



PRE-CONSTRUCTION INFORMATION DOCUMENT

Client Name	Newquay Town Council
Site Address	Newquay Library Marcus Hill Newquay TR7 1BD
Activity/area	Roof Replacement Works
Date Completed	29/10/2024

Version	Amendment	Amended by	Date
V1	Original Document	Daniel Hunt	29/10/2024

Safety First (Cornwall)

Victoria Offices & Commercial Centre, Station Approach Victoria. Roche. St Austell Cornwall, PL26 8LG

Health & Safety Consultants, CDM Consultants, Principal Designers, Fire Risk Assessors, Compliance trainers, Face Fit Testing

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Pre-construction Information

The Pre-construction Information forms part of the tender documentation for the appointment of the Principal Contractor; it describes the project, construction work and timing, identifies hazards and risks, required standards for health, safety and welfare and identifies interfacing activities.

Designers and Contractors may use this information in conjunction with other contract documentation to plan their work. It is a responsibility of the Client (or clients' representative) to ensure its preparation and they must provide this document as soon as practicable to each designer and contractor (including Principal Contractor) being considered for appointment.

The purpose is to highlight the main health and safety issues in connection with the construction work in the project and to form a basis for tenderers to explain their proposals for managing the risk inherent in the project.

Construction Phase Plan

The appointed Principal Contractor will develop the Pre-construction Information as part of his duties (under Regulation 12) to produce a Construction Phase Plan, in particular taking reasonable steps to ensure co-operation between all Contractors to achieve compliance with the Regulations together with any specific rules and recommendations set down within the Plan.

No construction work will be allowed to commence until the Client is satisfied that a Construction Phase Plan has been prepared in accordance with Regulation 12.

DESCRIPTION OF THE PROJECT

1.1 Project Team

Client	<p>Name: Joe Piwecki</p> <p>Address: Newquay Town Council, Municipal Offices, Marcus Hill, Newquay, TR7 1AF</p> <p>Tel: 01637 878388</p> <p>Email: joe@newquay.gov.uk</p>
Principal Designer	<p>Name: Safety First (Cornwall)</p> <p>Address: Advent House, Station Approach, Victoria, St Austell PL26 8LG</p> <p>Contact: Daniel Hunt</p> <p>Telephone: 07426 1986540</p> <p>E-mail: dan@safetyfirstcornwall.co.uk</p>
Designers/Architect	<p>Name: James Barron</p> <p>Company: Barron Surveying Services</p> <p>Address: 62c Larkham Lane, Plympton, Plymouth, PL7 4PN</p> <p>Tel: 01752 257064</p> <p>Email: james@barronsurveying.co.uk</p>
Principal Contractor	<p>Name: TBC</p> <p>Address: TBC</p> <p>Contact: TBC</p> <p>Tel: TBC</p> <p>Email: TBC</p>

The Site

The site location is:

Newquay Library
Marcus Hill
Newquay
TR7 1BD

Project Description

The works comprise replacement roof coverings at Newquay Library. Work includes stripping existing roof coverings and replacing with new vapour control layers, insulation and waterproofing layers with all ancillary works.

Timescale for the Construction Work

Planned Start Date	TBC
Estimated completion time	TBC

The permitted hours during which works may be undertaken on site are: -

Not before 7.30am or after 18.00pm Monday to Friday

Weekend work will be permitted by agreement with the contract administrator and client.

Surrounding Land Use

The site is in Newquay. The surround buildings is retail and residential premises and is located next to a busy public car park. Attention must be paid to location being a town centre location and the Principal Contractor must ensure minimal disturbance to surrounding businesses during the works.

1.6 Extent and Location of Any Existing Records and Plans

1.6.1 Existing Drawings

Existing plans, drawing and documents will be attached to this document. A register of all documents can be found in annex 1 of this document.

1.6.2 Health & Safety File

The Health & Safety file is going to be collated and managed by the Principal Contractor and Project Manager.

Where projects involve more than one contractor, the CDM Regulations require the client ensures the principal designer prepares a health and safety file so that, at the end of the project, the client is in possession of information anyone carrying out subsequent work on the building will need to know to plan and carry out that work safely.

Documents will be collated as the project progresses. The following elements will make up the Health & Safety File;

- A description of the project carried out, along with details of the location of the site;
- Information on residual hazards which remain and how they have been dealt with;
- Safe working loads of the structure and other key structural principles;
- Details of any hazardous materials used;
- Health and safety information relating to operation and maintenance of the structure including information required for safe cleaning and maintenance of the structure;
- Health and safety information relating to installed plant and equipment such as information regarding removal or dismantling;
- The location and nature of significant services, particularly hidden services;
- As built drawings of the structure, its plant and equipment.

On completion of the project, the Health & Safety will be presented to the client.

1.6.4 Existing Services

The contractor will have use of the building's water and power supplies for construction purposes.

1.6.5 Asbestos Information

An R & D survey of the roof must be completed prior to works commencing.

If asbestos containing materials are found to be present, the contractor must arrange to the asbestos containing materials to be removed by competent and qualified personnel.

All site operatives must have completed an asbestos awareness course within the past 12 months due to the age of the building.

1.6.6 Existing fire plan

There is no existing fire plan in place.

The principal contractor must ensure that a fire plan is prepared to ensure that safe evacuation of the building can be completed safely in the event of an emergency.

The principal contractor must ensure there is a means of warning of fire and extinguishing fire as well as suitable fire exit signage, fire action notices and a fire assembly point marked on the fire plan.

1.6.7 Existing Structures

The Contractor should be aware that they will be responsible for the coordination of the removal of existing roof and subsequent replacement.

1.6.8 Access & Site Conditions

The Principal Contractor's access into the site shall be via the existing highway network .

The Principal contractor must complete a traffic management plan which must be submitted to the client and principal designer prior to the commencement of any works.

The Principal Contractor must ensure, where appropriate, a street works permit is obtained from Cornwall council for the erection of scaffold.

1.7 Project Constraints

1.7.1 Other Projects

It is important that the access road outside of the premises is not blocked and remains accessible at all times. Parking will be made available on site during construction.

This must be managed by the principal contractor at all times.

1.7.2 Information from representatives of the client

No information is available.

2 CLIENT'S CONSIDERATIONS

2.1 Arrangements for planning form and managing the construction works#

The Principal Contractor is responsible for health and safety within the construction site and those that might be affected by construction operations.

The client shall have the right to suspend the construction work if they believe that a person's safety is at risk.

The client require that all work is undertaken in accordance with all statutory requirements with respect to health and safety. In addition, all relevant approved codes of practice and guidance notes shall be adhered to.

The Principal Designer shall review drawings and design changes throughout the project and raise any associated issues with respect to health and safety considerations with the design team.

The Principal Contractor is responsible for developing the Construction Phase Plan and maintaining it on site throughout the duration of the project.

The Client requires that the Construction Phase Plan before work commences on site, the client will assess the plan to ensure it is suitable and sufficient.

All personnel on site must have received adequate training to undertake their work in a safe and competent manner. Information on the training of personnel, refresher training and statutory training certification should be held by the Principal Contractor and must be available for inspection at the site.

All persons on site should be given a site-specific induction to familiarise themselves with emergency procedures, management requirements and specific site details.

Any training needs identified as being required during the course of the project shall be undertaken. These may be in the form of toolbox talks or other suitable methods.

The Principal Contractor shall be responsible for the management and implementation of health and safety on site.

Health and safety shall be included on the agenda of all site meetings and significant items recorded and distributed to all relevant parties.

A system of monitoring the construction works to ensure the effective management of safety throughout the project duration shall be implemented by the Principal Contractor.

Such monitoring shall include:-

- Workplace inspections – general site safety
- Statutory inspections – scaffold, plant, equipment, etc.
- Sub-contractors – the monitoring of sub-contractors

The Principal Contractor is responsible for the production of all required method statements and risk assessments with respect to his undertakings. In addition, the Principal Contractor shall review the method statements and risk assessments of all subcontractors on site and ensure that their content is suitable and sufficient before permitting any relevant activities to commence.

Details of all accidents on site and the findings of such investigations shall be forwarded promptly to the Client.

The principal contractor is reminded of their duties under CDM 2015 and should refer to the various industry guidance when planning and carrying out construction work.



2.2 Health and Safety Goals for the Project

The client Safety Rules for Contractors will be incorporated by the Principal Contractor into the Construction Phase Plan. The Principal Contractor to ensure that they are communicated, understood and enforced throughout the duration of the contract.

The client 'Safety Rules for Contractors' are included in the appendices

The primary objective of all duty holders is to remove and minimise the risk of injury or incident and ensure that the legal standards for safety and health, guidance and best practice are achieved at all times and that all works are undertaken safely.

"Every person to return home safely every day."

2.3 Communication and liaison between Client and others;

As well as on-going liaison using established communication techniques, formal liaison will be maintained through project team meetings where health and safety performance will be discussed as an agenda item. The frequency of these meetings will be determined on a project-by-project basis and attended by key duty holders as appropriate.

There will be a number of instances throughout the duration of the project lifecycle where additional communication is required. Some examples of this are detailed below with supporting guidance as to how the issue should be resolved and the appropriate lines of communication.

Unforeseen health and safety issues

In the event of discovery of any significant health and safety issues during the construction phase which is not specifically referred to in this document, the principal contractor shall advise the principal designer and client immediately.

Liaison with client representatives

Notwithstanding communication with the client and principal designer, the principal contractor shall also liaise with other client appointed persons including all members of the design team.

Instructions

Design instructions and instruction relating to variance outside of the client requirements to carry out works shall only be taken through the client in consultation with the principal designer and principal contractor.

Activity schedules

Activity schedules shall be agreed with the client in advance of work. Vehicular movements for material delivery and waste disposal shall also be identified, along with any temporary storage required.

Information for employees, contractors, sub-contractors, etc.

The principal contractor is to ensure that all sub-contractors, contractors, operatives and the self-employed are made aware of the contents of this document and all other relevant information appropriate to the project.

2.4 Security of the site

The Principal Contractor is entirely responsible for the security of the site. The principal contractor is to ensure that there is an adequate hoarding to prevent access to the site of all un-authorised persons.

Particular account is to be taken of unauthorised persons straying into work areas while construction activities are taking place.

The Principal Contractor is to provide within the Construction Phase plan for the project a marked-up site plan showing location of the site compound including welfare and proposed location of skips.

2.4.1 Hoarding Design

Hoarding should not be required, however, if hoarding erected, the nature of the hoarding must be unoffensive and inkeeping with the local area.

HERAS fencing must be secure where erected.

2.5 Welfare provision

The Principal Contractor shall be required to provide his own facilities in this regard that shall comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015. These are to be established before any construction activity commences on site and maintained in a hygienic manner for the duration of the project.

2.6 Site transport arrangements or vehicle movement restrictions.

The client requires a full traffic management plan to be submitted. At no point must emergency access for the fire and rescue services to the building be blocked by contractor's vehicles or work. Banksman shall be used if necessary for deliveries in order to protect both pedestrians and vehicles on site. Vehicles should not increase the risk of danger to others. Emergency access may be required to the substation and as such it must be maintained at all times.

Vehicle movement on site should benefit from best practise planning and management. The contractor should take consideration of the following points taken from HSG144 which should be used as a reference. Other regulations, ACOP's and guidance should also be referred to.

Planning for safety
Pedestrian and vehicle separation
Loading and storage areas
Public protection
Information
Vehicle selection
Vehicle inspection and maintenance
Reversing - one way traffic desirable
Loading of vehicles
Drivers
Signallers
Safe working practises
Risk assessment and safety management

2.7 Permit-to-work systems

The Principal Contractor shall, implement a permit to work system for higher risk works activities.

2.8 Fire precautions

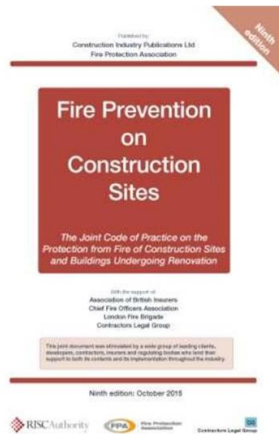
The contractor shall comply with the requirements of 'Fire Prevention on Construction Sites' published by the Loss Prevention Council (9th edition 2015). The contractor shall develop a fire safety strategy based around the existing fire evacuation procedure for the building including means of raising the alarm, escape routes and muster points. The contractor will be responsible for providing adequate signage and familiarisation training with regards to primary and secondary means of escape from the works area in the event of an emergency including fire, chemical alerts and bomb scares.

The fire safety strategy should include the following information as a minimum:

- Reducing ignition sources and potential fuel sources
- means of evacuation from work areas, including those at height or within basement areas
- means of evacuation whilst works are being undertaken in common parts and stairwells designated as emergency escape routes
- means of protection and evacuation of those working in confined spaces
- requirements for instruction and training of operatives and fire safety duty holders

- relocation of assembly points impacted by construction activities.

Operatives working on-site shall take part in any fire drill organised by the contractor, client or his representatives during the period of works. The contractor is to ensure that full firefighting measures and means of escape are available within areas under the control of the contractor. Basic instructions for staff should be provided. Instructions in prevention and action in any emergency are the responsibility of the Principal contractor.



2.9 Emergency procedures and means of escape

Generally, the Principal Contractor shall ensure that emergency procedures and means of escape are maintained throughout the Construction Phase and any additional measures as a result of the works or erection of scaffolding etc. on site are put in place and maintained as required.

This includes the physical protection of routes, floors and other types of surfaces, access/egress points, locks and door furniture and emergency and safety lighting and signage for escape routes, etc.

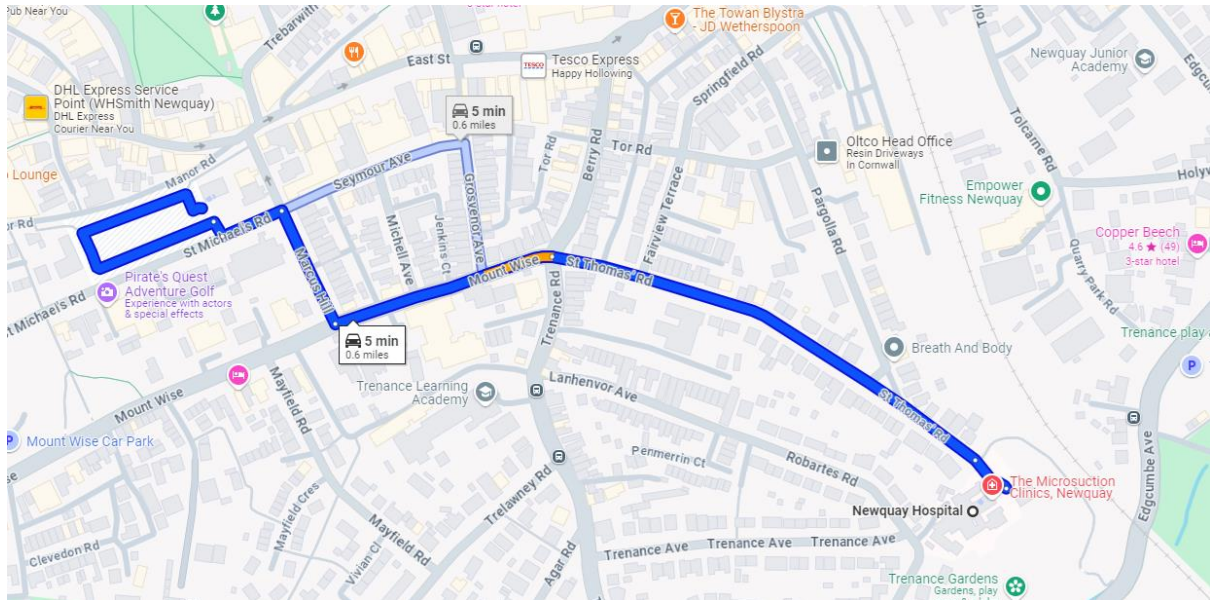
Site address:

Newquay Library
Marcus Hill
Newquay
TR7 1BD

The contractor shall make arrangements for dealing with accidents on site in line with current legislation. This shall include provision of first aid equipment and appropriately trained personnel e.g., first aiders or appointed persons.

The nearest hospital with emergency facilities is:

Newquay Hospital, St Thomas' Rd, Newquay TR7 1RQ
Approximate Distance: 0.6 Miles
Dial: 999



2.10 No-go' areas or other authorisation requirements for those involved in the project;

N/A

2.11 Any areas the Client has designated as confined spaces;

N/A.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety hazards, including:

3.1.1 Boundaries and access, adjacent land uses, including means of access;

The premises is accessed by a two-way road that is in constant use.

3.1.2 Any restrictions on deliveries or waste collection or storage;

All waste is to be securely stored prior to removal or cleared daily. No waste is to be stored within the building.

Waste and arising shall be removed from the site on a regular basis to ensure the site remains clean and clear and hazards are avoided. Where any waste or flammable waste is required to be stored on site, it shall be stored in a lockable fireproof container/skip and be removed from site as soon as reasonably practicable.

3.1.3 Existing storage of hazardous materials;

An R & D survey will be completed prior to works commencing.

If asbestos containing materials are found to be present, the contractor must arrange to the asbestos containing materials to be removed by competent and qualified personnel.

All site operatives must have completed an asbestos awareness course within the past 12 months due to the age of the building.

3.1.4 Location of existing services, particularly those that are concealed – water, electricity, gas, etc;

N/A.

3.1.5 Information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved);

Refer to drawings and specification of works

3.2 Health hazards, including:

3.2.1 Contaminated land, including results of surveys;

None Known.

3.2.2 Existing structures containing hazardous materials;

None Known

3.2.3 Health risks arising from Client's activities.

None Known.

4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant Design Assumptions.

The Principal Contractor shall address the following significant hazards associated with the design. It is essential that the Construction Phase Plan properly addresses the issues in the Risk assessment, method statements/safe systems of work, before the specific work actually commences on site.

Appendix - Designer Risk Register

4.2 Suggested Work Methods / Sequences

The design risk register contains hazards identified by the Designers, which cannot be avoided and may constitute a risk to the Health and Safety of construction workers. The list contained within the design risk register is not intended to be exhaustive and may be amended as a result of further discussions with the Design and Construction team members as additional information becomes available.

4.3 Arrangements for the co-ordination of on-going design work

All ongoing design and design changes shall be co-ordinated through the design team , the Principal Designer and Client.

4.4 Arrangements for handling design changes throughout the project

If, due to unforeseen circumstance there are aspects of design which require modification post tender and these significantly affect health and safety the following procedure shall apply.

Designers and/or the Principal Contractor: -

- As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified and provided with relevant information.
- Each modification shall be developed on the basis of Regulation 13 and the “principles of prevention” regarding execution, maintenance, repair and subsequent demolition and dismantling.
- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety by all parties.
- The Principal Contractor shall be required to update, amend and modify as necessary their Construction Phase Plan to address change.
- Designers are to highlight significant health and safety issues due to change advising the Principal Designer and Principal Contractor.

5 THE HEALTH AND SAFETY FILE

The Principal Contractor shall comply with his duties under the CDM Regulations 2015 and obligations set out in the contract documents to ensure that the Principal Contractor receives all the information required to complete the Health and Safety File within four weeks of issue of the Certificate of Practical Completion by the Contract Administrator. Operation and Maintenance Manuals must be available before the building is handed over to the Client.

5.1 Information Delivery Format

The client Health & Safety File format (see Appendix 2). The file shall be provided in a single indexed electronic document format (including all manufacturers' data, drawings, etc). In addition, separate electronic copies of drawings in AutoCAD, and editable word / excel documents shall be provided.

APPENDICES

Appendix 1

Client Site Rules for Contractors

- No smoking on site (smoking is only permitted at designated areas)
- Site safety wear: Safety boots, high viz, hard hat. (When applicable)
- Where other PPE is required, the site manager will inform all operatives and there will be adequate signage.
- No drugs, unless prescribed, or alcohol are permitted on site at any time.
- Ensure your health and safety at all times and those who may be affected by your work including other contractors.
- Always be courteous and polite to members of the public.
- Manual handling must be kept to minimum use mechanical aid first.
- You must understand your company's method statement and risk assessment covering the work you undertake and follow them closely.
- Keep work areas tidy at all times.
- Do not block the fire exits.
- Do not leave any hazardous materials lying around.
- Any spillage must be cleared immediately.
- No disposal of substances to drains, be aware of COSHH assessments when handling chemicals.
- Observe all signage around the site.
- Minimise noise.
- No offensive behaviour or horse play.

Appendix 2

Health and Safety File Format

The principal contractor will compile the Health & Safety file.

Details of construction methods/materials used, (may be included on as built drawings), including names and addresses of specialist suppliers.

- All as built drawings
- Details of locations, and nature of utilities and services
- List of all contractors/specialist plant and suppliers including addresses, telephone numbers and contact names.
- All manufacturers' Warranties and Guarantees etc
- All manufacturers technical 'Operating and Maintenance' manuals
- All test and commissioning certification
- Any other health and safety information which may help to avoid risk to those carrying out maintenance operations for the client, such as known major hazards.
- All other relevant details and information as required by the Construction (Design & Management) Regulations 2015

Asbestos Report

Appendix 6 Existing O&M / Health and Safety File.

N/A

PLEASE SEE ATTACHED

PLEASE SEE ATTACHED