

**PRE-DEMOLITION INFORMATION DOCUMENT
SITE OF 'THE SPRINGFIELD' PUBLIC HOUSE
AT SPRINGFIELD MK6 3JS
FOR CAMPBELL PARK PARISH COUNCIL**



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Regulated by RICS

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at

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Status: Pre-Start Document

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CONTENTS

	Page
1. INTRODUCTION	3
2. DESCRIPTION OF PROJECT	4
3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS	7
4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS	11
5. SIGNIFICANT DESIGN AND DEMOLITION HAZARDS	15
6. THE HEALTH AND SAFETY FILE	16

APPENDICES: -

Appendix A - CDM Duty Holders and Roles Summarised

Appendix B - Location & Block Plan Drawing No. 06325-100

Appendix C - Constraints Plan Drawing No. 06325-101.B

Appendix D - Existing Site Photos Ref No. 06325-102

Appendix E - Existing Plans and Elevations Drawing No. 06325-103

Appendix F - Topographical Survey Drawing No. 06325-104

Appendix G - Underground Services and Drainage Survey Drawing No. 06325-105

Appendix H - Utilities:-

- BT – Openreach Plan – Ref. CLH11095V
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- Water – Anglian Water – Ref. 579217-1
- SGN Letter Dated 19 August 2021 – Ref. CRM 2208757
Live / Dead Check

Appendix I - Demolition Scope - VB - 23rd Aug 21

Appendix J - HM Government - Working Safely During COVID-19 in construction and other outdoor work Version 11 dated 5th November 2020 and Construction Leadership Council - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 7 Updated 6th July 2021

1. INTRODUCTION

- (a)** Pre-Demolition Information submitted in this document has been prepared to enable Designers and Contractors who are bidding for work on the project, or who have been already appointed to enable them to carry out their duties; Principal Designer and Principal Contractor in planning, managing, monitoring and coordinating the work of the project to assist the Principal Contractor to submit a Demolition Phase Plan, indicating the general principles to be employed and the resources required. It should not be assumed that all relevant information is currently available and if further investigations are required then these should be stated in this document to make Principal Contractors aware that there is a process of information to follow through.

2. DESCRIPTION OF PROJECT

(a) Location:	Site of 'The Springfield' Public House Springfield MK6 3JS
Project description:	The demolition of derelict former public house; the building is two storey with a basement, associated outbuildings and car park.
Scope of Works:	The demolish of the building's superstructure; excluding the concrete planks forming the roof to basement. The basement and its access ramp are retained. The removal of the existing car park is not part of the demolition works.
Key dates:	Start Date: 3 rd January 2022 Completion Date: 11 th February 2022 The Principal Contractor is required to ensure that the agreed programme/contract period is sufficient to enable the works to be completed within the agreed time. When developing the Programme for the works the Principal Contractor must co-ordinate with their sub-contractors and suppliers to achieve the following: <ul style="list-style-type: none">• Coordinate the timing, sequencing of all demolition activities.• Coordination of trades and/or suppliers and their activities so as to avoid hazards as far as is reasonably practical.• Allow sufficient resources so as to establish safe working methods and practices on site.• Ensure that sufficient resources so as to comply with the prepared method statements.• Monitor and review the Programme throughout the contract period. The Principal Contractor must give seven working days' written notice of his intention to commence work. The Principal Contractor must give fourteen working days' written notice informing of completion.
Planning CDM Period:	Shall be three weeks ending on the date of possession of the site. The Demolition Phase Plan must be submitted four weeks prior to the date of possession.

2. DESCRIPTION OF THE PROJECT (continued)

(b) Client: Campbell Park Parish Council
1 Pencarrow Place
Fishermead
Milton Keynes
Buckinghamshire MK6 2AS

Contact: Dominic Warner – Clerk to Council
T: 01908 608 559
E: dominic.warner@campbell-park.gov.uk

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2. DESCRIPTION OF THE PROJECT (continued)

Health & Safety Executive

Health & Safety Executive (Construction Division)
Woodlands Manton Lane
Manton Industrial Estate
Bedford MK41 7LW

Tel: 01234 220 550

(c) Use as a workplace

The structure WILL NOT be used as a workplace as defined in Workplace (Health, Safety and Welfare) Regulations 1992

(d) Existing records

Site Contamination Risk Assessment (Excludes the building).
Arboricultural Impact Assessment Report.
Preliminary Ecological Assessment and Preliminary Roost Assessment.

(e) Notification

Under Regulation 6, the Principal Designer must notify the HSE of projects where demolition/construction work is expected to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project: or
- Involve more than 500 person days

While this project does not meet the above criteria, HSE will be notified at the requested of the client. No notification has been made at present.

3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

(a) Arrangements for:

(i) planning for and managing demolition work, including any health and safety goals for the project

- The Principal Contractor must establish a benchmark standard for the monitoring of health & safety management on the project e.g. all incident frequency rate of less than 4.0/100,000, and Reportable accident frequency rate of NIL.
- All contractors on the site will be expected to achieve a similar minimum standard. Audits and inspections to feed into progress meeting reports are considered essential.
- The Principal Contractor will be required to carry out their statutory obligations and undertakings in accordance with the Health & Safety at Work Act 1974 and the CDM Regulations 2015 and all their Statutory Instrument Regulations, Approved Codes of Practice and their general duty of care currently in force and/or those that come into force during the contract period.
- The Demolition Phase Plan developed from The Pre-Demolition Information must be submitted to the Principal Designer not less than four weeks before the proposed date for start of construction work.
- No demolition work is to commence until confirmation has been received in from the Client that the Demolition Phase Plan is deemed suitable in compliance with Regulations 12(1) and (2); written confirmation all existing services have been terminated and Demolition Notice under Section 80 has been authorised.

The sanction of the suitability of the Demolition Phase Plan in compliance with Regulations 12(1) and (2) is dependent on the inclusion of satisfactory method statements in respect of:

- Security of the site.
- Traffic Management Plan, into and out of the demolition site.
- Welfare Arrangements.
- Identification and location of existing and temporary services.
- Stability of structures.
- Demolition or dismantling.
- Hazardous materials.
- Environmental impact.
- Note COSHH Regulations.
- Manual handling.
- Underground services.

(ii) Arrangements for Assessing Training:

- The Principal Contractor is to ensure that all site personnel (including visitors) are provided with sufficient training for their needs, including on site training where required. The Principal Contractor is also to ensure that adequate health and safety information is provided to site personnel and that a site safety induction is undertaken. Records of personnel who have undertaken a site safety induction are to be kept on site.

3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

(a) Arrangements for: (continued)

(iii) communication and liaison between client and others:

- Will be principally by e-mail through the Architect (correspondence copied by e-mail to Client).
- The regular Project Team Meetings on site will be the main forum for any necessary monitoring or reviewing of any Health & Safety issues arising.
- Health & Safety should be an agenda item for all meetings, and the Principal Contractor should include a similar section within his Report to the Project Team Meetings detailing any accidents or incidents (Health & Safety related) and the steps taken to rectify them, together with notes of any visits to site by the HSE and the Principal Contractor's Health & Safety representative.

(iv) Exchange of Design Information:

- Where elements of the design are to be carried out by the Principal Contractor, his design team or any of his Sub Contractors, the Principal Contractor should advise the Principal Designer. The Principal Designer may request details of the work proposed to ensure that adequate information will be provided for inclusion in the Demolition Phase Plan and Health & Safety File and that the design is fully coordinated between designers.
- Changes in design or changes which negate assumptions made in the Demolition Phase Plan, whether made by the Design Team or the Principal Contractor, and which may significantly affect the Demolition Phase Plan, sequence of working or the resources necessary to comply with health and safety legislation, shall be referred to the Principal Designer and agreed by the Client in writing before any change is implemented. This relates only to the Health and Safety Aspects of the design.

(v) security of the site:

- The demolition site area must be secure from day one.
- All necessary fences and barriers should be erected to site boundaries to restrict access by unauthorised persons.
- Where applicable a visitor's book should be put in place for the checking in and out of all visitors to the site.
- In extreme circumstances the local police should be made aware of the project and a request made for them to monitor the site.
- Preliminaries Sections A12, A34 and A36.

(vi) welfare provision:

- To be provided by the Principal Contractor from day one.
- All in accordance with Schedule 2 of the Approved Code of Practice and the CDM Regulations 2015, HM Government 'Working Safely During COVID-19 in construction and other outdoor work'* and the Construction Leadership Council 'Site Operating Procedures'*, for the duration of the Contract.

** These documents are being continuously updated to protect your workforce during the Coronavirus (Covid-19) pandemic, please adhere to the current procedures and all future updates.*

3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

(b) Requirements relating to the health and safety of the client's employees or visitors or those involved in the project such as:

(i) site hoarding requirements:

- Heras type fencing to unprotected sections of the boundaries and the existing hoardings are to be retained and maintain around demolition site. See Constraints Plan Drawing no. 06325 – 101B.
- The Principal Contractor ensure vehicles do not obstruct the public footpath and the hoardings provide good visibility to egressing vehicles.
- A separate pedestrian entrance should be provided to segregate pedestrian and vehicular movements.

(ii) site transport arrangements or vehicle movement restrictions:

- The site is located on residential estate and the contractor's employees must acquaint themselves with the local site rules, including speed limits, parking restrictions and observe them at all times.
- Prior to commencement on site, the demolition routes will be agreed in detail with the Client and a layout drawing prepared by the Architect. Deviation from the agreed route shall not be made without the prior agreement of the Architect. The Principal Contractor will fix a copy to the layout drawing on the Site Notice Board and include it in his Site Induction process.
- The Principal Contractor shall take steps to ensure that adjacent roads and car parking areas are not made dirty by his operations.
- All delivery vehicles must be supervised into and out of the site by banksman.
- During school term times no vehicular movements to or from the site will not be allowed during pick-up and drop-off times; these times are 08:00 to 09:15 and 14:30 to 16:00 Monday to Friday. During this period vehicles will not be permitted to wait in adjacent roads.

(iii) client permit to-work systems:

- Not applicable within the Site.
- Where the Principal Contractor has control of a site, which is not part of a site compound, he will be expected to operate his own permit system.

(iv) fire precautions:

- The Principal Contractor will be required to develop and maintain a co-ordinated Fire Evacuation and Emergency Action Plan.
- Designate a suitable person to raise the alarm, agree and mark assembly points and account for all workpeople on site in case of an emergency.
- Means of escape and routes to points of assembly must be maintained for the duration of the Contract. The Principal Contractor is to ensure that at the entrance to the work areas drawings and signage for escape routes and assembly points is on display and that all operatives are inducted with this information.

3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

(b) Requirements relating to the health and safety of the client's employees or visitors or those involved in the project such as: (continued)

(v) emergency procedures and means of escape:

- All emergency arrangements are to be agreed with the Architect and Principal Designer before start on site.

(vi) 'no-go' areas or other authorisation requirements for those involved in the project:

- All contractors are to be restricted to the demolition site, and designated entry and exit routes.
- A Permit to Work system is in place outside the construction site and should be utilised if required (mechanical and electrical connections to existing services outside the construction site).
- See also 3 (iii) above for permits to work etc.

(vii) any areas the client has designated as confined spaces:

- Basement, roof spaces and drainage work; including manholes with invert depths exceeding 1.50m are deemed to be confined space work and the Contractor must carry out risk assessments and method statements and put in place an emergency evacuation plan.

(viii) smoking and parking restrictions:

- Smoking will not be allowed within the site. Smoking maybe permitted in the designated smoking areas with the permission of the Principal Contractor.
- Traffic restrictions operate throughout the estate and the contractor's employees must acquaint themselves with the local site rules, including speed limits and observe them at all times.
- Restrictions on parking of the Principal Contractor's and employees' vehicles are restricted to the designated contractor's compound. No parking of vehicles will be permitted outside the designated contractor's compound.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

(a) Safety hazards, including:

(i) Site Conditions:

- The site is located on a residential estate. See Location & Block Plan Drawing No. 06325-100.

(ii) Boundaries and Access:

- Access to the site is from Springfield Boulevard via Marlborough Street.
- The extent of the demolition site shown on Demolition Constraints Plan drawing no. 06325-101B.
- The following safety hazards are noted in relation to boundaries and access:
 - Residential properties
 - Academy, School and Children's centre
 - Buried services
 - Existing building on the boundary of the site
 - Playing fields
 - Public footpaths

(iii) Restrictions on deliveries or waste collection or storage:

- See item 3(b) (ii) above – site transport arrangements or vehicle movement restrictions.

(iv) Adjacent land uses:

- The adjacent use is education institutions, residential, playing fields, church and public roads and footpaths.
- Access to adjacent areas/properties is to be kept clear at ALL times.

(v) Works along Public Highway:

- High visibility garments are to be worn at all times, by all personnel when working adjacent to the public highway and within the confines of the site.
- Suitable protective barriers are to be installed between the working area and the pavement to areas where boundary walls are to be demolished and rebuilt.
- A minimum clear width of 900mm is to be provided to the pavement for pedestrian access at all times. If this is not possible, then the Principal Contractor is to arrange for the footpath to be redirected onto the road and suitable barriers to be installed to protect pedestrians from vehicles and from the works. Note that if this is required, permission may be required from the Local Authority.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

(a) Safety hazards, including: (continued)

(v) Works along Public Highway: (continued)

- If there are going to be periods of time when the width of the footpath is reduced to a width of less than 900mm (for example when materials are being unloaded from wheelbarrows etc) then a banks person is to be appointed to watch out for pedestrians and guide them around the obstruction safely
- The Principal Contractor is to include details of the measures to be implemented to ensure the safety of pedestrians within the Demolition Phase Plan.
- Consideration for Traffic Management and Pedestrian Management will need careful consideration in the Demolition Phase Plan, as it will be necessary to maintain traffic and pedestrian flow throughout the contract period.

(vi) Existing storage of hazardous materials:

- No materials highlighted.

(vii) Location of existing services:

- See Appendix G of this document
- Where existing services are concealed and no drawing information is available from the Client, the Principal Contractor is to carry out CAT scans of the site and mark concealed services on a drawing, this "as-located" drawing is to be kept up to date throughout the project. Where required, concealed service routes are to be marked on the surface of the ground with road marking paint or pegs driven into the ground along the line of the services.

(viii) Ground conditions:

- No information available.

(ix) Information about existing structures:

- A measured survey has been carried out on the existing building. (See Tender Documentation.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

(a) Safety hazards, including: (continued)

(x) Previous structural modifications:

- No information available.

(xi) Fire damage etc.:

- Not applicable.

(xii) Difficulties in relation to existing plant and equipment:

- All plant and equipment brought onto site must conform to all relevant legal requirements, have current inspection certificates where appropriate, be suitable for the work and be adequately maintained and properly used. All operators must be trained and competent to operate the equipment.
- All portable electrical appliances brought onto site by contractors must be in a safe condition and have a valid test certificate. Those without a certificate must be tested by a competent body before being used on site.
- No petrol driven tools (except diesel compressors and generators) may be used onsite without the prior written agreement of the Architect.

(xiii) Health and safety information contained in earlier design, construction or 'as-built' drawings:

- No file exists for the existing building.

(b) Health hazards, including:

(i) Asbestos:

- The appointed Principal Contractor must commission an Asbestos Demolition Survey prior to commencement on site.

(ii) Existing storage of hazardous materials:

- No materials highlighted.

(iii) Contaminated land, including results of surveys:

- A Site Contamination Risk Assessment has been carried out; this does exclude the building footprint. The report indicates that there is elevated arsenic and beryllium present within the made ground

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

(b) Health hazards, including: (continued)

(iv) Existing structures containing hazardous materials:

- The appointed Principal Contractor must commission an Asbestos Demolition Survey prior to commencement on site.

(v) Health risks arising from Client's activities:

- At present no activities carried out on site, therefore there are no risk to the Principal Contractor or his operatives arising from the client activities.

(vi) Dust and Fumes:

- Dust and fumes are potentially hazardous to the health of Principal Contractor's personnel and visitors/members of the public who may be in close proximity to the works. The Principal Contractor is required to take steps generally to control the emission of dust and fumes. This can be by means of providing screens and/or using dust suppressing equipment. Where creation of dust or fumes is unavoidable, appropriate Personal Protective Equipment is to be worn. The Principal Contractor to include measures for dealing with dust and fumes in the Demolition Phase Plan.

(vii) Storage of Hazardous Materials:

- The Principal Contractor is to provide details of the methods to be implemented for the storage of hazardous materials within the Demolition Phase Plan.

(viii) Heavy Materials or Plant:

- There is a risk of causing damage to the health of operatives due to manoeuvring heavy plant or materials around the site. Where materials (e.g. timber, steel, concrete, kerbs, paving or masonry items) exceeding 20kg in weight require to be dismantled from or installed in the building, the Principal Contractor shall describe their method of dismantling/transporting/unloading/installing the materials, paying due attention to health and safety.

(ix) Noise:

- Noise must be controlled in accordance with statutory requirements. In addition, every effort must be made to ensure that noise does not disrupt the residents, passers by or the public at large. Noise should be kept to a minimum at all times.
- The Principal Contractor is to determine if noise assessment is required.

5. SIGNIFICANT DESIGN AND DEMOLITION HAZARDS

(a) Design assumptions and control measures:

- An asbestos demolition survey will be carried out before the commencement of the works.
- The Client will provide a letter of confirmation all services have been terminated prior to the commencement of the works.
- The Principal Contractor will provide a Demolition methodology statement for review prior to commencement of the works.
- The methodology for retaining the basement must be agreed prior to the commencement of the works.
- The Principal Contractor should assume the ground floor construction over the basement is suitable for pedestrian traffic only.

(b) Arrangements for co-ordination of ongoing design work and handling design changes:

- If any elements of the work are to be designed by the Principal Contractor or other Contractors, they shall submit a designer's hazard assessment to the Principal Designer for comment prior to installation.
- Any design changes shall be notified to the Designer/Engineer of the works in writing. Any major changes shall be notified in writing or via a minuted site meeting note. The Designer/Engineer shall consider the impact of the design change and accept or reject the change accordingly.
- As part of the consideration, a design risk assessment of the design shall be made and forwarded to the Principal Designer for comment.

(c) Significant risks identified during design:

These include:

- Restricted site
- Retained basement
- Buried services
- Temporary works, stability of structures during dismantling
- Manual handling of components
- Work at heights
- Noise
- Dust

(d) Materials requiring particular precautions:

- Existing services
- Ground conditions
- Dust and fumes
- Hazardous materials

6. THE HEALTH AND SAFETY FILE

(a) Development of the Demolition Phase Health & Safety Plan:

- The Principal Contractor will be responsible for the continual development and monitoring of the Demolition Phase Health & Safety Plan throughout the duration of the project.
- The Principal Designer and Client's Representative will require access to view and observe the development of the Demolition Health & Safety Plan.

(b) Operation and Maintenance Manuals:

- **Responsibilities and Arrangements-** All relevant information which is required to be included in the Health & Safety file should be collected by the Principal Contractor and issued to the Principal Designer in duplicate within 2 weeks of practical completion this shall include all guarantees, certificates of testing, material types any suppliers, all subcontractor details and information on maintenance/servicing of any installations.
- It will be the responsibility of the Principal Contractor to co-ordinate and assemble the Operation and Maintenance Manuals for all disciplines engaged on the project and provide them to the Principal Designer before Practical Completion.

6. THE HEALTH AND SAFETY FILE:

(c) Format and Content:

It is a requirement of the Regulations that the Principal Contractor implements an effective management system by which the requisite information is provided for inclusion in the Health and Safety File which should include:

Format:

- A4 size, plastic covered. Loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the File: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the File.
- ONE full paper copy and TWO complete electronic copies (on USB flashdrives) of all file information will be required one week prior to Practical Completion and shall include:
 - A brief description of the work carried out.
 - Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
 - Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
 - Hazardous materials used (e.g. lead paints and special coatings);
 - Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
 - Health and Safety information about equipment provided for cleaning or maintaining the structures;
 - The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
 - Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).
- There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should not include things that will be of no help when planning future construction work such as Pre-Demolition information, the demolition phase plan, contractual documents, safety method statements etc information must be in a convenient form, clear, concise and easily understandable.

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