MIDSOMER NORTON TOWN TRUST
TOWN HALL TRANSFORMATION PROJECT

Issue 1: February 2022

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PRE-CONSTRUCTION INFORMATION

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C O N T E N T S

PRE-CONSTRUCTION INFORMATION

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GENERAL

i) The Client will provide "Pre-construction Information" in accordance with the requirements of the "Construction (Design & Management) Regulations 2015".

ii) The Principal Contractor will be required to provide, **at least 2 weeks** prior to commencing work on site, a "Construction Phase Plan" incorporating, as appropriate, information on the topics defined in the "Construction (Design & Management) Regulations 2015" (see Appendix A).

iii) The Principal Contractor shall be totally responsible for Health and Safety during the construction period for the works.

iv) The Principal Contractor shall provide a written report for presentation at site meetings giving details of any inspections or reports regarding Health and Safety.

v) The Health and Safety File incorporating the Building Manual, is to be in the format as defined in this "Pre-construction Information" (see Appendix B and item 5). If definitions given in other tender documentation, associated with this project, are at variance with those defined in Appendix B and item 5, this Pre-construction Information shall be deemed to take precedence. **One hard and one electronic copy** of all information will be required by us as stated in item 5.

vi) Provision of information for the Operation and Maintenance Manuals, is to be as defined in this "Pre-construction Information" (see Appendix C and item 6). If definitions given in other tender documentation, associated with this project, are at variance with Appendix C and item 6, those defined in this Pre-construction Information shall be deemed to take precedence. **One hard and one electronic copy** of all information will be required by us together as stated in item 6.

1. DESCRIPTION OF PROJECT

1.1 Project description and programme details:

The address of the site is: Midsomer Norton Town Hall
The Island
Midsomer Norton
BA3 2HQ

The works comprise Phase 1 of the refurbishment of the Town Hall to provide ground floor assembly / market hall with first floor toilets and meeting rooms. The works also include updated engineering services.

See tender documentation for details.

1.2 Key dates:

Date of possession Commencement of work on site Completion of work on site Defects liability period	See preliminaries section of tender documents

1.3 The minimum time currently programmed between appointment of the principal contractor and commencement of work on site:

2 weeks.

1.4 Client:

Midsomer Norton Town Council, Town Hall, The Island, Midsomer Norton, BA3 2HQ
Contact: Donna Ford – Client Lead
Tel: 07508 330 782
Email: townclerk@midsomernortontowncouncil.co.uk

1.5 Project Manager:

Greenwood Projects Limited, Elmfield House, New Yatt Road, Witney, OX28 1PB.
Contact: Nicola Dyer
Tel: 07889 213 838
Email: nicola.dyer@greenwoodprojects.com

1.6 Architect:

Ph3 Architecture & Design, 80 Stokes Croft, Bristol, BS1 3QY.
Contact: Sean Redmond
Tel: 0117 911 5458
Email: sean@ph3design.co.uk

1.7 Principal Designer & CDM Advisor to Client:

Greenwood Projects Limited, Holy Oak Farm, Upton Snodsbury, Worcester, WR7 4NH.
Contact: Stefania Calabrese
Tel: 01905 26479
Email: stef.calabrese@greenwoodprojects.com

1.8 Quantity Surveyor:

Greenwood Projects Limited, Holy Oak Farm, Upton Snodsbury, Worcester, WR7 4NH.
Contact: Chris Goucher
Tel: 07701 046 949
Email: chris.goucher@greenwoodprojects.com

1.9 Structural Engineer:

KB2 Consulting Engineers, 12 Dowry Square, Hotwells, Bristol, BS8 4SH.
Contact: Tim Pattinson
Tel: 0117 929 7949
Email: TimPattinson@kb-2.co.uk

1.10 Mechanical Engineer:

Method Consulting, 1st Floor, Queens Quay, 33-35 Queen Square, Bristol, BS1 4LU.
Contact: Dan Stretton
Tel: 0117 203 5160
Email: dan.stretton@methodllp.com

1.11 Electrical Engineer:

Method Consulting,
Contact: Dan Stretton
Tel: 0117 203 5160
Email: dan.stretton@methodllp.com

1.12 Principal Contractor:

To be confirmed.

1.13 Completed Project:

The structure will be used as a workplace, therefore the completed work must take into account the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

1.14 Extent and location of existing records and plans:

A Health and Safety File is available on site and can be obtained via the Client. The Principal Contractor must consult the File(s) to determine whether any information contained within is relevant to this project and if so, ensure that all relevant information is included in his Construction Phase Plan.

All information available on existing utilities are included in the tender package, however, the Principal Contractor must conduct his own investigations to determine exact locations and precise positions and must also ensure compliance with the HSE's publication HSG47 "Avoiding Danger from Underground Services" and Guidance Note GS6 "Avoiding danger from overhead power lines" and with Western Power Distribution "Avoidance of Danger from Electricity Overhead Lines and Underground Cables" and "Look out Look Up".

1.15 Extent and location of surveys specifically undertaken or obtained for this project:

The following Survey Reports will be available. The Principal Contractor must ensure that he has received copies of the following documents before starting on site: -

- Asbestos Refurbishment - Survey Aspire Environmental — Survey Reference: 5277 25th August 2021
- Archeological Building Survey and Watching Brief – Avon Archaelogy Ltd — May 2021
- Drainage CCTV Survey Report - Aquablast Drain Services Limited — Survey No. 1198 7th April 2014
- Flood Risk Assessment - Betts Associates – Ref FRA 301 – March 2015

2. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements for planning for and managing the construction work:

As directed by the Contract Administrator for certain specific arrangements, otherwise the Principal Contractor will be totally responsible for making adequate arrangements for planning for and managing the construction work.

2.2 Health and safety goals for the project:

The aim for the project is that no accidents, incidents or near misses occur during the works and that the project is at all times compliant with HSE directives and the Construction (Design and Management) Regulations 2015. Ideally there will be no residual risks attached to the future use or maintenance of the building.

2.3 Communication and liaison between client and others:

The client, or the client's representative will attend all site meetings, however, in between meetings it is vital that the client (or the client's representative) be informed immediately anything untoward or unscheduled occurs on site.

2.4 Security of the site:

The Principal Contractor is to ensure that the work area is secure at all times.

2.5 Welfare provisions:

These must be in accordance with Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Schedule 2.

The Principal Contractor should particularly note the directive from the HSE stating that whenever possible mains water and drainage should be used (so far as is reasonably practical) and only when this is not possible, facilities with built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision. The fact that it might be more work and/or more costly will not be considered sufficient reason not to utilise mains. See HSE's Construction Information Sheet No. 59 (included as Appendix 'D').

Requirements relating to the Health and Safety of the client's employees: -

2.6 Occupied building(s):

The first and second floor will be occupied by the Client throughout the duration of the project although the site area on the ground floor will be in the sole occupation of the Contractor. The Principal Contractor must liaise with the Client to make arrangements to manage any potential risks.
The Principal Contractor will ultimately be responsible for all safety on site during this contract and control measures must be detailed in his Construction Phase Plan.

2.7 Other work(s) occurring on site at the same time:

None currently arranged, however, the Principal Contractor shall liaise with the Principal Contractor of any other works, should any occur on site at the same time.

The Principal Contractor must note that works are scheduled for the town square immediately outside from Feb 23 to November 23. The Principal Contractor must also make contact with the person in charge of undertaking this work to establish that there will be no conflict of work between the two contractors, or their sub-contractors.

2.8 Specific site rules:

The Principal Contractor will be responsible for developing and implementing their own site rules and permit to work system for works within the site demise, but these will be expected to comply with Client expectation.

The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflicts between the Health and Safety Requirements and the Contract Documents shall be brought to the attention of the Contract Administrator and the Principal Designer.

The Principal Contractor is required to ensure that any Designer responsible for any design work instigated by them are suitably trained and appropriately experienced in terms of the Construction (Design and Management) Regulations.

The Principal Contractor is required to check the Training and experience of any domestic, named or nominated Contractor for the purpose of complying with the Construction (Design and Management) Regulations.

Before entering the site, the Principal Contractor shall advise visitors of any hazards on site, whether in the area to be visited or not.

There is to be no smoking on site.

The use of radios on site is not allowed.

The Principal Contractor shall maintain the site in tidy conditions.

Hard hats and foot protection will be worn as a minimum requirement throughout the duration of the contract, both inside and outside the premises. Personal Protective Equipment must be provided by the Principal Contractor for any visitors to site and it is the Principal Contractor's duty to ensure that all site operatives have suitable personal protection.

The Principal Contractor should take such steps as may be necessary to protect and/or maintain existing services in use and ensure that these "live" services do not present a risk to those working on or near the services. The Principal Contractor is required to obtain permission from the Client before shutting off any services.

Hot work is by permit only. No hot work may be carried out during the last two hours of the working day. The Principal Contractor must inspect such sites immediately before leaving site.

All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.

2.9 Site hoarding requirements:

Areas to be fenced as necessary. The Principal Contractor shall propose what he deems to be appropriate, this will be discussed and agreed at the pre-contract meeting.

2.10 Site transport arrangements or vehicle movement restrictions:

Must be discussed with the Contract Administrator and Client and details included in the Construction Phase Plan.

2.11 Client permit-to-work systems:

The Principal Contractor will be expected to operate his own permits to work system in accordance with industry good practice for all HOT Works, gas service works, Live Electrical Apparatus Works and Confined Space Entry. The Principal Contractor's permits to work must be detailed in his Construction Phase Plan and included in site inductions for all operatives.

2.12 Fire precautions:

A management and operational strategy must be defined in the Construction Phase Plan. This should include details of fire escape and emergency exit routes along with designated muster points to cover both the Contractor's own escape requirements and interfaces with the Client in occupation of first and second floor.

In addition to conforming with the joint Code of Practice "Fire Prevention on Construction Sites", published by the Construction Confederation and the Fire Prevention Association, including the appointment of a fire safety co-ordinator, the Principal Contractor shall also fully comply with the Client's fire precaution requirements.

The Principal Contractor should ensure that no temporary state of the work is left in such a position that it poses a fire risk.

2.13 Emergency procedures and means of escape:

To be determined at the pre-contract meeting, however, the works will be conducted while the first and second floor of the building is in occupation and will continue their usual operations. Maintenance of fire escapes routes, access for emergency vehicles, fire alarms, etc and ensuring the health and safety of those affected by the works will be required.

Also, the Principal Contractor must liaise with the Client **prior to work commencing**, to establish that each knows what the other's actions will be regarding fire and emergency procedures.

The Principal Contractor must produce a comprehensive emergency procedure and evacuation plan and include details in the Construction Phase Plan. As work progresses it is important that the Principal Contractor updates the procedures as appropriate.

2.14 "no-go" areas or other authorisation requirements for those involved in the project:

Areas outside the contractors' specific area(s) of work are out of bounds.

2.15 Any areas the client has designated as confined spaces:

The Principal Contractor must note that the loft space is not high enough to stand in.

2.16 Smoking restrictions:

There is to be no smoking on site.

2.17 Parking restrictions:

There is no parking available on site. The Contractor is to make their own arrangements for any parking that is required and shall ensure that all parking is in designated parking areas and compliant with local restriction and byelaws.

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Safety hazards: -

3.1 Boundaries and access, including temporary access:

The site is located in the centre of Midsomer Norton, at the junction of Silver Street and The Island. The Principal Contractor must note that boundaries and access are adjacent to pavement and Market Square
Site compound and site access to be agreed with the Client and the Contract Administrator at the pre-start meeting and detailed in the Construction Phase Plan. Separate access into the building for Contractors and members of the Public to be considered.

3.2 Any restrictions on deliveries or waste collection or storage:

Waste must not be allowed to accumulate and should be removed regularly.

3.3 Adjacent land uses:

The works are to be carried out at the Town Hall, which is located in a central area.

The Principal Contractor must identify and manage the associated potential hazards of operating in occupied premises and in a city centre location. Any restrictions must be included in his Construction Phase Plan.

3.4 Existing storage of hazardous materials:

None currently identified.

3.5 Location of existing services particularly those that are concealed:

The Principal Contractor must conduct his own investigations, CAT scans, etc. in order to determine precise positions of the existing services.

3.6	Ground conditions, underground structures or water courses where this might affect the safe use of plant:

Not applicable.

3.7	Information about existing structures:

Full details of the existing structure are not available and the Principal Contractor is advised to take due care.

3.8	Previous structural modifications:

None known.

3.9	Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure:

None known.

3.10	Difficulties relating to plant and equipment in the premises:

None currently identified – Principal Contractor to verify and monitor as work proceeds.

3.11	Health and safety information contained in earlier design, construction or "as built" drawings:

None available.

<u>Health</u> hazards: -

3.12	Asbestos, including results of surveys:

Please refer to the Asbestos Survey – see item 1.15.

The Demolitions and Refurbishment Asbestos Survey did identify asbestos containing materials in the vicinity of the works. The Principal Contractor must not start working without receiving a copy of the report. Any asbestos containing materials identified must be removed in accordance with current legislation.

Notwithstanding this, the Principal Contractor is advised to be vigilant and if any material suspected of containing asbestos is encountered during the course of the works, the Principal Contractor is to notify the Contract Administrator and Principal Designer before proceeding.

3.13 Existing storage of hazardous materials:

None identified.

3.14 Contaminated land, including results of surveys:

Presence of Radon is accounted for in new ground floor design.

3.15 Existing structures containing hazardous materials:

See item 3.12.

Notwithstanding this, the Principal Contractor is advised to take due care and notify the Contract Administrator and Principal Designer/CDM Advisor if he encounters any material(s) he considers might be hazardous to health.

3.16 Health risks arising from client's activities:

None identified.

3.17 Health risks arising from COVID 19 Virus:

During COVID 19 Outbreak the Principal Contractor must comply with the latest Government advice on Coronavirus at all times.

Construction Leadership Council and Public Health England Guidance must be implemented in the Principal Contractor's operating procedures to ensure they are protecting their workforce and minimising the risk of spread of infection.

The COVID-19 Virus may potentially be transferred from person to person by physical contact, airborne emissions or from transference via surfaces. The Principal Contractor must carry out specific risk assessment to consider the risks associated with COVID-19 in relation to their typical site activities. Site specific risk assessments are also required for each task.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant design assumptions and suggested work methods, sequences or other control measures:

Works to be sequenced safely and carefully controlled. Contractor to appoint a Temporary Works Co-ordinator to oversee the design, to manage and supervise all temporary works.

Lifting and erection plan required for Goalpost frame erection and steelwork subcontractor to ensure temporary stability of frame during erection.

Removal of windows on Market square and High Street elevations to be carefully managed to protect the public.

Existing internal linings to be removed so as not to damage existing stone/masonry walls behind. Condition of stonework and brickwork to be inspected and reported to the architect.

4.2 Arrangements for co-ordination of ongoing design work and handling design changes:

The Principal Contractor should include details in the Construction Phase Plan of how this will be addressed should design changes become necessary.

4.3 Significant risks identified during design:

Although no significant risks have been identified, we would like to flag up the following items as requiring the Principal Contractor's particular consideration: -

(i) Working in a city centre location.

(ii) Construction Deliveries.

(iii) Working close to public roads and footpaths.

(iv) Working in occupied premises (first and second floor).

(v) Access to the building for Contractors and public.

(vi) Working around live services and on electrical distribution boards.

(vii) Unknown exact location of underground services.

(viii) High level cable to side elevation (Barclays Bank building).

(ix) Deep excavations for foundations.

(x) Working in confined spaces.

(xi) Low headroom in basement and attic.

(xii) Culverted water course below Market Square.

(xiii) Asbestos identified.

(xiv) Removal of existing windows at high level and on public roads and installation of large sections of glazing.

(xv) Large steel items to be lifted and installed.

(xvi) Large equipment to be lifted and installed.

(xvii) Working on the roof.

(xviii) Dust, Noise and disruption to surrounding areas.

4.4 Materials requiring particular precautions:

None currently identified.

4.5 Any other information produced to date:

None, over and above that given in the tender documents.

5. THE HEALTH AND SAFETY FILE (INCORPORATING THE BUILDING MANUAL)

5.1 Format, collection and provision of information:

Must be in accordance with Appendix 'B' of this Pre-construction Information and the notes following.

We will require all documentation to be in our possession **two weeks** prior to completion of the project, with any documents not available at that time identified and marked 'to follow'.

One hard and one electronic copy of all information will be required by the Principal Designer/CDM Advisor for incorporation into the Health and Safety Files, with one set containing original documents, wherever possible. The Principal Contractor must ensure that all sub-contractors from whom information will be required, are made aware of this obligation at the commencement of their work, also the Principal Contractor **must** ensure that they collect all relevant documentation as the project progresses.

In addition to the aforementioned information required by the Principal Designer/CDM Advisor for incorporation into the Health and Safety Files, the Principal Contractor must leave sufficient information on site (only with the client's designated responsible person and a receipt obtained) pending issue of the approved Files / Manuals, to ensure safe operation of all installations (if applicable). Also, the client (and/or the client's employees) must have received sufficient training as appropriate prior to handover.

The order, formatting and layout of the Health and Safety files **must** follow the order, formatting and layout of the flysheets that will be provided to the Principal Contractor.

If the Principal Contractor issues the Health and Safety File information to anyone other than the Principal Designer/CDM Advisor, it will be the Principal Contractor's responsibility to arrange to have it collected and delivered to the Principal Designer/CDM Advisor.

6. OPERATION AND MAINTENANCE MANUALS

6.1 Format, collection and provision of information:

Must be in accordance with Appendix 'C' of this Pre-construction Information and the notes following.

One hard and one electronic copy of the Mechanical operation and maintenance manual **and One hard and one electronic copy** of the Electrical operation and maintenance manual will be required by the Principal Designer for incorporation into the Health and Safety Files, with one set of each containing original documents wherever possible.

The Principal Contractor must ensure that the sub-contractors (if applicable) are made aware of these requirement prior to commencement of their work.

It is the responsibility of the Principal Contractor to ensure that the requisite Manuals are produced, approved and subsequently forwarded to the Principal Designer. The Principal Contractor must take charge of managing this process as follows: -

(i) Obtaining the Manuals from the sub-contractor(s) in a timely manner.

(ii) Getting the Manuals delivered to the consulting engineers for technical review and approval.

(iii) Ensuring that two complete and approved Manuals are delivered to the Principal Designer, together with written confirmation that they have been approved by the consulting engineer.

(iv) Any to-ing and fro-ing of the Manuals between the sub-contractors and consulting engineers during the amendment phase (if applicable) must be rigidly monitored and facilitated by the Principal Contractor.

(v) All transfers must be documented and receipts obtained. The Principal Designer must be kept informed at all stages.

If the Principal Contractor sends the Mechanical and Electrical Operation and Maintenance Manuals to the wrong person, it will be the Principal Contractor's responsibility to have them collected and delivered to the correct location.

APPENDIX A

Contents of the Construction Phase Plan

APPENDIX 'A'

CONTENTS OF THE CONSTRUCTION PHASE PLAN

The Construction Phase Plan (CPP) must fulfil the requirements of the "Construction (Design and Management) Regulations 2015"

The CPP must be tailored to this specific project. Generic CPPs that do not contain the information relevant to the particular risks associated with this project will not satisfy the requirements of Regulation 12.

The way in which the construction phase will be managed and the key health and safety issues for the particular project must be **clearly** set out in writing in the CPP. **It should not be a repository for generic risk assessments or detailed method statements,** however, it should contain a list of all known significant hazards which will be given due consideration and for which detailed risk assessments and written systems of work will be produced, together with your assurance that they will be produced prior to that element of work occurring on site. The CPP will be expected to contain, at least, the risk assessments for tasks occurring early on in the project.

Site specific information required (as applicable to this project): -

1. Description of the project: -

    a) project description

    b) key dates.

    c) details of client and key members of project team.

    d) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

2. Management of the work: -

    a) management structure and responsibilities.

    b) health and safety aims for the project

    c) **what are your arrangements for**: -

    - ensuring cooperation between project team members and coordination of their work, e.g regular site meetings.
    - security.
    - site induction.
    - on-site training.
    - welfare facilities. **Please note that welfare facilities must be in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015.**
    - first aid.

- the reporting and investigation of accidents and incidents including near misses.

d) site rules (including drug and alcohol policy).

e) fire and emergency procedures.

3. The control of any of the specific site risks listed in Schedule 3 where they are relevant to the work involved, namely;

a) work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

b) work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.

c) work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.

d) work near high voltage power lines.

e) work exposing workers to the risk of drowning.

f) work on wells, underground earthworks and tunnels.

g) work carried out by divers having a system of air supply.

h) work carried out by workers in caissons with a compressed air atmosphere.

i) work involving the use of explosives.

j) work involving the assembly or dismantling of heavy prefabricated components.

4. Permits to work:

a) identify all client requirements regarding permits to work

b) ensure that your own permits to work are included - as an absolute minimum for the following subjects: -

- work at height
- breaking ground
- confined space entry
- electrical work
- hot work
- access to plant

5. The Health and Safety File:

   a) layout and format

   b) arrangements for the collection and gathering of information

   c) storage of information

Ideally your CPP will follow the above order, <u>if it does not</u>, please copy this Appendix, indicate against each item where in your CPP (page number and/or section reference) details will be found and it submit with your CPP. Any items not relevant to this project should be marked as such.

Please ensure that: -

- **Somewhere in your CPP (possibly as an introduction), it is stated that your CPP will remain a live document and be reviewed and updated as appropriate as the project progresses. Your CPP should also contain a revision sheet indicating, date of revision, by whom it was revised and what was amended / added.**

- **the index of your CPP clearly indicates (by page number and/or section reference) where each item can be found.**

- **your "Company" health and safety policies (when included) are kept separate from the site specific "CPP" and that each is clearly identifiable.**

- **whenever reference is made to a document which is not included in the CPP, that you cross reference with where it is filed and may be found.**

- **any specific items identified in the Pre-construction Information requiring particular consideration (not already included in this Appendix) are included in your CPP.**

- **<u>the person responsible for compiling your CPP has reviewed this Appendix B against your CPP prior to forwarding it to us.</u>**

APPENDIX B

Provision of Information for the Health and Safety File (Incorporating the Building Manual)

APPENDIX 'B'

PROVISION OF INFORMATION FOR THE HEALTH AND SAFETY FILE (INCORPORATING THE BUILDING MANUAL)

Health and Safety File information (as applicable to this project) should include: -

A. The Purpose of this file - Greenwood Projects Limited will provide this section.

B. A brief description of the work carried out together with parties to the contract.

C. Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services, etc).

D. Key structural principles (for example, bracing, sources of substantial stored energy including pre or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffold or heavy machinery in specific places.

E. Hazardous materials used (for example lead paint, pesticides; special coatings which should not be burnt off, etc).

F. Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, or other special instructions [including order of operation] for dismantling, etc).

G. Health and Safety information about equipment provided for cleaning or maintaining the structure.

H. The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, etc.

I. Information and "as built" drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation, etc).

APPENDICES

1. Consents and approvals.

2. Sub-contractors and suppliers - with contact details to include address, telephone and fax.

3. Product literature - to include operation, cleaning and maintenance where applicable.

4. Guarantees, warranties and maintenance agreements.

5. Test certificates and reports.

SEPARATE FILES - OPERATION AND MAINTENANCE MANUALS
N.B. These must be forwarded to the relevant consulting engineers for technical approval prior to being forwarded to us. Where no consulting engineers are appointed, the Principal Contractor must verify their content as being accurate and complete.

Mechanical operation and maintenance manual

Electrical operation and maintenance manual

Any other operation and maintenance manual(s) e.g. Lift, Pool, etc

Please note: -

We appreciate that not all of the aforementioned information will be supplied by the Principal Contractor, however, **you must forward to us all information that you are responsible for providing, in order to enable us to produce the Health and Safety File in a timely manner.**

Where applicable, the various sections / files must be indexed (e.g. product literature, drawings, operation and maintenance manuals, etc).

The Health and Safety File should not include: -

- pre-construction information
- the construction phase plan
- construction phase risk assessments
- construction phase written systems of work
- construction phase COSHH assessments
- construction phase accidents
- contractual documents
- information about structures, or parts of structures, that have been demolished – unless there are any implications for remaining or future structures, for example voids, services, cables, etc

APPENDIX C

Building Services Information

APPENDIX 'C'

PROVISION OF INFORMATION FOR THE SERVICES OPERATION AND MAINTENANCE MANUAL

The manuals must be indexed with clear reference where each item may be found. Please ensure that all items listed below (which are applicable to this project) are included, together with the inclusion of any other items specifically requested by the client or otherwise required under current regulations (e.g. Building Energy Log Book).

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and the facilities provided.
- A description of the mode of operation of all systems including services capacity and restrictions.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves, etc.
- A photo-reduction of all record drawings to A3 size together with an index.
- Legend for all colour-coded services.
- Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number, cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers' technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including, but not limited to, electrical circuit tests, asbestos air tests, corrosion tests, type tests, work tests, start and commissioning tests) for the installations and plant, equipment, valves, etc., used in the installations.
- A copy of all manufacturers' guarantees, warrantees and maintenance agreements offered by sub-contractors and manufacturers.
- Starting up, operating and shutting down instructions for all equipment and systems installed.
- Control sequences for all systems installed.
- Schedules of all fixed and variable equipment settings established during commissioning.
- Procedures for seasonal changeovers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of normal consumable items.
- A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- Procedures for fault finding.
- Emergency procedures, including telephone numbers for emergency services.

APPENDIX D

HSE's Construction Information Sheet No. 59
Provision of Welfare Facilities

Health and Safety Executive

Provision of welfare facilities during construction work

HSE information sheet

Construction Information Sheet No 59

Introduction

This information sheet is for dutyholders involved in construction work. It replaces previous guidance contained in *Provision of welfare facilities at transient construction sites* and in *Provision of welfare facilities at fixed construction sites*. It gives guidance on the **minimum** welfare facilities that must be provided or made available to workers on construction sites.

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

General duties (Construction (Design and Management) Regulations 2007)[1]

Clients

If you are a client (but not a domestic client, ie you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

CDM coordinators

You should give suitable and sufficient advice to the client on the measures needed to ensure that suitable welfare is provided during the construction phase.

Principal contractors

You should make sure that suitable welfare facilities are provided from the start and are maintained throughout the construction phase.

Contractors (including the self-employed)

In all cases you should ensure that there are adequate welfare facilities for workers under your control.

Planning

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

Installing and removing from site

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

Positioning on site

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

Toilets

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465–1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

Washing facilities

Provide washing facilities next to both toilets **and** changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, eg working with lead or asbestos or tunnelling in compressed air.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Rest facilities

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (eg a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

Smoking

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles. Further information is available at www.smokefreeengland.co.uk, www.clearingtheairscotland.com and www.smokingbanwales.co.uk.

Heating

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- providing adequate combustion ventilation (provide fixed grilles at high and low level);
- checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- checking that cylinders are properly turned off when not in use;
- using wall or ceiling-mounted carbon monoxide detectors.

Use of alternative facilities for transient construction sites

For the purpose of this information sheet, a transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, eg major roadworks, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

Table 1 gives an indication of the options available, in order of preference, for providing welfare facilities for transient construction sites.

Table 1 Welfare facilities: the options

Type of installation	Additional notes
1a Fixed installation: connected to mains drainage and water.	Order of preference: ■ on site; ■ at a base location; ■ at a satellite compound. NB This may include the pre-arranged use of private facilities. Permission, preferably in writing, should be obtained from the proprietor in advance of the work starting. The use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
1b Portable water flushing units with water bowser supplies and waste storage tanks.	
2 Portable installation on site.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
3 Suitably designed vehicle.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
4 Facilities which are conveniently accessible to the worksite (includes public toilets).	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
5 Portable installation near site.	Incorporating a chemical toilet, washing facilities and sufficient tables and seating.

References

1 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice* L144 HSE Books 2007 ISBN 978 0 7176 6223 4

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

Further reading

Health and safety in construction HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4
Fire safety in construction work HSG168 HSE Books 2010 ISBN 978 0 7176 6345 3

BS 6465–1: 2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*

Further information

Visit www.hse.gov.uk/construction for more specific information on CDM 2007 and health and safety in the construction industry, including a link to additional guidance for CDM dutyholders developed by the construction industry.

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055
Fax: 0845 408 9566 Textphone: 0845 408 9577
e-mail: hse.infoline@connaught.plc.uk or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This information sheet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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APPENDIX E

Significant Hazards
Architectural
Ph3 Architecture & Design

Designer's Risk Assessment

General Note
During the design stages of a project, designers are required to maintain a "Hazard Elimination and Management Schedule". The 'schedule' records the various significant (high risk) hazards identified by the designer(s) below and were they have been able, details of how they have been eliminated.
It is recognised that not every hazard can be 'designed out' and therefore the schedule will also be used to record the residual risks of which the designer(s) are aware.
The Schedule provides an audit trail of the design process and may also be used as evidence in the event that a designer is required to defend his or her actions in any HSE investigation.
Copies of both documents should be passed to all members of the project team.

If in any doubt over your requirements or duties under CDM, please contact a senior manager.

Project Title	Midsomer Norton Town Hall - Alterations and Refurbishment
Design Displine	Architect
Prepared by	PH3 design
Date Prepared	10.02.2022
Job Number	ph3_014_001

Notes
1. This section of the procedure includes a list of potential hazards pertaining to a wide range of situations which may occur across an architectural project. Where particular categories do not ordinarily affect an individual business unit, this document may be edited to more accurately reflect the work carried out.
2. An individual item or a whole section (by ticking the heading) can be noted as not applicable showing you have considered the hazard area and judged it to be not applicable.
3. The list of potential hazards is not exhaustive, and all sections can be added to, or additional sections added, as required. Reference to the RIBA Plan of Work may be helpful.
4. All items considered by the designer as having a potential high risk must be addressed on the seperate 'Hazard Elimination Management Schedule'. Low risk activities can also be included if considered appropriate.

Potential Hazards Arising From:		Risk (without designer's elimination / management measures)			Comments
Ref:		**Not Applicable**	**Low- NO Action Required**	**High – Action NEEDED**	
1	**Existing Environment**				
1.1	Existing buildings		√		Boundaries and access adjacent to pavement and Market Square.
1.2	Previous/existing land/ structures	√			
1.3	Roadways	√			
1.4	Railways	√			
1.5	Water course	√			
1.6	Ground conditions:	√			
	• Contamination		√		Presence of Radon accounted for in new ground floor design.
	• Ground water	√			
	• Instability	√			
	• Mineral / mine workings	√			
1.7	Access restrictions			√	Ensure site compound is secure, and access into building separates Contractors from Public. Consider forming new openings at rear of the building early on in programme.
1.8	Adjacent properties		√		Minimise dust and noise to surrounding properties.

1.9	Concurrent site activities			√	Second Floor of building to be occupied during part of the works.
1.10	Interface with the public			√	Removal of windows on Market Square and High Street elevartions especially, to be carefully managed to protect the public. Management of occupation of Second floor to be considered.
1.11	Occupied premises			√	The premises will be partially occupied during the construction phase.
1.12	Structural instability		√		Condition of existing structure has been reviewed by Structural Engineer.
1.13	Fragile materials		√		Existing internal linings to be removed so as not to damage existing stone / masonry walls behind. Condition of stonework. Brickwork to be inspected and reported to architect.
1.14	Hazardous materials			√	Asbestos survey has identified 3 area where asbestos is present.
I	Land use	√			
1.16	Traffic	√			
1.17	Others (insert as necessary)	√			
2	**Existing Services**				
2.1	Underground				
	• Electrical		√		New incoming supply and electrical services to M&E design / Specification.
	• Gas		√		Existing gas services to M&E design / Specification and to be checked for compliance with relevant regulations.
	• Water		√		New water connection provided to M&E design / Specification.
	• Telecommunications		√		New telecommunications provided to M&E design / Specification.
	• Others (insert as necessary)	√			
2.2	Overhead Services				
	• Electrical	√			
	• Telecommunications		√		High level cable to side elevation from Barclays Bank Building next door.
	• Others (insert as necessary)	√			
3	**Earthworks**				
3.1	Deep excavations			√	Excavations for foundations to new columns and Ground Floor Slab to be 1.7m deep.
3.2	Slope / ground stability	√			
3.3	Ground water / water courses		√		Culverted water course below Market Square. Check excavations for evidence of unexpected ground water.
3.4	Plant movements		√		
3.5	Interface with services (refer to 2.1)		√		New water main to be co-ordinated with groundworks for new ramp access. Impact on Phase 2 works, incuding underground drainage to be considered.
3.6	Contamination (ground / water) (refer to 1.6)	√			
3.7	Adjacent structures (refer to 1.8)	√			
3.8	Others (insert as necessary)	√			
4	**Foundations**				
4.1	Adjacent buildings/structures			√	Excavations for foundations to new columns and Ground Floor Slab to be 1.7m deep.
4.2	Deep excavations			√	Excavations for foundations to new columns and Ground Floor Slab to be 1.7m deep.
4.3	Plant movements		√		
4.4	Interface with services	√			
4.5	Contamination (ground / water)	√			
4.6	Ground water		√		Occasional flooding to basement.

4.7	Confined spaces		√		Low headroom in basement. Works to serivces to take this into account.
4.8	Piling:	√			
	• Noise	√			
	• Vibration	√			
	• Contamination	√			
	• Plant	√			
4.9	Grouting:	√			
	• Drilling work	√			
	• Dust	√			
	• Pollution	√			
4.1	Stability of structure		√		Existing structure to be monitored by Structural Engineer during excavation works.
4.11	Others (insert as necessary)	√			
5	**Services Installation**				
5.1	Excavations		√		Location of services trenches to be confirmed by M&E consultant.
5.2	Ground water	√			
5.3	Ground conditions		√		Presence of Radon know. Ground condition risks to be reported by Structural Engineer.
5.4	Existing services		√		Any Existing services to be retained, to be checked by M&E consultant.
5.5	Testing operations		√		Testing of all new electrical and plumbing installations to be carried out by suitably qualified professional. Certificates of testing provided to lead designer and circulated to client for file record.
5.6	Lifting operations			√	Large plant (Air Handling Unit) to be installed at high level.
5.7	Adjacent structures / activities	√			
5.8	Maintenance		√		Services installation to be assessed regularly by suitably qualified person.
5.9	Contamination	√			
5.1	Others (insert as necessary)	√			
6	**Drainage Works**				
6.1	Excavations		√		New drainage connections to rear of building for temporary drainage from escape door. Requirement for excavations, inlcuding invert levels and falls, to be confirmed by Structural Engineer.
6.2	Ground water	√			
6.3	Ground conditions	√			
6.4	Confined spaces	√			
6.5	Leptospirosis / Weils disease		√		Works not to be undertaken during times of flooding. Full PPE to be worn by persons on site at all times.
6.6	Existing services		√		Location of existing drainage services below ground indicative only. Services to be located on site. Contractor to scan ground before excavations…
6.7	Manual handling	√			
6.8	Lifting operations	√			
6.9	Maintenance	√			
6.1	Sewage	√			
6.11	Traffic	√			
6.12	Contamination (ground / water)		√		Works not to be undertaken during times of flooding. Full PPE to be worn by persons on site at all times.
6.13	Hepatitis B / Tetanus		√		Works not to be undertaken during times of flooding. Full PPE to be worn by persons on site at all times.
6.14	Others (insert as necessary)	√			
7	**Highways**				

7.1	Traffic management		√		Deliveries to be managed and co-ordinated with public access to and around the site.
7.2	Adjacent traffic		√		Market Square to be used as public parking area. Avoid dust and damage to adjacent vehicles.
7.3	Construction materials		√		Deliveries to be timed to avoid busy periods on High Street and Market Square. Storage of materials to be away from high traffic areas.
7.4	Structural works	√			
7.5	Adjacent structures	√			
7.6	Noise	√			
7.7	Vibration	√			
7.8	Others (insert as necessary)	√			Waste skips to be located away from public highway and building.
8	**Steelwork Construction**				**New steelwork generally.**
8.1	Working at height			√	Suitable access arrangements to be made for new steelwork at Assembly Floor Level.
8.2	Lifting operations			√	Large pieces of steel installed to Market Hall, and in Assembly Room Floor.
8.3	Temporary stability			√	Ensure support of existing central beam and existing floors during new structural works.
8.4	Connections			√	Consider access to form new steel connections within Assmebly Room floor zone.
8.5	Unusual sequence			√	Central wall supporting main beam to be used as support while new steelwork installed.
8.6	Materials, eg paints	√			
8.7	Consideration of future maintenance			√	Steel below damp proof membrane not accessible following completion of works.
8.8	Others (insert as necessary)	√			
9	**Concrete Construction**				**Proposed new beam & block floor ground floor.**
9.1	Working at height	√			
9.2	Plant restrictions		√		Access for lifiting equipment limited to exisitng opening widths.
9.3	Lifting operations		√		Method statement for safe lifting to be provided by contractor.
9.4	Noise	√			
9.5	Vibration	√			
9.6	Temporary instability			√	Excavations for foundations to new Ground Floor Slab to be 1.7m deep.
9.7	Pre/post tensioning	√			
9.8	Materials	√			
9.9	Maintenance	√			
9.1	Joints (scabbling should not be undertaken)	√			
9.11	Others (insert as necessary)	√			
10	**Masonry Construction**				**Infill of exisitng walls**
10.1	Manual handling			√	Large sections of stone potentially required for new infill works.
10.2	Lifting operations	√			
10.3	Materials	√			
10.4	Temporary stability				
10.5	Working at height			√	Window infill at High Level.
10.6	Dust	√			
10.7	Durability	√			
10.8	Catastrophic collapse	√			
10.9	Others (insert as necessary)	√			
11	**Timber Construction**				**Existing Structural Timber**
11.1	Materials	√			
11.2	Working at height	√			

11.3	Temporary stability		√		Exisitng floors may require temporary support.
11.4	Lifting operations	√			
11.5	Manual handling	√			
11.6	Fire		√		Existing timbers may become exposed during the works. Contractor to ensure suitable mitigation / safety measures are in place.
11.7	Dust	√			
11.8	Others (insert as necessary)		√		Check all existing timbers for evidence of wet rot, dry rot, insect / fungal attack etc. and report to architect.
12	**Cladding**				
12.1	Lifting operations	√			
12.2	Manual handling	√			
12.3	Maintenance / cleaning	√			
12.4	Others (insert as necessary)	√			
13	**Glazing**				**Replacement glazing, Secondary glazing and frameless glazing.**
13.1	Lifting operations			√	Large sections of glazing to be installed/
13.2	Manual handling		√		Method statement for manual handling to be provided by contractor.
13.3	Cleaning / maintenance		√		Guidance for ongoing maintainance to be provided to the client.
13.4	Others (insert as necessary)			√	Damage to exsiting panes to be reported to architect. Suitable access provided to replace original panes in-situ, at height.
14	**Mechanical/Electrical Systems**				
14.1	Access		√		Access to existing drainage to be maintained.
14.2	Existing services	√			
14.3	Manual handling			√	Large air handling unit installed at second floor level weighs approx 750kg.
14.4	Materials / substances	√			
14.5	Confined spaces	√			
14.6	Pressure systems	√			
14.7	Testing operations	√			
14.8	Fixings	√			
14.9	Working at height	√			
14.1	Maintenance	√			
14.11	Others (insert as necessary)	√			
15	**Railway Activities**				**N/A**
15.1	Train movements	√			
15.2	Overhead lines	√			
15.3	Electrified track	√			
15.4	Underground services	√			
15.5	Adjacent structures	√			
15.6	Ground stability	√			
15.7	Contamination	√			
15.8	Others (insert as necessary)	√			
16	**Demolition of Existing Structures**				
16.1	Services		√		Services requiring temporary or permanent disconnection, to be confirmed by M&E consultant.
16.2	Adjacent / adjoining structures	√			
16.3	Materials:				
	• Hazardous ie asbestos		√		

	• fragile		√		Existing histroic features to be protected during demolition. E.g. existing main beam, cast-iron column, timber windows and masonry walls.
16.4	Working at height			√	Removal of existing windows at high level. Removal of central, 2 storey high, supporting wall.
16.5	Temporary stability			√	Ensure support of existing central beam and existing floors during new structural works. Central load bearing wall to be left in situ until new steelwork in place.
16.6	Pre/post tensioning	√			
16.7	Noise		√		Minimise impact to adjacent properties
16.8	Vibration		√		Minimise impact to adjacent properties
16.9	Dust		√		Minimise impact to adjacent properties
16.1	Effect on usage of demolition materials	√			
16.11	Others (insert as necessary)	√			
17	**Future Demolition / decommissioning of new structure/installation**				**Possible Phase 2 works.**
17.1	Unusual sequence	√			
17.2	Pre/post tensioned element	√			
17.3	Materials	√			
17.4	Adjacent/adjoining structure	√			
17.5	Temporary stability	√			
17.6	Contamination during usage of demolition material.	√			
17.7	Others (insert as necessary)		√		Access ramp to rear escape and existing window to rear elevation (W.gf.012) to be removed, as part of potential Phase 2 works.
18	**Operation and Maintenance of Facility / Structure etc**				
18.1	Access		√		Guidance for ongoing maintainance to be provided to the client.
18.2	Safety equipment		√		Guidance for ongoing maintainance to be provided to the client.
18.3	Testing / inspection		√		Guidance for ongoing maintainance to be provided to the client.
18.4	Procedure		√		Guidance for ongoing maintainance to be provided to the client.
18.5	Contamination during usage of demolition material.				Guidance for ongoing maintainance to be provided to the client.
18.6	Others (insert as necessary)	√			
			Yes	**No**	
19	**Use of the structure as a workplace**				
19.1	Does the proposed use of the structure / premises include the intention for it to be made available to any person as a place of work		√		
19.2	If yes; the design and materials used must take in to account the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992		√		

DESIGNERS RISK ASSESSMENT

Project Title:	Midsomer Norton Town Hall - Refurbishment			**Job No.:**	ph3_014_001
Design Discipline:	Architect	**Prepared By:**	PH3 Design	**Check By**	

* **Persons at Risk:** **(1) Construction workers, (2) Members of the Public, (3) Client, (4) Building Control**

** **Action by:**

Principle Designer – include in the pre-construction information
Principal Contractor – manage risk during the construction phase
Other designer – take into consideration when preparing their designs
Project Manager – pass information to team members
Client – pass information to team members

Ref.	Activity	Hazard	Persons at Risk	Risk Severity	Design Measures taken, or being taken to eliminate or reduce the hazard	Information on the Residual Risk	Date Issued Raised	Action Req'd by:
HZD.01	1.7	**Ensure site compound is secure, and access into building separates Contractors from Public.**	**1**	**9**	Principle contractor to provide site compound / access inormation showing how contractors and public are separated. Consider forming new openings at rear of the building early on in programme.	Site compound drawing to be provided and kept within the project health and safety file.	**11th February 2022**	**PC**
HZD.02	1.9	**Second Floor of building to be occupied during part of the works.**	**1,2**	**9**	Ensure Fire Alarm and evacuation procedures, including access from external escape to point of safety, are clearly identified, prior to Principal contractor taking posession of site. Access to lift to be maintained as far as possible during the works - Principal c=contractor to provide information of protection of routes, and details of when access will be restricted.	Details of site compound, building security and temporary works to be issued by main contractor.	**11th February 2022**	**PC, PM**
HZD.03	1.10	**Removal of windows on Market Square and High Street elevartions especially, to be carefully managed to protect the public. Management of occupation of Second floor to be considered.**	1,2	**6**	Contractor to provide method statements for means of access and handling during works to front elevation and Market Square.	Method statements are to be prepared relating to the temporary works (e.g. external scaffolding) and kept within the project health and safety file.	**11th February 2022**	**PC**
HZD.04	1.11	**The premises will be partially occupied during the construction phase.**	**1,2**	**9**	Ensure Fire Alarm and evacuation procedures, including access from external escape to point of safety, are clearly identified, prior to Principal contractor taking posession of site. Access to lift to be maintained as far as possible during the works - Principal c=contractor to provide information of protection of routes, and details of when access will be restricted. Premises must be vacant during strucutral works to Assembly Room.	Method Statements for Structural Works, inculding temporary support, to be provided by Principal Contractor and kept within the project health and safety file. PC to liaise with Client regarding programme and occupation of building.	**11th February 2022**	**PM, PC, C**
HZD.05	1.14	**Asbestos survey has identified 3 area where asbestos is present.**	**1**	**5**	All asbestos related materials to be removed from site as part of the works.	Method statements for removal of asbestos to be provided and kept within the project health and safety file.	**11th February 2022**	**PC**
HZD.06	3.1,4.2, 4.2 & 9.6	**Excavations for foundations to new columns and Ground Floor Slab to be 1.7m deep.**	**1**	**5**	All works within zone of influence of existing foundations to be to Structural Engineers details.	Method statements for deep excavations to be provided and kept within the project health and safety file.	**11th February 2022**	**PC, O(SE)**
HZD.07	5.6 & 14.3	**Large plant (Air Handling Unit) to be installed at high level.**	**1**	**3**	Consider splitting large unit into smaller components. All proposals to meet satisfaction of M&E consultant.	Method statements for Air Handling installation to be provided by PC and kept within the project health and safety file.	**11th February 2022**	**PC, O(M&E)**
HZD.08	8.1	**Suitable access arrangements to be made for new steelwork at Assembly Floor Level.**	**1,2**	**8**	Sequence of structural works to Assembly Room Floor / Market Hall to be co-ordinated with demolition works, and agreed with Structural Engineer, to ensure structural stability maintained throughout works.	Method statements and programme of works are to be prepared relating to works to upper floor.	**11th February 2022**	**PC, O(SE)**
HZD.09	8.2	**Large pieces of steel installed to Market Hall, and in Assembly Room Floor.**	**1,2**	**8**	Provide details of access arrangements for installation of high level steelwork, and agree with Structural Engineer, to ensure structural stability maintained throughout works.	Method statements and programme of works are to be prepared relating to works to upper floor.	**11th February 2022**	**PC, O(SE)**
HZD.10	8.3	**Ensure support of existing central beam and existing floors during new structural works.**	**1,2**	**9**	Ensure stabiloty of central supporting wall during installation of new steelwork. Agree level of demolition / strip out with Structural Engineer.	Method statements and programme of works are to be prepared relating to works to upper floor.	**11th February 2022**	**PC, O(SE)**
HZD.11	8.4	**Consider access to form new steel connections within Assmebly Room floor zone.**	**1,2**	**3**	Access to floor zone fro below only. Agree method of connection / fixing with Structural Engineer.	Method statements for Steel installtion are to be prepared relating to works to upper floor.	**11th February 2022**	**PC, O(SE)**
HZD.12	8.5	**Central wall supporting main beam to be used as support while new steelwork installed.**	**1**	**8**	Sequence of structural works to Assembly Room Floor / Market Hall to be co-ordinated with demolition works, and agreed with Structural Engineer, to ensure structural stability maintained throughout works.	Method statements and programme of works are to be prepared relating to works to upper floor.	**11th February 2022**	**PC, O(SE)**
HZD.13	8.7	**Steel below damp proof membrane not accessible following completion of works.**	**1**	**5**	Ensure all new steelwork below Damp Proof Membrane suitably protected from moisture ingress. Method of protection to be agreed with Structrual Engineer.	Method of damp proofing to be submitted and kept within the health and safety file.	**11th February 2022**	**PC, O(SE)**
HZD.14	10.5	**Large sections of stone potentially required for new infill works.**	**1**	**4**	Minimise sizes of stone to limit overall weight. Provide access and lifting equipment for work at high level.	Method statements for installation of new stonework are to be prepared relating to works to upper floor.	**11th February 2022**	**PC**
HZD.15	13.1	**Large sections of glazing to be installed**	**1**	**4**	Access restricted and wieght of glazing to lobby / landing to be considered. New historic glazing in original windows to be fitted in-situ at high level.	Method statements for installation of new frameless glazing to be prepared relating to works to upper floor.	**11th February 2022**	**PC**

HZD.16	13.4	**Damage to exsiting panes to be reported to architect. Suitable access provided to replace original panes in-situ, at height.**	**1**	**4**	Replacement historic glazing in 0riginal windows to be fitted in-situ at high level.	Method statements for installation of historic glazing to be prepared relating to works to upper floor.	**11th February 2022**	**PC**
HZD.17	16.4	**Removal of existing windows at high level. Removal of central, 2 storey high, supporting wall.**	**1**	**8**	Sequence of demolition works to be agreed with Structural Engineer. Access to external sections of wall at high level to be provided.	Method Statements for Structural Works, and external access at height to be provided by PC and kept within the project health and safety file. PC to liaise with Client regarding programme and occupation of building.	**11th February 2022**	**PC, O(SE)**
HZD.18	16.5	**Ensure support of existing central beam and existing floors during new structural works. Central load bearing wall to be left in situ until new steelwork in place.**	**1**	**6**	Sequence of demolition works to be agreed with Structural Engineer. Extent of existing first floor structure to be removed initially, to be agreed with Structural Engineer	Method Statements for temporary support, including central wall and existing floors, to be provided by PC and kept within the project health and safety file. PC to liaise with Client regarding programme and occupation of building.	**11th February 2022**	**PC, O(SE)**

APPENDIX F

Significant Hazards
Structural
KB2 Consulting Engineers

Summary of Residual Risks - Construction Stage

To be considered by the Principle Contractor when drafting detailed risk assessments and method statements for the works.

This document lists only residual risks – those which despite careful consideration could not be designed out.

All the risks are 'project specific' as a Competent Contractor is assumed to be aware of the guidance in the HSE publications "Health and Safety in Construction" and "Health and Safety in Refurbishment Involving Demolition and Structural Instability" as well as BS 6187.

REF NO.	ACTIVITY OR ELEMENT	POTENTIAL HAZARDS	REQUIREMENT FOR RAMS	INFORMATION FOR FILE
1	Alterations to existing building - Health & Safety of the site employees and passers-by.	Damage to building or injury caused by falling objects or collapse.	The contractor is to read and understand the works shown on the engineer's drawings and to ensure that the works are carried out with the necessary care required to not damage the existing building. Temporary works are to be provided.	Works to be sequenced safely and carefully controlled. Contractor to appoint a Temporary Works Co-ordinator to oversee the design, manage and supervise all temporary works.
2	Working close to a public highway / car park.	Damage or injury caused by falling objects or collapse.	Contractor to install suitable protection to separate the site from members of the public.	Site operatives to be briefed.
3	Deliveries to a confined site.	Injury or damage caused by collision with delivery vehicles.	Consider performing deliveries using smaller vehicles and all traffic movements to be adequately planed and supervised.	Site rules and method statements produced by Contractor.
4	Foundation excavations	Damage to existing building or injury	Excavations to be carefully controlled and back propped where required. All existing services to be located and area to be CAT scanned.	Obtain services drawing for site briefing.
5	Goalpost frame erection.	Injury due to falls or falling materials / collapse while installing steelwork.	Lifting and erection plan required and steelwork sub-contractor to ensure temporary stability of frame during erection.	Site rules, method statements and plan produced by Contractor.

Prepared by: Tim Pattinson
February 2022
221142

APPENDIX G

Significant Hazards
Mechanical and Electrical
Method Consulting

Method Consulting

Project name Midsomer Norton Town Hall - Phase 1
Project reference 1716PMN
Date 01-Feb-22
Prepared by DMS
Approved by MAS

A designer shall identify all significant risks and invoke **ERIC**

E	Eliminate	Usually by designer
R	Reduce	Usually by designer
I	Inform	Usually by designer
C	Control	In tandem with Contractor

Significant Risk & Residual Hazards Register

Hazard reference	Step 1	Step 2	Step 3		Step 4	Step 5	Notes for drawings	
	What are the hazards?	**Who might be harmed & how?**	**What are you already doing?**	**What further action is necessary?**	**How will you put the assessment into action?**	**Review during project (to be undertaken with Contractor)?**	**Construction**	**Demolition**
1	Asbestos	Inhalation of disturbed asbestos	Requested that asbestos inspection is undertaken by specialist and any planned strip out to be compelted during enabling works	Inform the Contractor of the risk	Identify risk in H&S plan and note on drawing	Plan and issue method satement to ensure risk is minimised	Disturbing existing asbestos - Contractor to plan and issue method statement to ensure all on-site construction does not disturb asbestos	Disturbing existing asbestos - Contractor to plan and issue method statement to ensure all on-site demolition does not disturb asbestos.
2	Working around existing live services serving other areas outside scope of works (e.g. second floor)	Damage to existing services (Electricity, gas etc.) during demolition	Providing information to contractor of existing services distribution routes. Requesting that Contractor completes tracing exercise prior to any demolition works in order to trace and mark-out existing services serving the second floor	Inform the Contractor of the risk	Identify risk with note on drawing (all drawings)	Plan and issue method statement to ensure risk is minimised		Existing live services within the building - risk of damaging live services during demolition. Ensure all services sitewide are surveyed, carefully assessed and are safely disconnected prior to commencing any demolition works.
3	Existing buried services not identified on plans	Gas explosion and/or electrocution due to accidental contact with buried services	Requested GPR survey is carried out by contractor ahead of any excavation works	GPR survey completed to identify below ground services.	Identify risk in H&S plan and indicate understood existing services routes on site services drawings based on record information	Contractor to carry out survey. Plan and issue method statement to ensure risk is minimised	Existing buried incoming services not identified on current survey information - Contractor to carry out further surveys and plan and issue method statement to ensure all on-site excavation is co-ordianted with existing services	Existing buried incoming services not identified on current survey information - Contractor to carry out further surveys and plan and issue method statement to ensure all on-site excavation is co-ordianted with existing services
4	Working in confined spaces: attic areas, services trench, risers and cupboards	Ease of escape, level of ventilation	Minimum plant installation to satisfy design intent. Items requiring on-going maintenance are located in accessible locations	n/a	Identify risk with note on drawings (ventilation & fire alarm drawings)	n/a	Working within confined spaces - contractor to plan safe access and working arrangements when work is carried out within attic areas or other confined areas	
5	Installing above head equipment such as ventilation equipment & luminaires	Equipment falling on people	Where possible mount services on walls and/or in protected zones	Inform the Contractor of the risk	Identify risk with note on drawings (ventilation & lighting drawings)	Plan and issue method statement to ensure risk is minimised	Installing above head equipment such as fans & luminaires - equipment falling on people. Contractor to plan and issue method statement to ensure risk is minimised	
6	Making holes in walls and floors for services; chasing walls	Dust generation, wall collapse	Holes minimised due to existing building struture. Any new holes agreed with strucutral engineer. Minimised need for chased services by locating sockets in new partition walls or using surface mounted sockets.	Inform the Contractor of the risk	Identify risk with note on drawings (BWIC, piped services, ventilation & small power drawings)	Plan and issue method statement to ensure risk is minimised	Making holes in walls and floors for services; chasing walls. Contractor to plan and issue method statement to ensure risk is minimised	
7	Electricity distribution boards (new & existing)	Electrocution due to accidental/deliberate misuse	Distribution boards to be housed within lockable, recessed steel cabinets and suitably labelled. Emergency local isolators to any heavy duty equipment. Earthing and bonding.	Inform the Contractor of the risk	Identify risk with note on drawings (small power and lighting drawings)	Ensure best practise guidelines and regulations are followed. Ensure relevant test certificates are present where available for existing circuits.	Electricity distribution boards (new) - electrocution due to accidental/deliberate misuse. Contractor to plan and issue method statement to ensure risk is minimised	Electricity distribution boards (new & existing) - electrocution due to accidental/deliberate misuse
8	Installation of roof top M&E services such as louvres, termination kits etc.	Equipment falling on people, people falling from height greater than 10m	Where possible mount services in protected zones and/or provide roof edge protection	Inform the Contractor of the risk	Identify risk with note on drawings (ventilation, power, lighting & security drawings)	Access from tower platforms correctly secured and with safe access ladders to be used only.	Working at height to install services - fall from between 2m & 10m. Contractor to plan and issue method statement to ensure risk is minimised	
9	Working with 240V and 415V small power and machinery power circuits	Electrocution due to accidental/deliberate misuse	Safe supply current limiting transformer with enhanced RCD protection installed to workshop small power and machinery circuits. MCB/RCD protection installed to small power circuits generally.	Inform the Contractor of the risk	Identify risk in H&S plan.	Ensure best practise guidelines and regulations are followed. Ensure relevant test certificates are present for existing circuits.	Working with 240V and 415V small power and machinery power circuits - electrocution due to accidental/deliberate misuse	