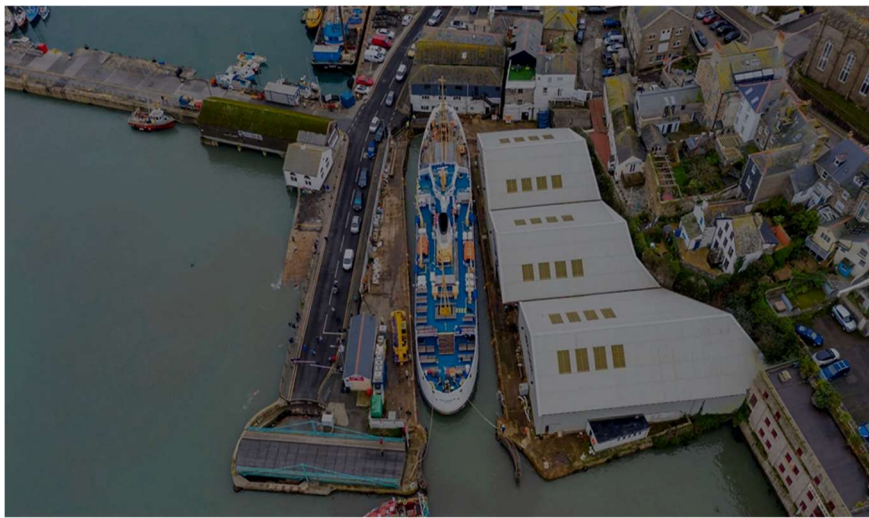




## Pre-Construction

### Health and Safety Information Pack

Penzance Dry Dock Limited Wharf Road Penzance  
Cornwall TR18 4BW



|   |                     |            |                  |
|---|---------------------|------------|------------------|
| Author: D. Hill                                       | Document No: 241015 | Version: 1 | Revision: 1      |
| Project Title: Penzance Dry Dock                      |                     |            | Date: 15-10-2024 |
| Document Title: Pre-Construction Health & Safety Pack |                     |            |                  |
| Issued to:  |                     |            |                  |
| CC to: Maddalena Hyslop (CSM)                         |                     |            |                  |
| Issued By: Collaton Safety Management Ltd             |                     |            |                  |

## INTRODUCTION

This document contains information about the proposed works at Penzance Dry Dock Limited, Wharf Road, Penzance, Cornwall TR18 4BW and associated hazards, to enable CDM duty holders to adequately plan the proposed works. It contains details of existing surveys, reports, together with details of the most significant hazards associated with those works.

This document should be used by contractors and designers, to assist them in the planning and implementation of all works to be carried out during the contract.

Once a Principal Contractor is appointed, their Construction Phase Health and Safety Plan should be developed, using the information contained within this document to assist them in the safe planning of the works. It should then be passed to the Principal Designer for verification, prior to works commencing on site.

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## SECTION 1 - DESCRIPTION OF PROJECT

### Location of Project

Penzance Dry Dock Limited Wharf Road Penzance Cornwall TR18 4BW



*Aerial view of site (background image retrieved from google maps)*

### Nature of Works

The proposed works are expected to be carried out in various phases:

Installation of a 50 tonne crane on steel rails within the dry dock; restoration of the dry dock gates and replacement of the entrance gates with a new gate on rollers; a new pumping system; redevelopment of staff & training facilities including a new office roof; an increase in height by 1.8m of the workshop troughs; replacement of the toilet block with a working area; and raising the ends of the roof and roller doors on the existing warehouse.

### Planned Start Date

02/09/2024 (completion date 31/03/2025)

## PROJECT DIRECTORY

### Client

Company: Linked Solutions Marine  
Address: Penzance Dry Dock (2009) Ltd, Wharf Road, Penzance, TR18 4BW  
Contact: Jamie Murphy  
Contact Telephone No: 07891772515  
Email: [Jamie.murphy@linkedsolutionsmarine.com](mailto:Jamie.murphy@linkedsolutionsmarine.com)

### Principal Designer

Company: Collaton Safety Management  
Address: Unit 56b, City Business Park, Plymouth PL3 4BB  
Contact: Danielle Hill  
Contact Telephone No: 01752 506465  
Email: [dhill@collatonsafety.co.uk](mailto:dhill@collatonsafety.co.uk)

### Principal Contractor

Company: Linked Solutions Marine  
Address: Penzance Dry Dock (2009) Ltd, Wharf Road, Penzance, TR18 4BW  
Contact: Jamie Murphy  
Contact Telephone No: 07891772515  
Email: [Jamie.murphy@linkedsolutionsmarine.com](mailto:Jamie.murphy@linkedsolutionsmarine.com)

### Contractor

Company: **TBC**  
Address:  
Contact:  
Contact Telephone No:  
Email:

### Client PM

Company: Linked Solutions Marine  
Address: Penzance Dry Dock Ltd, Wharf Road, Penzance, TR18 4BW  
Contact: Jackie George  
Contact Telephone No:  
Email: [Jackie.george@linkedsolutionsmarine.com](mailto:Jackie.george@linkedsolutionsmarine.com)

### Designer

Company:  
Address:  
Contact:  
Contact Telephone No:  
Email:

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**Mechanical & Electrical**

Company:

Address:

Contact:

Contact Telephone No:

Email:

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**Structural Engineer**

Company:

Address:

Contact:

Contact Telephone No:

Email:

## **SECTION 2 – EXISTING SITE CONDITIONS AND SIGNIFICANT RISKS**

### **THE SITE HISTORY**

**On Site:** The site has been in use as a dry dock since the earliest mapping. It was remodelled prior to 1908 with the current dry dock constructed. The buildings to the south-west of the dry dock were constructed by 1936, with only minor layout changes thereafter.

**Off Site:** The surrounding area has been predominantly commercial, mainly maritime activities assumed, since the earliest mapping. Significant development of the surrounding area took place by 1908, including Wharf Road and the swing bridge, the Penzance dock and wharves to the south-east.

### **SITE BOUNDARIES/ACCESS/EXTERNAL AREAS**

The site lies entirely within the Penzance Conservation Area, which was first designated by the Local Planning Authority in 1969, with amendments being made to the boundary in 1976. The area was last appraised by the LPA in a formal Conservation Area Appraisal adopted in 2010 (Cornwall Council 2010) with no further boundary revisions made.

**Surrounding Land Use:** -  
North- Wharf Road, swing bridge, Penzance Harbour  
East - Wharf Road, Penzance Dock  
South - Commercial premises  
West - Commercial and residential premises

### **ENVIROMENTAL**

The construction process may highlight certain environmental issues. Dust and noise may be a concern to residents in the local area, remediation measures to stop the dust and noise becoming a contamination must be detailed in the Construction Phase Health & Safety Plan.

Part of the project will require the existing roof demolished. There will also be extensive soft strip, and localised demolition works in the main building. The works will highlight certain environmental risks, such as dust and noise.

Consideration must be given to materials such as lead and asbestos. These materials may have been used in the construction of the building during its history but are now banned and certain processes are required if work is completed on or near these materials. These materials were noted and identified during the recent site visit. Before any investigation or main works start, specific actions must be taken.

The Construction Phase Health & Safety Plan must identify these actions in detail. Risk assessments and methods statements are to be compiled by the PC and contractors during both phases to ensure a suitable level of safety.

Before any visits to site for investigation or the main works a site induction must be completed showing areas of concern and also any actions required such as the use of PTW system. All of the above issues must be considered during the works and remediation measures must be contained in the Construction Phase Health & Safety Plan.

Bird survey- No evidence of bats or nesting birds was found. The presence of two Feral Pigeon *Columba livia* in the southern roof void of the office building was noted, as well as droppings from this species, indicating a prolonged pattern of use. There was no obvious sign of any nests but at this time of year they may not have been obvious and can be hidden out of reach. It is also possible/likely that Herring Gull *Larus argentatus* may nest on the roofs of the buildings during the nesting season.

A tree survey has been completed on site and the report and its recommendations attached to the enclosures section of this report.

A bat survey was completed which stated that there was no need to offer bat roosting potential. Whilst some small/discrete concealed features cannot be ruled out within these buildings, these would likely be unsuitable for roosting bats being exposed to large fluctuations in temperature. As such, the demolition of the existing roof and refurbishment works to the main building can take place without the need to consider any mitigation/precautions.

A reptile survey was also completed which concluded that given the lack of any evidence of a population of reptiles on Site, the lack of suitable habitat, and the Site's isolation within the largely urban landscape, no constraints to commencement of works have been highlighted. As such, it is considered appropriate for works to start onsite as soon as you wish.

### **External Environment:**

The Contractor will be mindful that the works are installed in an external environment and as such will be responsible for ensuring safe operations are carried out both for operatives and members of the public.

Key risks associated with this which will need to be considered, mitigated and managed in fulfilment of the services could be, but not limited to:

- Working in limited lighting conditions / darkness
- Wind and rain.
- Cold (including frost, ice / snow)

The Contractor shall also be mindful that the site is within a marine environment which is in an extremely aggressive environment when considering sea and the risk of corrosion to metals. Due care should be taken to this when considering suitable fixtures and fittings but also when checking suitability of existing fixtures intended for use.

### **SECURITY**

The client expects the Principal Contractor to adequately safeguard the heritage of the property for its grade II listing, the actual site area, products, materials, plant, and equipment. They must consider occupants, neighbours, visitors, and those around the site area.

The Principal Contractor shall establish suitable controls to safeguard all operatives and authorised visitors on the site who shall sign in and sign out in a site book, carry out suitable inductions and shall eliminate as far as is reasonably practical, unauthorised entry onto the site. The site can be secured easily as it is self-contained building in a terrace.

Security measures such as gates locked, and entrances restricted so that pedestrian and vehicle segregation measures must be promoted. These site procedures should be detailed and described in the CPHSP.

*Please refer to Schedule 2 of the CDM Regulations, L153 Managing Health, and safety in construction*



### **Protection of Existing and Adjoining Building etc.**

The Contractor shall ensure nothing to be done that is liable to injure the stability of existing buildings or any portion thereof, boundary walls, fences or railings. The Contractor will be held responsible for all damage arising through carelessness or inadvertence in this respect. Every effort is to be taken by the Contractor to avoid damage to other parts of the site as to cause the minimum of interference to the persons occupying or using the existing or adjacent or adjoining premises.

### **Fixings and Anchor Points**

The Contractor shall ensure that all fixing points are robust and secure prior to using as part of the displays. Any concerns must be reported to the Council's Authorised Officer as soon as possible ahead of using. Similarly, fixings from items to be installed as part of the display must be robust and fit for purpose, noting that the external environment will be subject to seasonal climatic conditions.

## **CONTAMINATION/OCCUPATIONAL CONCERNS**

### ***Asbestos Survey***

No asbestos survey is available and will be required prior to the works.

Asbestos Containing Materials are sometimes concealed with the fabric of a building or sealed building voids, and so it is not always possible to regard the findings of a survey as being definitive. Therefore, it must always remain a possibility that further Asbestos Containing Materials may be found during any demolition or refurbishment works.

*HSE guidance: HSG 264: Asbestos: the survey guide states it is now recognised that even with 'complete' access demolition surveys, all ACMs may not be identified, and this only becomes apparent during demolition itself. Therefore in buildings that are occupied, due to be re-occupied or due to extenuating circumstances, following the completion of the survey it may be required to undertake additional inspections or sampling prior to/during demolition or refurbishment works to account for all hidden Asbestos Containing Materials (ACMs). Where this is likely a provision may need to be made to allow for a possible revisit, this may include inaccessible areas that will be listed in this report.*

### ***Occupational Concerns***

Not expected to be a safety issue regarding the project works.

### ***Lead paint***

Suspected lead paint potentially used; therefore, lead paint samples will be required.

***The Principal Contractor is to be aware that they will be responsible for checking and testing for the presence of lead and lead paint.***

Specific RAMS considering working with or around lead and lead materials, must be considered for work serious health effects include kidney damage, nerve and brain damage and infertility. The Control of Lead at Work Regulations 2002 (CLAW) place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead.

The principal contractor is expected to ensure that basic work on lead follows a simple system of checks such as –

Working with lead can put your health at risk, causing symptoms including headaches, stomach pains and anaemia. Other

- A review work processes and workplaces for opportunities to reduce workers' exposure to lead by reducing the number of people exposed, the amount of lead to which they are exposed and the length of time each worker is exposed.
- Ensure you are using the right controls – check with industry good practice.
- Ensure the controls are always used when needed.

### **Ordinance**

The risk to the site and its surroundings from the presence of UXO is high (see Appendix D within the PHASE 1 (Tier 1) PRELIMINARY RISK ASSESSMENT (PRA) in folder J- Contamination.

### **Structural Concerns**

A structural inspection was carried out on 27th February 2024 by MBA Consulting Ltd. The principal objectives of the site investigation were to establish the construction arrangements and roof replacement. The detailed structural investigation confirmed that the Carpenters workshop has been subjected to significant deterioration with areas being unsafe to access during the inspection. Recommendations for an investigation scope are presented in the report held within section G of the enclosures section of this report.

### **Existing Services (Above/Below Ground)**

#### Electrical Works (where applicable):

Electrical works must only be carried out by qualified electrical technicians, in line with suitable trade body such as National Inspection Council for Electrical Installation Contracting (NICEIC) <https://niceic.com/>.

Prior to connecting with any electrical supplies all necessary checks and tests must be carried out.

#### Electrical Equipment:

All electrical equipment used shall have suitable safety checks (including Portable Appliance Testing – PAT where they apply) and certification and used in compliance with manufacturer's instructions.

**Identified hazards associated with this project.**

The 2015 Construction (Design and Management) Regulations require that construction clients provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project. Where there is more than one contractor, the principal designer should provide advice and help compile the pre-construction information and provide it to the designers and contractors.

The regulations define pre-construction information as 'information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:

- The project.
- Planning and management of the project.
- Health and safety hazards, including design and construction hazards and how they will be addressed.
- Information in any existing health and safety file'.

The amount of detail included in pre-construction information should be sufficient to ensure that significant risks can be anticipated, focusing on those risks that that could not reasonably be anticipated.

Collaton Safety understand the importance of identifying the significant risks on any construction project. Contained within section N, of the enclosures is a design risk register that has been completed following an initial visit by the principal designer. The risks identified are expected be mitigated by risk assessments, procedures, and management systems.

Following the completion of the project, the design risk register will be updated, identifying the significant risks left on site.

A design risk register is attached within the enclosures at section N of this report.

## **SECTION 3 – CLIENT CONSIDERATIONS**

Checklist to consider:

### **Security of the site**

During the project works, the client expects the Principal Contractor to adequately safeguard the site area, products, materials, services, plant, and equipment. Neighbours, visitors, and those around the site area must be considered. The Principal Contractor shall establish suitable controls to safeguard all operatives and authorised visitors on the site who shall sign in and sign out in a site book, carry out suitable inductions and shall eliminate as far as is reasonably practical, unauthorised entry onto the site. Security details of the access road and its fencing must be considered and checked regularly.

Any temporary works associated with the site boundary/hoarding are to be registered and listed within a temporary works folder. The details of security and any temp works are to be explained within the CPHSP.

### **Welfare provisions**

The Principal Contractor shall provide temporary welfare facilities in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015 and HSE CIS 59 “Provision of welfare facilities during construction work”. These facilities are to be in place from the start of the works to completion.

### **Site hoarding requirements**

Where the present site boundary is deemed suitable it will not require any hoarding. In certain locations wooden hoarding or Heras fencing will be placed following specific TWS designs. The site will be secure as the works are within the boundary of the hoarding.

Any temporary works associated with the site boundary/hoarding are to be registered and listed within a temporary works folder. The details of security and any temp works are to be explained within the CPHSP.

### **Site transport arrangements and vehicle movement restrictions**

The entrance is located on a main vehicle thoroughfare (Wharf Road), Management of the area must be considered as any restrictions to the traffic flow in/out of site and along the main road will cause major concerns. A TMP plan should be considered and controlled by the PC and attached to the CPHSP for dissemination to ensure delivery vehicles understand the restriction, access routes and timings for visits to site.

### **Permit-to-work arrangements.**

The Principal Contractor will be expected to implement their own work control systems and documentation if required for work in confined spaces, WAH etc.

Suitable control systems of works will be expected to be contained and documented and explained within the CPHSP. These will be for work such as working in contaminated areas, WAH, working on live electric systems, working on the main road or near a transport route, the list is not final and will be determined by the PC. All permits are expected to be registered and held within a site file for audit purposes. Details of the PTW system are to be explained in the CPHSP by the PC.

**Fire precautions to be put in place.**

During to the element of the project works an excellent standard of fire protection is expected. A fire risk assessment should be in place for the welfare area and a site wide fire plan should be in place before work starts detailing evacuation routes, fire alarms, fire points and ignition sources.

All work areas are to be adequately protected against fire hazards by the provision of appropriate fire extinguishers in compliance with current fire regulations and located at fire points indicated on the fire safety plan. The fire precautions shall consider the changing nature of the site during the process of construction. The plan and evacuation procedure must be displayed in a prominent position. This should include the means of warning of fire throughout the duration of the works. Clear access to the site must be maintained always. Identified personnel (key holders, Managers, security guards, etc.) must be briefed to unlock doors, gates etc. in the event of an alarm.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

As the project progresses and routes become blocked, removed or changed the plan shall evolve and will be expected to be updated as the site changes. A draft site fire plan must be attached to the CPHSP by the PC.

**Restricted areas or other authorisation requirements**

The contractor is not permitted to carry out works anywhere other than areas made available to carry out the works. If access is required to other areas, this must be by arrangement with the Client in accordance with his requirements, which may include written authorisation.

There are numerous areas that may be deemed as restricted especially during the early phase of the project during due diligence or investigations in phase 1. The site manager will complete a thorough site induction before any investigations during phase 1 are started. The induction may change daily but it is imperative that it is completed. Details of the system to be used are to be contained in the CPHSP. Care must be taken, and suitable RAMS must be put in place before work starts.

**Confined spaces**

Any work in these areas must follow identified guidelines and the contractor must state basic procedures for work in these areas the details must be detailed in the CPHSP.

**Smoking/parking restrictions**

Smoking is to be prohibited on site and within all site offices and welfare facilities. The contractor should consider the establishment of an authorised smoking shelter – away from the structure or other combustibles.

## **SECTION 4 – MANAGEMENT REQUIREMENTS, OVERVIEWS OF TEAM’S DUTIES**

### **Purpose of the Construction (Design and Management) Regulations 2015**

To help reduce accidents and ill-health in the construction industry by making those who create risks responsible for their control.

### **The Regulations**

The CDM Regulations, as they are commonly known, provide a Health and Safety framework within which structures are to be designed, constructed, maintained, and ultimately demolished. Legal duties are placed upon everyone involved in a construction project including the Client, Principal Designer, Designers, Principal Contractors and Contractors.

### **Application of the Regulations**

CDM 2015 applies to all building, civil engineering and engineering construction work including new-build, alteration, maintenance, renovation, demolition, site clearance and site investigation.

Work involving more than one contractor require the appointment of a Principal Designer and Principal Contractor. The client is deemed to be the Principal Designer and/or the Principal Contractor for any period during the Pre-construction/Construction Phase where these appointments have not been fulfilled.

Notification to the HSE, form F10, is required for works lasting more than 30 days, with 20 people on site, or 500 person days.

### **The Duty Holders**

Each has clear roles to ensure that Health and Safety is considered and managed effectively through all stages of a construction project from concept through design, construction, maintenance, alteration and finally demolition.

### **Principal Designer’s Duties**

The Principal Designer ensures that:

- So far as is reasonably practicable, the project is completed without risk to health or safety.
- There is co-operation and co-ordination between all Designers and the Principal Contractor on Health and Safety issues.
- All Designers comply with their CDM duties.
- All reasonable steps are taken to identify and collect the pre-construction information and issued to all relevant parties.

*A Health and Safety File is prepared or the existing one updated and passed to the Client on completion of the project.*

## **Client Duties**

The Client has a legal obligation to:

- Notify the HSE of the project.
- Make suitable arrangements for managing the project.
- Ensure that the construction work can be carried out, so far as is reasonably practicable, without risk to the health or safety of any person affected by the project.
- Be satisfied with the provision of welfare facilities during the construction phase.
- Provide information on Health and Safety issues to the Principal Designer – this may include ground investigation reports, asbestos surveys etc.
- Appoint a Principal Designer as soon as is practicable.
- Appoint a Principal Contractor as soon as is practicable, after the client knows enough about the project to be able to select a suitable person for such appointment.
- Promptly inform the principal contractor of the amount of time before the construction phase which will be allowed to him for planning and preparation for construction work.
- Ensure that those appointed are competent and adequately resourced to carry out their Health and Safety duties.
- Ensure that a suitable Health and Safety Construction Plan has been prepared by the Principal Contractor before construction work starts.
- Ensure that the Principal Designer is provided with all the health and safety information in the client's possession (or which is reasonably obtainable) relating to the project which is likely to be needed for inclusion in the health and safety file.

*Take reasonable steps to ensure that after the construction phase, the information in the health and safety file is kept available for inspection by any person who may need it to comply with the relevant statutory provisions; and is revised as often as may be appropriate to incorporate any relevant new information, including information specified in the Management of Asbestos Regulations 2012.*

## **Designer Duties**

- Where a project is notifiable, no designer shall commence work (other than initial design in relation to the project unless a co-ordinator has been appointed for the project.
- The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist the co-ordinator to comply with his duties under these Regulations, including his duties in relation to the health and safety file.
- Designers who appoint sub-contract designers or contractors must be reasonably satisfied that they are competent to carry out their duties under the CDM Regs.  
Co-operate with the Principal Designer and other Designers throughout the process, to enable them to carry out their duties.

Supply information for the Health and Safety File. This will include known remaining hazards, design principles and limitations, design details that may be useful for future work, assumptions, and restrictions, together with equipment and means of access provided for maintenance and cleaning.

## **Principal Contractor Duties**

The Principal Contractor ensures that:

- The Construction Phase Health and Safety Plan is developed and implemented This will address the contents of the initial Health and Safety Plan together with other Health and Safety issues as they become apparent during the construction phase.
  - Co-ordination and co-operation between all contractors regarding Health and Safety issues, is implemented.
  - They are reasonably satisfied that any contractors appointed (by the Principal Contractor) are competent and have made adequate provision for Health and Safety.
  - They check and obtain Safe Working Method Statements from contractors.
  - As far as reasonably practicable, that training for Health and Safety is, or has been, carried out by the appropriate employer.
  - Arrangements for discussing Health and Safety matters with contractors and site personnel are implemented.
  - As far as reasonably practicable, that every contractor and employee comply with any rules contained within the Health and Safety Plan.
  - Only authorised persons are allowed onto site (as far as reasonably practicable). This duty is not excluded from civil liability.
  - The Health and Safety Executive notification details F10 are displayed.
  - They pass relevant information to the Principal Designer for inclusion in the Health and Safety File.
  - If any changes are made which may affect the principles on which the Health and Safety Plan was originally prepared, they inform the Principal Designer.
- Monitor Health and Safety performance.



**SECTION 5 – ENCLOSURES**

| SURVEY/REPORT                | REQUIRED |    |     | AVAILABLE |    | COMMENTS   |
|------------------------------|----------|----|-----|-----------|----|--|
|                              | YES      | NO | TBC | YES       | NO |  |
| a. F10                       | x        |    |     | x         |    | Attached   |
| b. Health & Safety File      | x        |    |     |           | x  | To be collated at the end of the project           |
| c. Asbestos                  | x        |    |     |           | x  | R&D Survey required                                |
| d. Underground Services      | x        |    |     |           | x  | CCTV survey required                               |
| e. Above ground services     | x        |    |     |           | x  | M&E survey required                                |
| f. Site Investigation        | x        |    |     | x         |    | Heritage Statements attached                       |
| g. Structural Investigation  | x        |    |     | x         |    | Structural Visual Inspection attached.             |
| h. Ecology report            | x        |    |     | x         |    | Attached   |
| i. Flood Studies             | x        |    |     | x         |    | Flood risk assessment attached                     |
| j. Contamination             | x        |    |     | x         |    | Assessment - Land Contamination                    |
| k. Ordnance                  | x        |    |     | x         |    | Assessment -Contamination attached                 |
| l. Demolition Plan           | x        |    |     |           | x  | <b>Demo Plan(s) required</b>                       |
| m. Design & access statement | x        |    |     | x         |    | Design and Access statement & Travel Plan attached |
| n. Design Risk Register      | x        |    |     | x         |    | Collaton Risk register attached                    |

Note:

The document will be forwarded to the principal contractor who must develop the Construction Health & Safety Plan. It must consider the information supplied by the principal designer, such as the pre-construction information and any information obtained from designers if appropriate. During the construction phase, the contractor must ensure that their plan is appropriately reviewed, updated, and revised, so that it remains effective.

Danielle Hill

CDM/Principal Designer  
For and on behalf of Collaton Safety Management Ltd