

PROPOSED WORKS AT  
25 Market Place, Southwold, IP18 6ED

PRE-CONSTRUCTION INFORMATION

Construction (Design & Management) Regulations 2015

Principal Designer: Ollie Palmer  
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## 1. INTRODUCTION

The pre-construction information contained within this document has been developed for the project as required under Regulation 8 and 11 of the Construction (Design & Management) Regulations 2015.

## 2. PROJECT DETAILS

### 2.1 Description of project & construction work involved

- Refurbishment and redecoration of cast iron gutters and downpipes, with modification and replacement of an existing downpipe and gutter.
- Replacement of failing lead-style sheeting and detailing with new lead work over customer entrance and timber shop front windows
- Removal of existing cement fillet detail/coating and installation of lead flashing to parapet wall adjoining the neighbouring shop, 'Joules'.
- Removal of live or blown render to both front facing elevations, replace with suitable lime-based render.
- Timber resin repairs to external joinery, including first floor windows and shop front windows
- External redecoration of render and joinery.
- Following completion of external works, making good the damaged plaster to the affected storeroom at first floor level only.

### 2.2 Site Address

25 Market Place, Southwold, IP18 6ED

### 2.3 Project Time Scales

Start on site:	Mid May 2023
Completion:	TBC
Contract duration:	Eight Weeks

### 2.4 Mobilisation Period

The minimum time allowed between the appointment of the principal contractor and instruction to commence on site will be two weeks. However, due to the start date being in spring next year, it will leave a prolonged period.

### 2.5 Intended Use of the Building on Completion

Retail Use

Will the Structure/Building will be used as a Workplace? **Yes**

If yes, all designers:

Please ensure that the finished design must take into account the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

2.6 Existing Records & Plans that are available

Description	Location
Existing and proposed elevation drawings and plans.	Included in tender documents

## 2.7 Site Location Map

A plan detailing the location of the building(s) is included below.

### 25 Market Place, Southwold, IP18 6ED



### **3. PROJECT CONTACTS**

#### **3.1 Client**

Southwold Town  
Council  
  
Town Hall, Market  
Place, Southwold IP18  
6EF

#### **3.2 Contract Administrator**

North and Hawkins Ltd  
15 Chestnut Drive  
Wymondham  
Norfolk  
NR18 9SB

#### **3.3 Principal Designer**

North and Hawkins Ltd  
15 Chestnut Drive  
Wymondham  
Norfolk  
NR18 9SB

Ollie Palmer  
[ollie@northandhawkins.co.uk](mailto:ollie@northandhawkins.co.uk)  
07377 864564

#### **3.4 Principal Contractor**

TBA

#### **3.5 Other Designers**

None

### **4. EXISTING SITE CONDITIONS INCLUDING RESTRICTIONS AND RISKS**

#### **4.1 Existing Structure/Site Description**

Grade II Listed two-story timber framed, externally rendered building with a pitched clay tiled roof.

External fire escape door at rear of property on ground floor.

Mains electrical cupboard is located at ground floor front, left hand side, mains water and drainage to the rear.

Electrically heated hot water to kitchen and WC's to rear of ground floor.

#### 25 Market Place (Occupied)

The property is occupied by Collen & Clare clothing with shop located on ground floor and the first floor is used as storage

#### 4.2 Access to the Site

Limited to the front of the building. Permits will be required from the local authority for access to raise and retain scaffolding.

Vehicular access is achieved via Market Place from High Street. Further vehicle parking is available from nearby Godyll Rd Car Park.

#### 4.3 Site Boundaries and adjacent Land Use

Adjoining properties – retail use.

#### 4.4 Adjoining Sites (if any)

None

#### 4.5 Location of Existing Services

Electrical intake to ground floor front left-hand side, mains water to the rear of the ground floor (Unit 21).

#### 4.6 Ground Conditions

There was no site investigation report available.

#### 4.7 Existing Health and Safety File Information

None.

#### 4.8 Existing Health Hazards

##### **Environmental Hazards**

Dust	Works causing excessive dust are to be managed to reduce to a minimum.
Noise	Excessive noise is to be managed.
Waste	All waste to be removed as it is created. None to be stored on site.
Fumes	Care will be required whilst removing any hazardous materials or service installations to ensure that fumes do not occur/leach.

4.9 Weather Conditions

The normal weather conditions that are expected should not have any adverse effect on construction operations.

4.10 Relevant Historical Information

25 Market Place is Grade II listed.

**5. CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

5.1 Project Safety Goals and Targets

The proposed works are to be carried out maintaining high standards of health and safety onsite, ensuring minimum possible disturbance to nearby businesses and residential homes.

The project is targeted to be completed without any RIDDOR reportable accidents on site. Compliance with applicable health and safety legislation is to be ensured as an absolute minimum.

5.2 Activities on or near the Site during the Works

None known.

5.3 Emergency Procedures, Means of Escape, Fire Precautions

Principal Contractor to establish emergency procedures within the working areas that should include system of raising alarm, means of escape, muster point, access for emergency vehicles, details of existing hazardous substances and measures to be taken in case of any suspected exposure and all relevant phone numbers etc.

Appropriate fire precautions and procedures to be established as the works progress which should include a 'permit to work' system for all hot works. Suitable fire extinguishers to be sited in prominent positions within work area.

All contractors and visitors to site to be informed of all emergency procedures as part of site induction system.

5.4 Client Site Restrictions

No particular/specific restrictions have been specified by the Client.

5.5 Arrangements for Planning and Managing the Construction Work

Project meetings will take place at regular intervals. The Construction Phase Plan should detail how the project is to be planned and managed from initial mobilisation to completion, including the handover of final documentation for the Health and Safety File. Any major changes as the Plan is developed should be communicated to the Principal Designer.

5.6 Communication and Liaison Between Client and Others

A robust system of communication between all members of the project team should be established and maintained throughout the project. Points of contact to be agreed between all parties.

5.7 Arrangements for Site Security and Public Safety

The contractor is to maintain the site boundaries to restrict unauthorised access to the site

Due to the nature of the site, the Principal Contractor is reminded of the standards defined in the HSE publication: HSG 151 'Protecting the Public – Your Next Move'

The Client does not have a current permit to work system. It is advised that the Principal Contractor adopts a permit to work system for all potentially hazardous works.

5.8 Site Transport Arrangement / Vehicle Movement Restrictions

No particular/specific restrictions have been specified by the Client.

The principal contractors attention is drawn to the limited site access.

5.9 Deliveries (unloading) and Storage Areas

No particular/specific restrictions have been specified by the Client.

Consideration to be given to the limited site access.

5.10 Client Designated Confined Areas

No particular/specific areas have been specified by the Client

5.11 Smoking and Parking Restrictions

The worksite is designated as a no smoking area.

The compound area is to be within the secure rear yard.

Parking is to be arranged by the contractor. There are no spaces on site.

5.12 Site Liaison Arrangements

**Ongoing Design Changes**

In relation to any significant design changes, the Principal Contractor shall inform the Principal Designer of the issues prior to the commencement of any design or construction work.

The Principal Designer will then ensure that the co-ordination of the information between all the relevant designers and the Principal Contractor takes place, with a view to ensuring the prescribed design risk assessment method is applied and all residual significant risks are brought to the attention of the Principal Contractor and evidence of the intended methods to manage the risks are obtained.



### **Temporary Works**

It must be noted that all temporary and false works are defined as 'design work' and subject to CDM Regulations 11 and 18. Design Risk Information and other health and safety related information must be prepared and forwarded to the Principal Designer.

### **Principal Contractor and/or Contractor's Design Input**

Any design work carried out by the Principal Contractor, Contractors and Sub-contractors falls under the CDM Regulations.

### **Health and Safety File Information**

The information for the File should be collected as soon as the works progress on site (details in Section 9). It should be noted that the required information for Health and Safety File must be completed as soon as the works have finished on site. If the complete File information is not received by the Principal Designer, by latest within one month of the project completion, the incomplete File will be sent to the Client.

## **6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **6.1 Design Assumptions and Control Measures**

See attached information.

## 6.2 Significant Risks Identified During Design

Referring to the Designer Risk Information, site visit notes and enquiries made by the Principal Designer, some significant risks in the project are identified in the attached Designers Risk Assessment.

Identified Significant Risks	Suggested Controls
Working at Height	Any work undertaken at high level is to be undertaken from a suitably constructed work platform or the use of MEWP in accordance with the Work at height Regulations 2005. The use of stepladders is subject to Method Statement/Risk Assessment to justify a safe system of work.
Falls from Height	Consider presence of fragile roof. Edge protection to be provided, fall arrest systems to be considered i.e. the use of safety nets.
Demolition Works	Controlled method of demolishing of walls to be established. All works likely to affect structural stability to be carried out in accordance agreed design principles.

It is important to note that the Designers Risk Assessment only covers some major risks identified at the design stage of the project. The Principal Contractor is advised to consider these risks (along with any other significant risks identified by him) in the Construction Phase Plan and provide details of the control measures (including the list of risk assessments and method statements to be prepared) to eliminate/minimise the risk. Please refer to the Designer Risk Information for further details.

## 6.3 Materials Requiring Particular Precautions

- Laminate floor to ground floor of Unit 21 Horsefair (Refer to attached asbestos survey)

## 7. **DOCUMENTS AVAILABLE**

- None. An R&D Asbestos Survey will be undertaken in due course and provided by the client.

## 8. CONSTRUCTION PHASE PLAN

The Principal Contractor is required under Regulation 12 of the CDM Regulations 2015 to develop the Construction Phase Plan. The Plan shall follow the format and content of Appendix 3 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)' and prior to commencement a Construction Phase Plan **must** be submitted to include but not limited to:

Description		Details
1	Description of project	Project description, programme, key dates, details of duty holders, extent and location of existing records
2	Management Structure and Responsibilities	Provide site specific details
3	Statement of Health and Safety Objectives	Also to include arrangements for monitoring and review of health and safety performance
4	Liaison Between Parties	Communication, co-ordination and co-operation between all parties on site, frequency of meetings, management of change
5	Consultation With Workforce	Union safety representatives, employee representatives, safety committee
6	Exchange of Design Information	Between Client, Designers, Principal Designer and Contractors on site
7	Selection and Control of Contractors	Assessment of competence and management of Contractors
8	Provision and Exchange of H&S Information to (Sub)-Contractors	Provision of relevant sections of Construction Phase Plan, copy of F10, project specific risks on the project. Also to include arrangements for exchange of H&S information b/w (Sub)-Contractors.
9	Site Security	Controlling access, supervision of visitors, definition of boundaries, controlling entry of unauthorized person on site in particular during off-shift hours
10	Induction	Procedure for workforce and visitors
11	Training for People on Site	Training records, planned training
12	Welfare Facilities	The Contractor is required to provide WC and welfare facilities however due to site constraints, as there is no site space, this will comprise of making local arrangements.

13	First Aid	Provide names of First Aiders and details of First Aid Equipment
14	Fire & Emergency Procedures	Provide site specific details
15	Reporting Accidents	To include the RIDDOR reporting and investigation of accidents and incidents including near misses
16	Safety Risks	e.g. delivery and removal of materials and work equipment, services (existing and new), adjacent land use, stability of structures, preventing falls, lifting operations, excavations, traffic routes, working near water, fragile materials, storage of materials, any other significant risks
17	Health Risks	e.g. asbestos removal, contaminated land, manual handling, noise, vibration
18	Risk Assessments	Production and approval of risk assessments (RA), project specific RA prepared and list of RA to be prepared
19	Method Statement	Production and approval of method statements (MS), project specific MS prepared and list of MS to be prepared
20	Site Rules	Provide site specific details
21	Arranging for Monitoring	Internal or external health and safety arrangements for regular site visits, inspections, monitoring and audit
22	H & S File	File layout, format, arrangements for the collection and gathering of information and the storage of information

## 9. HEALTH AND SAFETY FILE FORMAT AND CONTENTS

The Client, Designers, Principal Contractor and other Contractors are required under the CDM Regulations 2015 to provide the information for the Health and Safety File. The File shall follow the content of paragraph 263 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)'. The suggested File format and contents are as follows:

Information	Details	Responsibility for Providing the
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			<b>Information</b>
1	Project Description	A brief description of the work carried out	Principal Contractor
2	Final Programme and Key Dates*	Final construction programme and/or key dates e.g. when project started, completed and duration	Principal Contractor
3	Parties Involved in the Project*	Details of Client, Design Team, CDB Co-ordinator, Principal Contractor, Contractor and Sub-contractor, Suppliers and Public Utilities Suppliers	Client Principal Designer Principal Contractor
4	Design Information	Key structural principles (e.g. bracing, sources of substantial stored energy – including pre and post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there, design calculations where relevant	All Designers
5	As-Built Records and Information	Architectural, Civil, Structural, Mechanical and Electrical Design and Installation (including plant and equipment and safe access to and from services voids), Steel Work Fabrication, Fire: Strategy, Doors, Compartmentalisation and Escape Routes Drawings and Information	Designers Principal Contractor
6	Significant Services	Nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services etc.	Client M & E Designers Principal Contractor

7	Residual Hazards	e.g. surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services, confined spaces	Client Designers Principal Contractor
8	Hazardous Materials Used	e.g. Lead paint, pesticides, special coatings which could not be burnt off etc.	Designers Principal Contractor
9	Removal and Demolition	Information regarding the removal and dismantling of installed plant, equipment (e.g. any special arrangements for lifting, order or other special instructions for dismantling etc.)	Designers Principal Contractor
10	Cleaning and Maintenance	Health and safety information about equipment provided for cleaning and maintaining the structure	Designers Principal Contractor
11	Notifications and Approvals*	Copies of F10 and other notifications/approvals	Client Principal Designer Principal Contractor
12	Warranties*	Copies of warranties provided by contractors, sub-contractors and suppliers	Client Principal Contractor
13	Operating and Maintenance*	Maintenance procedures including testing for plant and equipment installed and Operation and Maintenance Manuals	Designers Principal Contractor
14	Investigation Reports & Surveys*	Ground Investigation/Soil Investigation Reports, Trial Pit Analysis, UXB Reports, Acoustic Test Results, Ecological Survey Report, Ground Decontamination Certificate etc.	Designers Principal Contractor

15	Test Certificates*	Electrical Installation, Mechanical Installations, Plumbing, Fire Alarm, Emergency Lighting, Lightening Protection System, Lift Commissioning etc.	Principal Contractor
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## **Designers Risk Assessment**