

# **GWILLAM DARBY CARR**

**Chartered Quantity Surveyors • Construction Consultants**

PROPOSED RE-ROOFING & REPAIRS

TEWKESBURY MUSEUM

63 BARTON STREET, TEWKESBURY GL20 5PX

FOR

TEWKESBURY TOWN COUNCIL

PRE-CONSTRUCTION INFORMATION

## **General**

The Principal Contractor shall provide a Construction Phase Health & Safety Plan incorporating, as appropriate to the progress of the works, information regarding the topics defined in the Construction (Design & Management) Regulations 2015 (see Appendix A)

The Principal Contractor shall not allow works to commence on site until the Principal Designer has confirmed that, in his opinion, the Construction Phase Health & Safety Plan satisfies the requirements of the Construction (Design & Management) Regulations 2015

The Principal Contractor shall be responsible for Health & Safety during the construction (including construction planning) phases of the project.

The Principal Contractor shall provide written reports detailing any inspections or reports relating to Health & Safety.

The Principal Contractor shall prepare and present all information necessary to enable the Principal Designer to complete the Building Manual (incorporating the Health & Safety File) which shall be in the format as stated in the Pre-Construction Phase Health & Safety Plan (see Appendix B) unless otherwise previously approved by the Principal Designer. The preparation and presentation of this information will be an integral part of the construction works and Practical Completion cannot be achieved until the information is provided.

INFORMATION INCLUDED IN THE PROJECT DOCUMENTATION RELATING TO EXISTING STRUCTURES, SERVICES, ETC IS PROVIDED IN GOOD FAITH AS CURRENT OPINION. THE PRINCIPAL CONTRACTOR SHALL HOWEVER BE RESPONSIBLE FOR THE INTERPRETATION AND APPLICATION OF ALL SUCH INFORMATION AND UNDERTAKE ANY ADDITIONAL SURVEYS, RISK ASSESSMENTS, METHODS OF WORK STATEMENTS TO ENSURE SAFE PROGRESS OF THE WORKS AND PROTECTION OF ALL PERSONS

## **PRE –CONSTRUCTION INFORMATION**

### **Nature of the project**

#### **Project name**

Title:- Re-Roofing and Repair Works

Location:- Tewkesbury Museum  
64 Barton Street  
Tewkesbury GL20 5PX

#### **Client**

C/o Town Clerk  
Tewkesbury Town Council  
Town Hall  
High Street  
Tewkesbury  
GL20 5AL

#### **Principal Designer**

Nick Joyce Architects Ltd  
(see Designer information below)

Sub Consultant

Gwillam Darby Carr  
Mortimer House  
Holmer Road  
Hereford HR4 9TA

Telephone: (01432) 357400  
e-mail: hereford@gwillamdarbycarr.co.uk

#### **Designer**

Nick Joyce Architects Ltd  
5 Barbourne Road  
Worcester WR1 1RS

Telephone (01905) 726307  
e-mail: alan@nickjoycearchitects.co.uk

#### **Health & Safety Executive Office**

19 Ridgeway  
9 Quinton Business Park  
Quinton  
Birmingham B32 1AL

**Nearest A&E Hospital**

Gloucestershire Royal Hospital  
Great Western Road  
Gloucester  
GL1 3NN

Telephone (01905) 726307

## **Generally**

This Pre-Tender Health & Safety Plan/Pre-Construction Information Document is integral with the complete project documentation and shall be read, interpreted and developed with reference to all information contained therein together with a detailed inspection of the site and surrounding area.

## **Nature of Works**

The works comprise re-roofing including lead parapet gutter, rebuild chimney stack, external repointing, internal refurbishment including fire safety upgrade works, plastering and redecoration, specialist conservation of decorative plaster ceiling, structural repairs, heating and fire protection services.

## **Timescale**

Commencement date : to be agreed  
Contract Period : 12 working weeks from commencement

## **Programme of the Works**

The Principal Contractor shall prepare a detailed programme for the project

## **The Existing Environment**

### **Existing Structures**

The existing structures to be repaired are 3 storey, listed Grade II\* and comprise close studded timber framing, rendering, brickwork, tile roof, brick stacks, panelled and plaster finishes, services. Further indication may be determined from the Listed Building entry and a site inspection.

Reference Listed Building List entry Number 1204935

### **Surrounding land uses**

The site is located on town centre Barton Street fronted by the public footpath and highway. The surrounding land uses are a town centre mix of predominantly commercial and residential properties with the Watson Hall facility to one side.

### **Existing Services**

Existing services are connected to and within the building. The Principal Contractor shall determine the precise scope and state of existing services prior to commencement of the works.

It is noted that overhead services are evident to the West elevation.

The Principal Contractor shall be responsible for the determination of all services affecting or affected by the works, of any services to adjacent properties so affected, and for the identification, protection, alteration and temporary adaptation of all such services necessary for the safe undertaking of the Works and for the protection of all persons and property including also maintenance of live services where necessary.

### **Existing traffic systems**

As noted above the site is fronted by the public footpath and highway. Access through the building is via a central internal passageway.

Side and rear access is therefore restricted and shall be determined by a site inspection and clarified with the Client and Officers of the Museum.

Traffic management shall be agreed and implemented to ensure as far as reasonable segregation of the works from shared access requirements or otherwise to ensure safe shared access / systems of traffic management.

Clear and clean access shall be maintained at all times.

Should mechanical plant be utilised on site for the works a management system shall be implemented to maintain safe working.

The Principal Contractor shall be responsible for the provision of all fencing, hoardings, notices, traffic management, lighting, etc to provide a safe working environment, to protect the safety of all persons working in or attending the site, to protect the safety of all persons in the vicinity of the site and to maintain site security.

### **Available fire-fighting services and facilities**

The Principal Contractor shall be responsible for the provision of adequate fire detection and alarm systems to protect all persons and property. The Principal Contractor shall further determine the positions of any fire hydrants/water supplies, which may be available in the event of fire and to provide such additional resources that may be determined as required.

### **Available emergency and first aid services**

The Principal Contractor shall be responsible for the provision of all emergency and first aid systems and facilities.

### **Existing Drawings and Other Documentation**

#### **Available drawings of structure(s) to be demolished or incorporated in the proposed structure(s)**

The drawings are the tender drawings

### **Existing Health & Safety Files**

There is no existing Building Health & Safety File.

### **Surveys and investigations**

An enhanced asbestos survey is being instructed and shall be available for consideration prior to commencement of the works.

No survey of existing live services exists.

The Principal Contractor shall be responsible for determining the requirement and for developing, or otherwise ensuring that surveys and investigations necessary for the safe execution of the works are undertaken or otherwise developed to enable preparation of risk analyses and method statements necessary prior to the undertaking works.

## **The Design**

### **Designers and Their roles**

Nick Joyce Architects are noted as Designer for the scheme. The Principal Contractor shall however identify any elements of Contractor / Sub-Contractor Design and recognize the role of all persons / organizations performing any design function under the CDM Regulations ensuring that all parties to the Works are aware of such role(s) and the responsibilities flowing there-from.

### **Hazards or work sequences identified by designers which may be a risk to health and safety and which cannot be avoided**

The design team have identified the following hazards, which may be a risk to construction workers or others health and safety as particular to the project (it is noted that site particular hazards only are noted and that general construction hazards shall be addressed by the Principal Contractor at the Construction Phase Health & Safety Plan as appropriate):-

Particular attention is directed to:

- Working adjacent the public footpath, highway and other public accessed Areas
- Working in/above an occupied building
- Lack of site areas for Contractors' compound, unloading, storage, etc
- Delivery of materials
- Weather
- Asbestos
- Working at height
- Restricted access and site areas
- Working in areas where the positions of live services remain to be precisely determined
- Hot works
- Fire
- Dust arising from sawing/drilling operations etc.
- Working with lead
- Working with substances hazardous to health (COSHH) generally

The Principal Contractor shall not rely upon the above assessment but shall undertake a thorough appraisal of the works and work sequences to identify all hazards which may be a risk to construction workers and others and undertake risk assessments and produce method statements addressing the undertaking of all such works to eliminate the risks or manage the risks where the complete elimination is not possible or reasonably practicable.



## **The principles of the structural design including sequences for erection**

Risk medium.

Structural works remain to be determined

Should structural works be required the Principal Contractor shall produce a detailed method statement with associated risk analyses in conjunction with the programme for undertaking all structural works, clearly stating the proposed sequences for erection (including temporary supports and protection) prior to undertaking the works.

## **Detailed proposals for the management of specific problems**

The Principal Contractor shall be responsible for the preparation of detailed proposals for the identification and management of problems associated with undertaking the works including the hazards identified by designers stated above, preparation and implementation of risk analyses and method statements addressing elements of risk arising from the Works, protection of services including maintenance of supplies to buildings or parts of buildings not forming part of the works or otherwise in shared use/occupation and for site security.

Particular attention is directed to the works adjacent the highway and public footpath.

## **Innovative or non-traditional design features and any likely hazards arising there from**

Not applicable.

Should the Principal Contractor consider certain features to be innovative or non-traditional the Contractor shall provide risk assessments and method statements addressing any issues affecting health and safety arising there-from.

## **Nature and control of commissioning work**

Not applicable.

## **Pressure testing (if any)**

Not applicable.

## **Construction Materials**

**Health Hazards from construction materials specified and which cannot be avoided.**

### **Generally**

Risk Medium

Particular attention traditional building materials.

The Principal Contractor shall thoroughly appraise the construction materials specified or otherwise selected or necessary for incorporation in the Works and shall prepare detailed risk assessments with COSSH assessments, including proposals for the management of health hazards arising from materials the use of which cannot be avoided.

Obtain and comply with manufacturers and suppliers' recommendations for the safe use/installation of materials and components.

### **Particular risks**

Working with lead

**Flammability which cannot be avoided.**

Risk High : hot works that cannot be avoided.

Risk Medium : possible works to existing services

The Principal Contractor shall prepare detailed risk assessments including proposals for the management of the hazards of flammability arising from the Works and which cannot be avoided.

Specific measures shall be stated for the identification and management of the risks of fire arising from the works including detection and alarm integration and management of hot works should such be required.

Particular reference shall be made to:-

- a) The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation published by The Construction Confederation and The Fire Protection Association
- b) HSG 168 Fire Safety in Construction published by The Health & Safety Executive
- c) Promoting Best Practice on Timber Frame Construction Sites published by The UK Timber Frame Association

Strict site management and site security is key.

### **Use of fragile roofing and other materials**

The Principal Contractor shall include detailed risk assessments, including proposals for the management of hazards arising from working with fragile roofing and other materials that cannot be avoided. (The term fragile shall include structurally unsound)

### **Mechanical lifting operations (including pre-identification of crane or hoist positions)**

Risk High : lifting adjacent public accessed areas

The Principal Contractor shall include detailed risk assessments and method statements addressing the management of particular hazards arising from mechanical lifting operations.

Particular attention is directed to the possible requirement for lifting operations adjacent the public highway and footpath.

### **Use of heavy building materials and manual handling**

Risk low

Currently limited specification of heavy building materials.

The Principal Contractor shall include detailed risk assessments, including proposals for the management of particular hazards arising from the use of heavy building materials and manual handling.

### **Other risks from construction materials (dermatitis, noise, etc.)**

The Principal Contractor shall include detailed risk assessments, including proposals for the management of hazards arising from other risks from the use of construction materials and removal of existing materials and which cannot be avoided.

## **Site wide elements**

### **Positioning of site access and egress points**

The Principal Contractor shall determine and agree with the Client detailed proposals for the management of site access and egress for persons, plant and materials.

### **Location of temporary site accommodation**

No site availability for significant temporary site accommodation. 4

The location of toilet and wash facilities shall be within a designated area to be identified in the Construction Phase Health & Safety Plan and agreed with the Client.

Other facilities shall be maintained and managed off site.

### **Location of unloading, layout and storage areas**

There is no site availability of areas for unloading, layout and storage.

The principal Contractor shall include detailed proposals for unloading and management of materials and components in the Construction Phase Health & Safety Plan.

### **Traffic/Pedestrian Routes**

The Principal Contractor shall identify, agree with the Client and implement traffic/pedestrian routes to ensure the protection of all persons attending or passing the site, shared areas and the approaches to the site, from risks arising.

## **Overlap with Clients undertaking**

**Consideration of health & safety issues arising from works located to/in premises occupied or partially occupied by the Client.**

### **Site security**

The Principal Contractor shall prepare and present risk analyses and method statements defining the proposed manner and timetable for undertaking the various elements of the works and clearly indicating the proposed temporary works and systems to ensure that the works and work environment are secured.

### **Weather protection**

Attention is directed to the nature of re-roofing works and the need to protect the building structure, fabric and contents from weather related issues.

### **Site access**

The site access will, as noted above be restricted and shared with the Client and/or users of the property and surrounding areas. Protected access shall be maintained throughout the works.

### **Maintenance of live services**

Live services shall be maintained to The Museum and adjacent properties.

### **Nuisance**

The Principal Contractor shall indicate the measures proposed to eliminate or otherwise reduce as far as reasonably practicable nuisances arising from undertaking the works such as noise and dust.

### **Co-ordination with Client**

Co-ordination with the Client and/or users of the property shall be maintained to ensure free flow of information throughout and clear procedures and processes at practical completion.

## **Work on, over or adjacent to hazardous plant or equipment**

The Principal Contractor shall include risk assessments, including proposals for the management of hazards arising from work on, over or adjacent to hazardous plant or equipment.

**Work likely to affect the safety of others.**

Attention is directed to:-

- a) Works at height above/adjacent public footpath, highway, property access.
- b) Protection from weather.
- c) Interruption of services.

The above points do not form an exhaustive and complete schedule.

The Principal Contractor shall develop a complete schedule and produce risk assessments and method statements including proposals for the management of particular hazards arising and likely to affect the safety of other persons.

## **Site Rules**

**Specific site rules which the Client or Principal Designer may wish to lay down as a result of the points above or for other reasons – e.g. specific permit to work rules, emergency procedures.**

Permit to work rules shall be developed and implemented for works affecting:

- Demolitions
- Hot works that cannot be eliminated
- Temporary works
- Mechanical lifting operations
- Works to gas/electrical services

## **Continuing Liaison**

**Procedures for considering the health & safety implications of design elements of the Principal Contractor's and other contractor's packages.**

The Principal Contractor shall implement procedures for the progressive consideration of the health & safety implications of the design elements of the project for incorporation in the developed and actioned health & safety file as the works and design elements proceed. Responsibility for the development of the health & safety file and the implementation of methods, systems etc. contained therein will remain with the Principal Contractor

The Principal Contractor shall submit, or ensure that designers as defined above submit copies of risk assessments and method statements to the Principal Designer for all aspects of the Works not provided at project commencement in sufficient time for these to be considered, commented upon and revised if necessary without causing delay, or risk of delay to the safe progress of the Works.

**Procedures for dealing with unforeseen eventualities during project execution resulting in substantial design change and which might affect resources, methods, risks, etc.**

In the event of unforeseen eventualities arising during the project execution resulting in design change and which might affect resources, methods, risks, etc. the Principal Contractor shall immediately notify the Principal Designer and prepare and submit revised risk assessments and method statements addressing such changes. Should emergency action be necessary as a result of unforeseen eventualities during the project execution the Principal Contractor will remain responsible for ensuring that such emergency action be undertaken in a safe manner.

## **APPENDIX A**

### **Contents of The Construction Phase Health & Safety Plan**



## **Contents of The Construction Phase Health & Safety Plan**

- 1) Description of the project
  - a) project description and programme details
  - b) register of parties to include Client, Principal Designer, Principal Contractor
  - c) register of existing records and plans
- 2) Management and Communication of the work
  - a) management structure and responsibilities
  - b) health & safety objectives procedures for management and review of performance
  - c) arrangements for
    - liaison with the Client and or Users of the Property
    - liaison between parties on site
    - consultation with the workforce
    - exchange of information between the Client, designers, Principal Designer and contractors on site
    - managing design changes during the project
    - selection and management of contractors
    - exchange of health & safety information between contractors
    - security, site induction and on site training
    - welfare facilities and first aid
    - reporting and investigation of accidents and near misses
    - production and approval of risk assessments and method statements
    - site rules
    - fire and emergency procedures

### 3) Arrangements for controlling significant risks, as applicable

#### a) safety risks

asbestos

demolitions

fire

services including live services and temporary installations

preventing falls

management of lifting operations

maintenance of plant and equipment

ground conditions

traffic routes and segregation of vehicles and pedestrians

storage of hazardous substances

unstable structures

adjacent land use

site security

other safety risks

#### b) health risks

manual handling

dust

use of hazardous substances

management of noise and vibration

other health risks

#### c) Risks identified at the Design section of the Pre-Construction Phase Health & Safety Plan not otherwise noted above

## **APPENDIX B**

### **Format of The Building Manual incorporating the Health & Safety File**

## **Format of The Building Manual incorporating the Health & Safety File**

### **General Information**

A description of the works

Names, addresses and contact numbers of the Client, Designers, Principal Contractor

Originals of consents and approvals

Names, addresses and contact numbers of Sub-Contractors and Suppliers

### **Remaining Hazards**

Identify any hazards that have not been eliminated through the design and construction processes and how they have been addressed (e.g. asbestos survey, buried services, etc)

Identify any hazardous materials used (e.g. special coatings)

### **Drawings**

Final “as built” drawings

The drawings shall indicate the final structure as it exists and also indicate such as

the location and details of various building materials used  
information about equipment provided for cleaning or maintaining the structure

### **Design Criteria**

The File shall contain details of the design concepts behind various elements of the structure including such as

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

### **Construction methods and materials used**

The File shall identify any sequence which was used in the erection of the building, and which might need to be reversed during any alterations or demolition.

The File shall identify materials that are potentially hazardous, such as flammable finishes, various types of insulating materials, lead paints and special coatings, etc. These may be stated on the drawings

The File shall set out the various elements within the building that are provided for maintenance and have health & safety implications for those using them.

#### Maintenance procedures for the overall structure

The File shall indicate health & safety issues with regard to the overall structure and its finishes such as

procedures for gutter cleaning

These procedures should include details of the required frequency of cleaning, types of cleaning materials to be used and those to be avoided, etc.

#### Operating and Maintenance Manuals

Not applicable

#### Incoming Services

Not applicable

## **APPENDIX C**

### **Asbestos Survey**

## **APPENDIX D**

### **F10 Project Notification**

### Project notification

Project considered not notifiable.