



PRE-CONSTRUCTION INFORMATION.

Main Roof Repairs to Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE.



29th July 2024.

Contents

1. Description of Project
2. Client
3. Location
4. Nature of Construction work to be carried out
5. Timescale for completion of construction work
6. Time allowed for mobilisation
7. Client
8. Principal Designer
9. Principal Contractor
10. Health and Safety Executive
11. Local Authority
12. Other designers
13. Preface
14. The Works
15. Extent and location of existing records and plans
16. Client's Considerations and Management Requirements
17. Environmental Restrictions and Existing On-Site Risks
18. Significant Design and Construction Hazards
19. The Health & Safety File

1. Description of Project

The works comprise roof repairs to Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE.
The work is at height and to a building that is three storey's high.

2. Client Name Organisation

Tenbury Town Council
The Pump Rooms,
Teme Street,
Tenbury Wells,
WR15 8BA.

3. Location

Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE.

4. Nature of Construction work to be carried out

The works comprise roof repairs and work to parapets and lead valleys.

5. Timescale for completion of construction work

Start Construction – approximately September 2024
Construction Ends – approximately 20 weeks from start
Defect Liability Period - 3 months

6. Time allowed for mobilisation

The minimum time to be allowed between appointment of the Principal Contractor and instruction to commence work on site. Mobilisation Weeks 2 weeks

7. Client Name

Tenbury Town Council
The Pump Rooms,
Teme Street,
Tenbury Wells,
WR15 8BA.

8. Principal Designer Name

Ionic Surveying Consultants Ltd,
Suite 1,

12 Longbow Close,
Shrewsbury,
Shropshire
SY1 3GZ
contact email neil@ionicsurveying.co.uk ; Telephone Landline 01584 318230, Mobile
07825 753531

9. Principal Contractor

To be confirmed after competitive tender.

10. Health and Safety Executive

Midlands Office, HSE, 19 Ridgeway, 9 Quinton Business Park, Quinton, Birmingham
B32 1AL

The quickest way to report a problem is to use our online form and when you submit it you will get an acknowledgement. If you cannot use the form, you can phone us on 0300 003 1647 and we will fill in the form with you. Our lines are open Monday to Friday from 8.30am to 5pm (on Wednesdays we are open from 10am to 5pm).

11. Local Authority

Malvern Hills District Council, Council House, Avenue Road, Malvern WR14 3AF.

12. Other Designer

None.

13. Preface

This Pre-Construction Information has been prepared by the Principal Designer on information provided by the Client and as a result of site inspections during the pre-construction stage of the project and is to be used as assistance, in compliance with the Construction (Design & Management) Regulations 2015, by the Principal Contractor.

The document aims to provide or identify the source of all relevant information about the site and the programming and nature of the works, and to describe aspects of the construction that are likely to be a significant risk to the health and safety of any person carrying out the work or any person affected by the work.

It is not the intention of the document to describe every day-to-day hazard that could be encountered during the normal construction processes associated with the works of this project.

It should not be assumed that this is a definitive list of hazards that may be encountered in the works as other hazards, not yet known, or identified, may present themselves during the course of the works and these, if found, will need to be assessed in conjunction with the Principal Designer.

The Pre-Construction Information has been prepared in order that the Principal Contractor can undertake and make provision for necessary arrangements to carry out the management and implementation of the construction phase of the contract at Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE in an organised and structured manner and to comply with all applicable health and safety requirements.

The Construction Phase Health and Safety Plan that is required to be issued by the Principal Contractor in response to this document must be developed as necessary during the progress of the works and the Principal Designer notified of any changes.

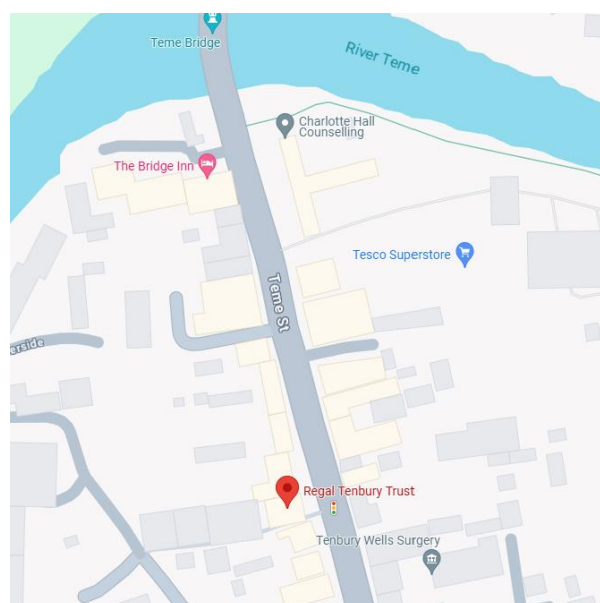
Any reportable accidents, enforcement or prohibition notices are to be notified to the Principal Designer and the Client immediately together with the circumstances behind the event and proposals to ensure that it will not reoccur.

The submission of the F10 form will be made to the HSE, on receipt of the completed contract documentation.

14. The Works

The works comprise roof repairs and work to parapets and lead valleys.

Location of site



The adjoining properties will be occupied during the works.

Existing photographs



front elevation and side access passageway requiring pedestrian access at all times.



front roof and parapet



front parapet



finials



middle roof and blade valley



lead valley



front and middle roof



middle and rear roof



rear roof



rear flat roof rear flat roof



rear flat roof and side passageway which will remain accessible to pedestrians at all times

15. Extent and location of existing records and plans

All planning and preparation works have been carried out on the basis of information provided by the client and site inspections.

16. Client's Considerations and Management Requirements

Arrangements for planning and managing the construction work, including any health and safety goals for the project.

Structure of Organisation

- a) Client – Tenbury Town Council, The Pump Rooms, Teme Street, Tenbury Wells, WR15 8BA.
- b) Principal Designer/Contract Administrator – Ionic Surveying Consultants Limited, contact Mr Neil Condliffe
- c) Principal Contractor - TBA. The PC will be required to provide full details of their site management structure with named personnel to include the proposed site safety inspector as noted below.

17. Communication and liaison between client and the Principal Contractor (PC) will be through the Contract Administrator/Principal Designer.

18. Security of the site will be the responsibility of the Principal Contractor.

19. Welfare provision will be the responsibility of the Principal Contractor and must be fully independent see item A41 110 of the preliminaries and preambles also schedule 2 of CDM Notes L153. It is noted in the specification, that the welfare and compound may be

set up in the courtyard area. The area must be checked for services i.e., water, electricity, foul and surface water drainage, to ensure no damage is incurred to them. The contractor will need to find alternative arrangements for locating his compound.

20. All sub-contractors must be selected on the basis of previous employment and experience of similar works in order that their competence can be assured. In the event that a contractor is required to be employed for whom there is no direct experience, then full references will be taken to ensure their competence to carry out the task. In all cases the companies must provide records of their safety standards. Any contractor using operatives who do not have a full command of the English language must have at least one lead person who is able to act as a translator to ensure that the full knowledge of all site rules, fire procedures, safety notices and methods of work are understood by all.
21. It will be a requirement that the Principal Contractor employs an independent or company accredited safety advisor to carry out regular safety inspections at periods not greater than 3 weeks. The reports of these inspections and actions taken must be passed to the CA immediately following each inspection, the first inspection to take place immediately following the site set up.
22. The Principal Contractor will be required to notify neighbours of the works, with a liaison contact and requirement to comply with the site warning signage.
23. Sub-Contractors must be made fully aware of this document and the Principal Contractors Construction Phase health and Safety Plan and must follow all safety instructions and requirements as set out and notified.
24. Any accidents must be immediately reported to the CA/PD and the Client and investigated and reported on by the appointed safety advisor.
25. Requirements relating to the health and safety of the client's employees or customers or those involved in the project such as Site hoarding requirements: The Principal Contractor will be required to protect all areas of work against entry by the public and to provide any necessary measures.
26. Client permit-to-work systems: there will not be a permit to work system, but a full programme of works will be required to be agreed at a pre-contract meeting and close liaison required with the Contract Administrator to agree start dates for each main activity.
27. Fire precautions: normal site safety rules would apply.
28. Emergency procedures and means of escape: No means of escape must be blocked without alternatives being agreed with the Contract Administrator. This applies to the

property and the shared access drive. Note parking restrictions identified in Item A12 200 of the preliminaries and preambles also referred to below.

29. A specific method statement/site plan, detailing safety precautions to be taken to ensure fire escape routes are not blocked and access is maintained at all times for emergency crews must be provided.
30. Smoking and parking restrictions: Smoking will not be permitted within the property and must be restricted to the works compound and be in accordance with the latest legislation. Parking will be off site.
31. All activities must be kept strictly on the property.
32. Formal site induction must be carried out and recorded for all operatives in order that they can be made aware of this document and the Principal Contractors Construction Phase Health & Safety Plan response. A list of headings must be provided to the CA before works commence. The induction must also apply to all sub-contractors' personnel.
33. Liaison: The importance of good liaison with the Client cannot be over stressed but all works related queries must be addressed through the PD/CA.
34. Environmental Restrictions and Existing On-Site Risks
 - a) Safety hazards, including:
 - b) The safe use of any plant, e.g., cranes, access scaffolds, hoists, MEWPs, and the safety of groundworks: Any plant used must have certificated operatives and the ground conditions must be assessed for the suitability of use.
 - c) Any scaffolds must be erected and certified for use by an NASC accredited scaffolding company and must not be altered in anyway apart from by the scaffolding company.
 - d) See later comment in Significant Design and Construction Hazards section.
 - e) Health hazards, including:
 - f) Existing Structures – stability, fragile or hazardous materials: There are not thought to be any hazardous circumstances involving the existing structure, in the event of asbestos being found this must be removed either by a licensed contractor or by trained operatives depending on the type of asbestos found all in accordance with HSE guidelines. - This has been carried out and actioned as necessary, see Asbestos Report, a copy must be retained on site.
 - g) Existing storage of hazardous materials: There are no known other existing hazardous materials, but any materials brought onto site must be kept secure during any out of working times and must not be left in insecure work areas.
 - h) Waste Disposal: Waste must be disposed by licensed waste carriers and waste must have an auditable trail. On no account must waste be left that could cause

tripping hazards, fire risk or impediment to emergency services. Skips should therefore be covered at all times or positioned so as not to present a fire risk.

35. Significant Design and Construction Hazards

The major health risk with this project is associated with working in areas adjacent to the pedestrians, together working at height.

The Principal Contractor and any of their sub-contractors and the various nominated sub-contractors must all be fully aware that they are to comply with the requirements of this document (PCI) and the CPH&S Plan that is to be written in response, as required under the CDM Regulations and all PC safety requirements including provision of RAMS and use of appropriate PPE equipment as appropriate.

Arrangements for co-ordination of on-going design work, sequences or other control measures and handling design changes:

All such details must be agreed with the Principal Designer/Contract Administrator before each activity commences.

Information on significant risks identified during design: Protection of public

The public will need to be protected against unauthorised entry to works areas and tripping hazards.

Public safety Signage must be positioned at the entrance and on the security fencing to warn of construction works and against unauthorised entry to the property, noting that the property will be monitored by an internal PIR alarm

Public Safety Fire Escape Routes - The works must be organised so as not to interfere with escape/emergency access in anyway.

Services Before any site set up or breaking out is undertaken a full CAT survey must be carried to ensure their integrity is maintained.

Dust The sequence of work must take into account the need to protect all operatives against dust and provision made for use of PPE equipment and adequate ventilation.

Noise The operations should not present any specific noise hazards with the use of appropriate PPE equipment.

Working at Height The works involve the stripping of the existing four storey façade and subsequently refurbishing this facade a safe system of working will be required that

provides safe access by provision and provides safe working at height with prevention of falls whilst this operation is carried out

Prevention of Falls Any openings at height or by excavation must protected at all times.

Manual Handling The works include removal of finishes and fittings, therefore manual handling to waste skips cannot be avoided.

Hazardous Materials Noting that any identified asbestos will have been removed, all operatives must be made aware that given the age of the property care must be taken and any suspicious materials reported immediately to the CA/PD. A targeted refurbishment survey for asbestos is included in the schedule of work, and no work should be undertaken until this survey has been completed and the results known, and safe systems of work developed.

Fire During any operation requiring torch work, cutting equipment or similar, full hot work procedures must be operational. The site manager must record these hot works as being checked, as set out in such procedures. Hazardous Materials All materials must be used in accordance with their COSHH recommendations. The stripping out works will involve the handling of various materials that will have sharps and appropriate PPE equipment must be worn at all times

Electrical Safety The works will be involving the isolation of circuits to enable the stripping out of the upstairs rooms and the ground floor ceiling, and this must be completed by labelling and securing of the distribution board to ensure it cannot be tampered with by unauthorised personnel. All electrical plant must be 110v and have current safety inspection certificates. Temporary lighting must be arranged also on a 110v circuit. All to be protected by an RCD system. Plant Use Any plant must be used by trained operatives and must have accompanying operating, maintenance requirements including any limitation in their use. It will be a requirement that at tender stage a brief method statement is included that details the proposed systems.

Hazards considered normal to the building industry are not identified and should be handled in accordance with all health and safety regulations. The Health & Safety File

The Principal Contractor will be required to notify the Principal Designer of any hazards arising during the works that have not been identified in this document and also notify as part of the submission of information for the preparation of the Health and Safety File, any remaining hazards on completion of the works.

Any variations from the scheme drawings or specification that might affect safety must be notified to the Principal Designer.

Any variations to the scheme drawings including positions of services, details of all materials different from those included in the drawings and specification must be provided to the Principal Designer for inclusion in the Health and Safety File.

36. Health and Safety File

Practical Completion will not be issued to the Principal Contractor until the Health and Safety File to be produced in outline form. The File will then subsequently be required to be presented in 2no. copies plus digital format. This information must include note, if any, of any changes to the specification, layout drawing of electrical circuits, distribution board organisation, isolation valves, together with details of any sub-contractors employed, together all warranties etc