

# Pre-Construction Information



**Prepared by:**  
Hartnell Taylor Cook

**In respect of:**  
MCA Liverpool (Crosby) -  
Building Adaptation

**For and on behalf of:**  
The Maritime and Coastguard  
Agency

**January 2019**

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**Appendix 1**

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Designer's Risk Assessment

## **1. Parties and Consultants**

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- 1.1 **Employer:** The Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton, Hampshire, SO15 1EG
- 1.2 **The Contract Administrator /**  
**Project Manager:** Hartnell Taylor Cook LLP  
(Design stage only, post design stage - TBC)  
7-10 Chandos Street,  
Cavendish Square,  
London,  
W1G 9DQ
- 1.3 **Principal Designer:** Hartnell Taylor Cook LLP  
(Design stage only, post design stage – TBC)  
7-10 Chandos Street,  
Cavendish Square,  
London,  
W1G 9DQ
- 1.4 **Principal Contractor:** To be confirmed

## 2. Nature of Project

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- 2.1 **Location:** MCA Liverpool (Crosby), 32 Hall Road West, Liverpool, L23 9SY.
- 2.2 Project Description:
- 2.2.1 The works comprise the redevelopment of office space and welfare facilities, to include the following:-
- Removal of partitions and reconfigure existing accommodation.
  - Installation of new finishes.
  - Strip out and installation of existing kitchen and WC fit out.
  - Installation of new MEPH systems.
  - Internal maintenance items.
- 2.3 Key Dates:
- 2.3.1 Date of Possession of the Site: TBC, provisionally 4<sup>th</sup> March 2019.
- 2.3.2 Completion Date: TBC.
- 2.4 Project Procurement:
- 2.4.1 The works will be deemed to be completed in accordance with the form of contract being the **NEC3: Engineering and Construction Contract (ECC)** incorporating all current amendments.
- 2.5 Planning Period:
- 2.5.1 The Contractor will be entitled to a minimum planning period of two weeks (between instruction and commencement) to enable them to adequately plan for and resource the works.

## 3. Existing Environment

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- 3.1 Existing Use:
- 3.1.1 MCA Liverpool (Crosby) – Liverpool Marine and Fishing Survey Office.
- 3.2 Existing Area:
- 3.2.1 The property is located on Crosby beach front and at the junction between Hall Road West and Burbo Bank Road North. The property is adjacent to West Lancashire Golf Club, the surrounding structures generally comprise of residential dwellings.
- 3.3 Existing Structures:
- 3.3.1 Predominantly single storey, standalone office building, including isolated section of mezzanine floor space. Ancillary structures located on the site include a coastguard rescue station, drying room and external store.

## **4. Drawings**

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- 4.1 As per tender drawings. CROS – 601 – Ground Floor Plan – Existing
- CROS – PR-01 – Ground Floor Plan – Proposed Layout
- CROS – PR-02 – Ground Floor Plan – Demolition
- CROS – PR-03 – Ground Floor Plan – Proposed Finishes
- CROS – PR-04 – Ground Floor Plan – Proposed Phasing

## **5. Design**

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### 5.1 Risk Assessment:

- 5.1.1 The tender documents include a Specification prepared by Hartnell Taylor Cook which details the work involved in the project. There are many areas where the Health and Safety issues must be considered. The Contractor is to carry out a risk assessment of each item of work and identify any risks to the public, staff, site operatives and site visitors. The works must be carried out in a manner where risks to health and safety are minimised. The Principal Contractor is to prepare a detailed method statement of the work to address those areas of risk identified by completing the health and safety plans. (The works will not commence on site until the Construction Phase Health and Safety Plan has been approved by the Planning Co-ordinator).

### 5.2 Hazards of Work Identified by the Contract Administrator / Project Manager:

- 5.2.1 In addition to the hazards of work identified by the Principal Contractor during his risk assessment of the works, the following items of work have been identified by the Contract Administrator/Project Manager which should be considered by the Principal Contractor when preparing the Construction Phase Health and Safety Plan.
- 5.2.2 The risk assessment should include for the protection of occupiers of the premises and surrounding areas for the duration of the works and also whilst materials etc. are being transported into the building and whilst the works are in progress.
- 5.2.3 Consideration should be given to the risks of electricity on site. In particular whilst works are being undertaken in connection with the electrical and mechanical installations.
- 5.2.4 All portable and electric tools should operate on the 110 volt supply. Flexible cables should be kept as taut as possible and all equipment should receive regular checking and maintenance. All provisions for the use of hand held electrical tools shall comply with the provision and use of the Work Equipment Regulations 1998.
- 5.2.5 Carry out all necessary risk assessments in particular for the use of any hazardous substances which may be used as fixing compounds, cleaning substances or firestopping material. Provide all necessary COSHH information and compliance sheets and ensure that the products being used are being used in accordance with the Control of Substances Hazardous to Health Regulations 2002.

- 5.2.6 Adequate resourcing must be made for the provision of personnel safety protection whilst undertaking these works. Any protection used shall comply with the Personnel Protective Equipment at Work Regulations 1992.
- 5.2.7 All noisy works required to be undertaken at the property are to be undertaken out of normal working hours or otherwise agreed.
- 5.2.8 Consider the risk of hot works, controlled procedures and methods of work, with permit to work procedures. All provisions for hot works shall comply with the provision and use of the regulations and the Client's specific requirements and that of their insurers.
- 5.2.9 Consider the risk of debris/falling objects and falls through roof profiles.
- 5.2.10 The Contractor is to commission a Refurbishment and Demolition Survey to incorporate all areas of the subject property. All asbestos is to be disposed of and treated under the Control of Asbestos at Work Regulations 2012 including amendments.
- 5.2.11 Consider the risks of scaffolding being positioned close to pedestrian and vehicle traffic.
- 5.2.12 Consider the risks of working at heights. A detailed method statement will be required for the erection and dismantling of all scaffolding.
- 5.2.13 Consider the risk of bird guano and infestation to roof profiles.
- 5.2.14 The subject property, the adjoining units and surrounding site will remain occupied and in constant use for the duration of the works.
- 5.3 Principles of Design:
- 5.3.1 The following considerations have been identified:
- 5.3.2 Full access to all escape routes and entrances is to be maintained.
- 5.3.3 Any asbestos removal (if required) to comply with HSE Guidance Notes, Rules and Regulations.
- 5.4 Specific Hazards:
- 5.4.1 Maintained Access
- Position of hoardings and fans (as deemed necessary).
  - The Principal Contractor is to provide details of protecting all entrances / exits etc.
  - Position of all site accommodation.
  - Position of setting down, delivery and storage areas.
- 5.5 Asbestos
- 5.5.1 There is no knowledge of asbestos being present around the site and the Asbestos Register/Management Plan will be made available for inspection. The Contractor is to commission a Refurbishment and Demolition Survey to incorporate all areas of the subject property. Should the Contractor encounter what is believed to be

asbestos the Project Manager/Contract Administrator must be notified immediately, under the Control of Asbestos at Work Regulations 2012.

## **6. Construction Materials**

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### 6.1 Health Hazards:

6.1.1 The Principal Contractor must list in the plan all materials, specified or not, which will be used during the works that are hazardous to health, e.g. fixing compounds, cleaning products etc. These substances must be handled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and all relevant COSHH data sheets must be held on site during the works.

### 6.2 Use of Electrical Hand Tools/Cartridge Operated Tools:

6.2.1 Before cartridge tools can be used, a risk assessment made under Management of Health and Safety Work Regulations 1999 must be carried out. The equipment to be used shall meet the requirements of the provision and use of Work Equipment Regulations 1992 and the only satisfactory confirmation that adequate training has been given to users shall allow the use of this implement. Portable and hand held electrical tools should all comply with the Electricity at Work Regulations and the Management of Health and Safety at Work Regulations 1999, together with the provision and use of Work Equipment Regulations 1998.

## **7. Site Wide Elements**

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7.1 The Contractor must detail their requirements for the following and consider the health and safety issues for each.

7.1.1 The provision of access or the delivery of materials, together with the storage of equipment and tools during the contract period.

7.1.2 Traffic/pedestrian routes (as necessary).

7.1.3 Details for disposal of waste material from the building.

7.1.4 The provision of any temporary accommodation, if this is to be provided.

7.2 The Principal Contractor shall co-ordinate health and safety of all organisations and persons on site. This will include the formation of specific site rules, training and dissemination of information to the work force.

7.3 The Contractor will not be afforded use of the existing welfare facilities. The Contractor is to make allowance for Welfare and Canteen facilities within car park. Exact location to be confirmed.

## **8. Site Rules**

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8.1 The Principal Contractor must ensure that all operatives are identified and approved by the Contract Administrator / Project Manager; this may take the form of security passes, which must be worn at all times.

- 8.2 The whole of the works must comply with all relevant British Standards, Health & Safety Regulations and local Bye Laws. General Regulations are stated with the Preliminary and General Conditions Section of the Specification.
- 8.3 The Contractor will be entitled to store materials, park vehicles and obtain access from within the unit and the associated vehicle areas. Exact location for storage to be confirmed.
- 8.4 The Contractor will be entitled to park vehicles externally but ONLY on the hardstanding immediately in front of the unit and not on the estate access road.

## **9. Continuing Liaison**

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- 9.1 The Principal Contractor is to include their Construction Phase Plan when preparing their tender and allow for all the health and safety issues.
- 9.2 Contractors' tenders will be based on what is laid down in the plan.
- 9.3 Any changes to the plan must be agreed between the Principal Contractor and the Principal Designer in writing prior to submitting their tender for it to be considered.
- 9.4 Following receipt of tenders and the issuing of instructions to the successful Contractor the Principal Contractor is to complete the Construction Phase Plan in accordance with the Construction (Design and Management) Regulations 2015. Close liaison with the Principal Designer will be essential as they will assess the adequacy of the plan prior to any works commencing on site.
- 9.5 No works will take place on site until the Construction Phase Plan has been agreed by the Principal Designer.
- 9.6 If the Principal Contractor wishes to make any changes in the plan because of any unforeseen circumstances this will have to be undertaken in liaison with the Principal Designer.
- 9.7 The successful Contractor will be permitted a "planning period" of two weeks from appointment to commencement. This time period is for the purpose of planning the works to ensure that sufficient time and resources are allocated to enable the Contractor to undertake the works in a safe manner.

## **10. Health and Safety File**

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- 10.1 The Principal Contractor in association with the Principal Designer will prepare a Health and Safety File, which will be in the form of a descriptive log and will describe the history and progress of the project in relation to the building. The file will be passed to the Principal Contractor at the start of the project for updating during the construction phase. On completion the file must then be returned to the Principal Designer for checking before delivery to the Client for safekeeping.

## **11. Method Statements**

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- 11.1 The following method statements are required.
1. Protection of occupiers and visitors to the premises.
  2. Erecting and dismantling scaffolding.
  3. Hot works



## **Appendix 1**

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### Designer's Risk Assessment

# Designer's Risk Assessment

PART OF PROJECT - ALL WORKS							COMPLETED BY:	Jack Bonnick
PROJECT: MCA Liverpool (Crosby)- Building Adaption							DATE:	January 2019
MCA Liverpool (Crosby), 32 Hall Road West, Liverpool, L23 9SY								
Ref	Activity Element	Significant Potential Hazards	Population at Risk	Risk Classification			Design Action to be taken to reduce risk	
				Likelihood	Severity	Risk Rating		
1.00	High level works to render and general decorations.	Falls from height.  Falling materials from height.	Workforce	2	3	6-9	Controlled procedures and methods of work including: <ul style="list-style-type: none"> <li>• Method statement to outline contractors proposals;</li> <li>• Safe method of accessing high level;</li> <li>• Proposals to cordon off areas immediately below high level works;</li> <li>• Relevant personal protective equipment including hard hats and safety harnesses where required;</li> <li>• Relevant signage to alert the workforce and visitors of high level works overhead.</li> </ul>	
2.00	Control of substances hazardous to health (COSHH)	Hazard to health.	Workforce, visitors and adjoining occupants	2	2	3-4	System of controls should be established: <ul style="list-style-type: none"> <li>• Elimination of hazard;</li> <li>• Substitution by a less hazardous substance;</li> <li>• Totally enclosed process and handling systems;</li> <li>• Restrict access and/or reduce number of employees;</li> <li>• Reduce or prevent emission of fumes or dust;</li> <li>• Partially enclose with local ventilation;</li> <li>• Provide full exhaust ventilation;</li> </ul>	

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							<ul style="list-style-type: none"> <li>Regular, routine cleaning;</li> <li>Provide means of safe storage and disposal.</li> </ul>	
3.00	Hazardous substances	Injury	Workforce	3	2	3-4	Data sheet for mortar to be made available to all operatives. Direct skin contact to be avoided, gloves to be used in handling mortar. Exposure to be treated with soap/water or eyewash. Dust mask and eye protection to be worn when possible contact with dust from construction processes. Review in case new hazardous substances are introduced or encountered on site.	
4.00	Scaffold Towers/Crash Decks	Fall/Collapse of Tower	Workforce	2	3	6-9	An assessment should be made prior to the use of the tower to ensure that it is suitable for its intended purpose. All site operatives are to be appropriately trained for erection, use and dismantling of scaffold towers/crash decks.	
5.00	Fire/explosion from ignition of fuel or rubbish	Injury	Workforce, visitors and adjoining occupants	1	3	3-4	Diesel fuel and petrol to be held in minimum quantities and stored in lockable cage with appropriate fire hazard sign affixed. Suitable fire extinguishers to be kept in vicinity. Good housekeeping to be monitored by supervisor. All waste materials to be removed from site to designated areas as agreed.	
6.00	Hygiene/ Comfort	Illness	Workforce	1	1	1-2	Appropriate on-site welfare facilities are to be provided by the client and agreed with the principle contractor prior to commencement. Such welfare facilities to include toilets, hot and cold water and heated mess room.	

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7.00	Waste	Slips, trips and falls around the site	Workforce and visitors	3	2	6-9	Good housekeeping to be maintained at all times. All waste material to be removed to designated areas (e.g. Skip). Temporary storage locations to be agreed with contractor administrator.	
8.00	Glazing	Broken glass. Falling glazing. Handling glass	Workforce, visitors and adjoining occupant	1	2	3-4	<ul style="list-style-type: none"> <li>Secure arrangements for transporting glass safely.</li> <li>Protective clothing and equipment for handling glass e.g. gloves, suction pads, etc.</li> <li>Correct tools for glazing to be used.</li> <li>Proper access equipment to reach working positions safely.</li> <li>Glazing works should not proceed in adverse weather conditions.</li> <li>Safe and secure storage arrangements should be provided.</li> <li>Control measures are effected to ensure a safe system of work in place.</li> <li>Adequate protection of existing high level glazing to external elevations.</li> </ul>	
9.00	Joinery/Carpentry	Injury	Workforce	2	2	3-4	Supervisors/Site Managers should ensure that control methods are effective and should take into account any changes in circumstances e.g. New trainees or workers starting on site.	
10.00	Painting	Inhalation Skin Absorption Slips on Spillage's Falling from Height	<ul style="list-style-type: none"> <li>Painters</li> <li>Persons working or passing below</li> </ul>	2-3 2	2 1-2	3-4 1-2	<ul style="list-style-type: none"> <li>Method statements carried out.</li> <li>Suitable control measures if working at height</li> <li>Ladders over 3 m should be tied or footed</li> </ul>	

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		Fire or Explosion		2 2-3 1	2 3 2	3-4 4-5 1-2	<ul style="list-style-type: none"> <li>Adequate ventilation should be provided, backed up by respiratory protective equipment of necessary, local extraction ventilation may be required.</li> <li>Adequate hygiene facilities should be provided</li> <li>Good housekeeping should be practised.</li> </ul>	
11.00	Manual Handling	Manual Handling. Bricks, mortar loads, equipment etc. Movement up and down ladders and scaffolding	All Operatives	3	2-3	3-4	Manual handling hazards to be minimised by use of mechanical aids.	
12.00	Hazards to Eyes	Hazard to eyes. Cutting, grinding etc.		2	2-3	3-4	Eye protection to be worn at all times	
13.00	Asbestos	Inhalation of respirable dust	All Persons in building	2-3	3	6	If the presence of asbestos is identified the Contract Administrator must be informed immediately. Controlled procedures and methods of work.	
14.00	Services	Working in the location of existing mains and services installations, i.e. water, electric, gas and other installations.	All persons working in the building	2-3	3	5-6	Controlled procedures and methods of work.	
15.00	Electrical Services	Electrocution/Fire/Manual Handling	Everyone	2	3	5-6	Surveys carried out before work begins to assess risk of works. <ul style="list-style-type: none"> <li>Only competent electrical tradesmen/contractors should install electrical systems and proof of competence should be obtained.</li> </ul>	

# Designer's Risk Assessment



<b>PART OF PROJECT - ALL WORKS</b> <b>PROJECT: MCA Liverpool (Crosby)- Building Adaption</b> <b>MCA Liverpool (Crosby), 32 Hall Road West, Liverpool, L23 9SY</b>							<b>COMPLETED BY:</b> Jack Bonnick <b>DATE:</b> January 2019
							<ul style="list-style-type: none"> <li>Warning notices ("Electrical Hazard") should be placed on all live distribution equipment.</li> <li>Personal protective equipment should be worn and rubber mats placed on the ground for all live work.</li> <li>Control measures are effective to ensure safe systems of work.</li> </ul>

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16.00	Portable Tools	Injury	Site Operatives	2	2-3	2	<ul style="list-style-type: none"> <li>• Reduce vibration by choosing work methods and machines which have a low vibration output</li> <li>• Ask about vibration levels before deciding which tool or machine to select</li> <li>• Can the job be done without using high vibration tools?</li> <li>• Select tools designed to minimise vibration</li> <li>• Tools and equipment must be maintained in a good condition (anti-vibration pads/mounts checked regularly, worn parts replaced)</li> <li>• Ensure the right equipment is being used for the job.</li> <li>• Consider whether the job can be altered to reduce the grip and pressure that the worker needs to apply</li> <li>• Ensure frequent work breaks to avoid long periods of continuous vibration exposure</li> <li>• Enable workers to keep warm during cold weather by providing heating suitable clothing such as gloves</li> <li>• Provide workers with information and training on risks of vibration.</li> <li>• Teach workers ways of minimising the risk through good working practices and keeping good blood circulation with exercises.</li> <li>• Inform workers how they can report the first signs of injury and who to.</li> </ul>
17.00	Hand Tools	Injury	Site Operatives	2	2	2	Damaged tools to be taken out of use immediately

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18.00	Mechanical equipment	Accidents/Injuries	Operatives in the vicinity	2	2	2	All mechanical equipment to be checked daily and defects reported to the site supervisor. Mechanical equipment not to be left running unattended.	
19.00	Visiting Site	Falls from height.	Everyone	2	3	3-4	Provide fixed guardrails.	
20.00	Visiting Site.	Falling Objects	Everyone	2-3	2-3	2	The requirement to wear head protection applies wherever construction operations are being undertaken	
21.00	Visitors to site	Trip/slip hazards	Everyone	2	2	4-6	Remove debris and rubbish. Implement ground clearance operations to areas required to be accessed by visitors.	
22.00	Visiting site.	Moving vehicles.	Everyone	3	3	4-6	Site speed limit to be defined, e.g. 5 m.p.h. for all vehicles. Prominent notices to be posted on site.	
23.00	Visiting site.	Needle stick injury.	Everyone	2	2	2	Site induction to make visitors aware of hazard and to ask them to report any sightings of needle sticks. Protective footwear recommended.	
24.00	Visitors to site	Cuts /lacerations	Everyone	2	2	2	Remove debris and rubbish. Implement ground clearance operations to areas required to be accessed by visitors.	



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25.00	Noise. From use of equipment e.g. angle grinder	Permanent hearing damage to those exposed to it.	Those using the equipment.	2	2	2	Noise suppressed equipment to be used where available. Ear defenders available for use with equipment.	
26.00	Visiting Site	Enabling and Alteration Works	All Persons in Building	2	2	2	Identification of works, safe working practices – notices and signage.	
27.00	Deliveries	Site Access/Delivery/ Storage	Everyone	2-3	2	2	Controlled procedures and methods of work i.e. not peak periods of activity for the arrival and departures.	
28.00	Security	Security of the Building	Everyone & in particular unauthorised personnel	2-3	2-3	2	Controlled access procedures, methods of work including recording arrival/departures, secure and restrict all access routes by the contractors. ID Badges to be worn at all times.	
29.00	Working within the occupied area	Injury to persons/damage to property	Everyone	2-3	2-3	6-8	Controlled procedures and methods of work, ensuring notices/signage etc., protected zones, provide barriers around working areas with designated routes.	
30.00	Fire Evacuation	Fire/Emergency Escapes	Everyone	2	2	4-6	Notices/signage and prohibit parking (note emergency exit locations)	

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