

# PRE CONSTRUCTION HEALTH & SAFETY INFORMATION PACK

PROJECT TITLE: Conversion of Industrial Unit into Temporary Fire Station

SITE ADDRESS: Unit 3C Boardman Road Industrial Estate,  
Swadlincote DE11 9DL



**Derbyshire**  
Fire & Rescue Service  
Making Derbyshire Safer

Derbyshire Fire & Rescue Service  
Property Department  
Joint Headquarters  
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Derbyshire DE5 3RS

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## Property Department

### CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

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**I. PRE CONSTRUCTION INFORMATION DEVELOPMENT HISTORY**

| Pre Construction Information Pack Commenced: | Site Visit Undertaken        | Designers Risk Assessments Incorporated | Surveys / Investigations Incorporated | Pre Construction Information Pack Issued: |
|--|------------------------------|---|---------------------------------------|---|
| 7 <sup>th</sup> August 2017                  | 21 <sup>st</sup> August 2017 | 25 <sup>th</sup> Sept 2017              | 25 <sup>th</sup> September 2017       | 25 <sup>th</sup> September 2017           |
| <b>Authorised for issue by:</b>              |                              | Steve Wild                              |                                       | 25 <sup>th</sup> September 2017           |
| <b>Compiled by:</b>                          |                              | Steve Wild                              |                                       | 25 <sup>th</sup> September 2017           |

**II. PRE CONSTRUCTION INFORMATION PACK REVISIONS**

| Amendments | Reviewed By: | Authorised By: | Date |
|------------|--------------|----------------|------|
| None       |              |                |      |
|            |              |                |      |
|            |              |                |      |

**III. PRE CONSTRUCTION INFORMATION PACK OUTSTANDING INFORMATION LIST**

| Reference Number: | Subject: | Detail Requirement: | Date: | Date Information Received: |
|-------------------|----------|---------------------|-------|----------------------------|
| None              |          |                     |       |                            |
|                   |          |                     |       |                            |
|                   |          |                     |       |                            |

## 1.0 DESCRIPTION OF PROJECT

### 1.1 Project

*Insert photos with description of relevance*

A – Front Elevation



B – Rear Elevation



C – Interior of Building

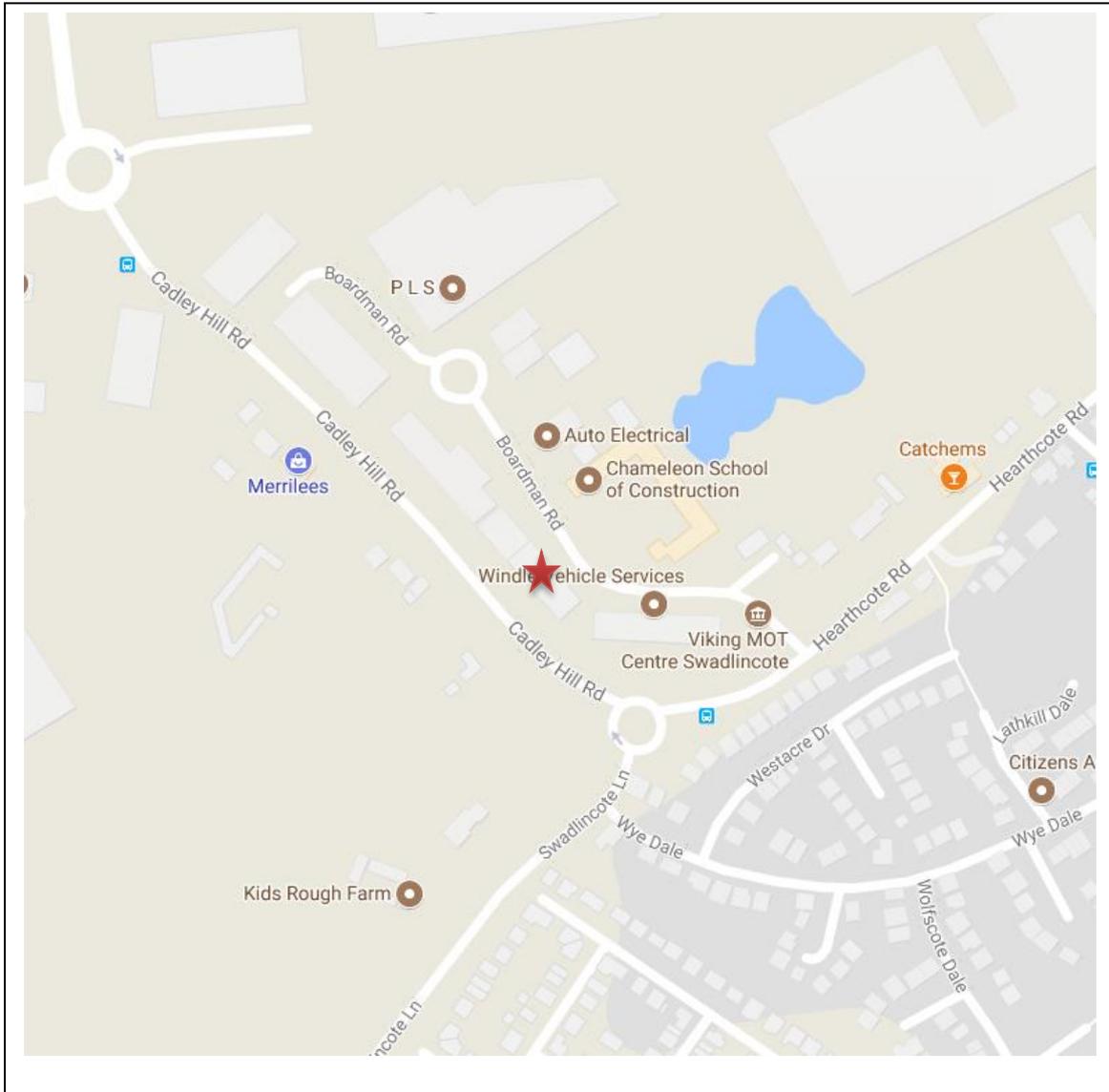


## 1.2 Site Location

### 1.2.1 Contact Details

|   |                |                          |
|---|----------------|--------------------------|
| Address:  | Telephone No.: | 0300 122 8934            |
| Unit 3C<br>Boardman Road<br>Swadlincote<br>Derbyshire<br>DE11 9DL | Contact Name:  | Steve Wild               |
|   | Email:         | swild@derbys-fire.gov.uk |

**1.2.2 Location Map (Red Star Indicates Site Location)**



### 1.3 Description of Works

|  |     |   |
|--|-----|---|
| Will the structure / adaptation be part of / used as a workplace? (Tick as appropriate)  | Yes | √ |
|  | No  |   |
| NB: If Yes: design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Have these requirements been taken into account? | Yes | √ |
|  | No  |   |

### 1.4 Key Dates

Planned start and finish date of construction phase:

Start date: - 20<sup>th</sup> November 2017

Duration: - 7 weeks

Minimum time (days) allowed between principal contractor appointment and instruction to commence work on site:

14 days

### 1.5 Property Directory

#### 1.5.1 Client

|   |                |                           |
|---|----------------|---------------------------|
| Address:  | Telephone No.: | 01332 771221              |
| Derbyshire Fire & Rescue Service<br>Joint Headquarters<br>Butterley Hall<br>Ripley<br>Derbyshire<br>DE5 3RS | Contact Name:  | Rob Wood                  |
|   | Email:         | rawood@derbys-fire.gov.uk |

#### 1.5.2 Principal Designer

|  |                |                          |
|--|----------------|--------------------------|
| Address:   | Telephone No.: | 0300 122 8934            |
| Property Department<br>Derbyshire Fire & Rescue Service<br>Joint Headquarters<br>Butterley Hall<br>Ripley<br>Derbyshire<br>DE5 3RS | Contact Name:  | Steve Wild               |
|  | Email:         | swild@derbys-fire.gov.uk |

### 1.5.3 Project Manager

|  |                |                          |
|--|----------------|--------------------------|
| Address:   | Telephone No.: | 0300 122 8934            |
| Property Department<br>Derbyshire Fire & Rescue Service<br>Joint Headquarters<br>Butterley Hall<br>Ripley<br>Derbyshire<br>DE5 3RS | Contact Name:  | Steve Wild               |
|  | Email:         | swild@derbys-fire.gov.uk |

### 1.5.4 Structural Engineer

|          |                |     |
|----------|----------------|-----|
| Address: | Telephone No.: | N/A |
| N/A      | Contact Name:  | N/A |
|          | Email:         | N/A |

### 1.5.5 Clerk of Works

|  |                |                          |
|--|----------------|--------------------------|
| Address:   | Telephone No.: | 0300 122 8934            |
| Property Department<br>Derbyshire Fire & Rescue Service<br>Joint Headquarters<br>Butterley Hall<br>Ripley<br>Derbyshire<br>DE5 3RS | Contact Name:  | Steve Wild               |
|  | Email:         | swild@derbys-fire.gov.uk |

### 1.5.6 Principal Contractor

|          |                |     |
|----------|----------------|-----|
| Address: | Telephone No.: | TBC |
| TBC      | Contact Name:  | TBC |
|          | Email:         | TBC |

### 1.5.7 Mechanical Designer

|   |                |                                       |
|---|----------------|---------------------------------------|
| Address:  | Telephone No.: | 01509 670100                          |
| D&d Building Services<br>Consulting Engineers Ltd<br>Kegworth House<br>28 Market Place<br>Kegworth<br>Derby<br>DE74 2EE | Contact Name:  | Paul Dean                             |
|   | Email:         | paul.dean@ddconsultingengineers.co.uk |

### 1.5.8 Electrical Designer

|   |                |                                       |
|---|----------------|---------------------------------------|
| Address:  | Telephone No.: | 01509 670100                          |
| D&d Building Services<br>Consulting Engineers Ltd<br>Kegworth House<br>28 Market Place<br>Kegworth<br>Derby<br>DE74 2EE | Contact Name:  | Paul Dean                             |
|   | Email:         | paul.dean@ddconsultingengineers.co.uk |

## 1.6 Existing Drawings & Documents

### 1.6.1 Existing Drawings

List of plans/drawings included with this pre construction information:

| DRAWING TITLE               | DRAWING NUMBER | LOCATION WITHIN DOCUMENT                  |
|-----------------------------|----------------|---|
| Existing Layout & Demo      | DFRA157-001    | Separately enclosed with tender documents |
| Proposed Ground Floor Plan  | DFRA157-002    |   |
| Proposed First Floor Plan   | DFRA157-003    |   |
| Proposed Cross Sections     | DFRA157-004    |   |
| Proposed Elevations         | DFRA157-005    |   |
| Ceiling Grid & Joist Layout | DFRA157-006    |   |
| Proposed finished           | DFRA157-007    |   |
| Door & Ironmongery Sched    | DFRA157-008    |   |
| GF Lighting                 | E01            |   |
| GF Power/Data/Fire Alarm    | E02            |   |
| FF Lighting                 | E03            |   |
| FF Power/Data/Fire Alarm    | E04            |   |
| Mechanical Services         | M01            |   |
| GF Mechanical Services      | M02            |   |
| FF Mechanical Services      | M03            |   |

### 1.6.2 Existing Documents

List of relevant Health & Safety documents included with this pre-construction info:

| DOCUMENT TITLE                                    | DOCUMENT NUMBER | LOCATION WITHIN DOCUMENT                  |
|---|-----------------|---|
| Building Works Specification<br>M&E Specification | DFRA157.SPEC    | Separately enclosed with tender documents |
| Principal Designer's Risk Assessment              | N/A             | Appendices                                |

## **2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

### **2.1 Arrangements for**

Planning and managing the construction work, including any health and safety goals for the project.

#### **2.1.1 Health and safety goals**

- To complete the project free of any accidents
- To constantly raise awareness of Health and Safety issues both with construction site personnel and all other persons likely to be affected by the construction process, e.g. other site users, members of public etc.
- To seek improvements on all Health and Safety matters
- To investigate any incident that results in a "near miss" so that the cause(s) may be identified and appropriate action taken to prevent any reoccurrence
- To constantly focus on high risk activities highlighted in HSE accident statistics, e.g. falls from heights, to prevent injuries
- To identify the on-going training and development needs of all employees to maintain high levels of competency

#### **2.1.2 Arrangements for Monitoring and Review of Health and Safety Performance**

##### **2.2.2.1 Monitoring**

- Daily checks by the Principal Contractor with regard to general health and safety standards
  - Principal and sub-contractor's supervisors will be expected to undertake daily checks of the work area under their control
  - The statutory weekly inspections will be undertaken and recorded in the file located in the Site Principal Contractor's office
- OR**
- If sub-contractors are recording their own inspections in their own registers, these must be kept on site and readily available for checking and auditing
  - Periodic inspections undertaken by Derbyshire Fire & Rescue Service Property Department

##### **2.1.2.2 Review**

- The project will be assessed on completion for overall health and safety performance. Should the performance fall short of the goals, Derbyshire Fire & Rescue Service will review Health & Safety arrangements

### 2.1.3

#### **Communication and liaison between client and others**

- All members of the project team shall co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work. Regular contract meetings shall be held throughout the duration of the project to promote communication and liaison
- The Principal Designer shall ensure that the right information will be passed to the right people at the right time
- All those in control of construction work are required to provide workers (including the self-employed) under their control with any information they require to carry out the construction work safely and without risk to health
- The Principal Contractor shall ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings from risk assessment and risks arising from others undertakings taking place nearby. Site rules should be explained along with the procedures to be followed in the event of any workers finding themselves in a position and imminent danger
- The Principal Contractor has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, sub-contractors and all workers. Arrangements made in respect of co-operation and consultation with works on site should be recorded by the Principal Contractor and included in their Construction Phase Health and Safety Plan. Such arrangements will require regular review and updating as circumstances on site change

### 2.1.4

#### **Client construction site rules**

- All visitors to the site must report to the Principal Contractor, wear appropriate PPE, and be booked in and out
- The Health and Safety Plan, together with all drawings, documents and information shall be kept together on site in a safe secure place. It shall be readily available for inspection and up to date at all times
- Noise and dust shall be kept to a minimum
- The work site is to be kept in a clean and tidy condition at all times
- No offensive language will be tolerated at any time from site staff or operatives
- All deliveries are to be supervised by contractor's banksman
- Smoking is NOT allowed on Derbyshire Fire & Rescue sites. There is a restriction on radios
- All waste to be disposed of appropriately off site
- Under the Environmental Protection Act 1990 no bonfires will be permitted
- Storage of waste materials (skips etc.) to be kept a minimum of 5m away from structures if in a lockable container, 10m if in an open container. Non Hazardous waste going to landfill must be treated (Landfill (England and Wales) Regs 2002)

### 2.1.5 Security of the site

The site does not have a secure perimeter, therefore all materials should be stored within the industrial unit itself. All visitors entering the industrial unit site must report to the main contractor's site manager.

### 2.1.6 Welfare provision

The Principal Contractor shall ensure suitable welfare facilities are available from the start of the construction phase.

Will the existing client's premises be used to provide suitable welfare facilities?

|   |   |
|---|---|
|   | Yes (Detail) :-   |
| √ | No (describe alternative provisions) :-<br><br><i>The existing premises does not have any welfare provisions.<br/>Therefore the main contractor must supply sanitary and welfare facilities as part of his site set up.</i> |

## 2.2 Requirements relating to the health and safety of the client's employees or customers or those involved in the project such as

### 2.2.1.1 Site hoarding requirements

None. All works will take place inside the secure industrial unit.

### 2.2.1.2 Site transport arrangements or vehicle movement restrictions

The site is access off the public highway. Which is on a busy industrial estate. Therefore deliveries to site and vehicle movements must not impede use of the public highway for access to other parts of the industrial estate.

### **2.2.1.3 Client permit-to-work-systems**

The principal contractor must maintain a signing in/out procedure for all work operatives for the duration of the works.

An asbestos permit to work system is in operation at all Derbyshire Fire & Rescue sites. Asbestos containing products are not believed to be present in the work area for this project.

### **2.2.1.4 Fire precautions**

The industrial unit is currently vacant and does not have an automated fire detection and alarm system. The main contractor must determine a suitable fire alarm and evacuation procedure for all operatives working within the building for the duration of the project.

### **2.2.1.5 Emergency procedures and means of escape**

Procedure: Refer to fire precautions

### **2.2.1.6 'No-go' areas or other authorisation requirements for those involved in the project**

No access is permitted to the adjoining landlords premises without specific prior consent.

### **2.2.1.7 Any areas the client has designated as confined spaces**

Inspection chambers if accessible may constitute confined spaces.

### **2.2.1.8 Smoking and Parking Restrictions**

Smoking is NOT permitted on this site.

Parking is to be allowed in designated areas agreed with the Project Manager prior to commencement on site.

## **3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS**

### **3.1 Safety Hazards**

#### **3.1.1.1 Boundaries and access, including temporary access**

Restrictions: The front parking forecourt is of limited size. Therefore the main contractor must co-ordinate deliveries so that vehicles are not obstructing the public highway. The contractor should monitor the entrance points into the industrial unit to prevent unauthorised access.

Parking: Construction parking will be within the front forecourt area.

Turning area: Construction vehicle movements will be within the front forecourt area under the direction of a vehicle marshal.

Storage space: All material should be stored within the industrial unit itself.

### **3.1.1.2 Restrictions on deliveries or waste collection or storage**

Suitable times for waste collection are to be arranged by the main contractor.

All waste to be disposed of offsite.

Under the Environmental Protection Act 1990 bonfires are not permitted.

Storage of waste materials (skips etc.) to be kept to a minimum of 5m away from structures if in a lockable container, 10m if in an open container.

### **3.1.1.3 Adjacent / Previous land issues**

Neighbouring industrial units.

### **3.1.1.4 Existing storage of hazardous materials**

Hazardous materials must not be stored on site.

### **3.1.1.5 Location of existing services gas, water, sewage, electricity and telecommunications servicing/crossing the site**

No drawings are available.

The Principal contractor must take all reasonable steps to identify all services in the area affected by the works.

Before commencing any work the Principal Contractor shall ascertain the position of all known underground services in the vicinity of the works using safe digging methods, C.A.T. and genni scanners etc. as detailed in HSG47. The Principal Contractor must put in place control measures for preventing contact with overhead power lines Ref. GS6.

### **3.1.1.6 Existing ground conditions, underground structures or water courses**

(Where this might affect the safe use of plant, for example cranes or the safety of ground works)

No ground investigations undertaken. Safe digging practices should be applied.

### **3.1.1.7 Difficulties relating to plant and equipment in the premises**

(Such as overhead gantries whose height restrictions access)

All works will take place inside the industrial unit. Therefore the contractor should be aware of the vehicle bay door height and width, and also be aware of any internal restrictions such as beams, rails, pipes, cable trays etc which could cause a hazard if damaged.

### **3.1.1.8 Health and safety information contained in earlier design, construction or 'as-built' drawings**

(Such as details of pre-stressed or post-tensioned structures)

No pre-existing Health and Safety File Exists for this project.

## **3.2 Health hazards, including**

### **3.2.1.1 Asbestos removal work associated with the proposed construction works**

(Particularly where demolition is involved)

A refurbishment/demolition (type 3) asbestos survey has not been undertaken for this project. Asbestos containing materials are not thought to be present in the existing building. However, a type three survey will be commissioned before work starts on site the results of which will be passed to the main contractor.

### **3.2.1.2 Existing storage of hazardous materials**

None.

### **3.2.1.3 Contaminated land, including results of surveys**

No survey undertaken.

### **3.2.1.4 Existing structures containing hazardous materials**

There are not thought to be any asbestos containing materials (ACMs) or other hazardous materials in the existing premises. Should the contractor uncover and suspicious materials he should cease work and inform the surprising officer immediately who will arrange for a relevant expert to analyze the suspected substance.

### **3.2.1.5 Health risks arising from client's activities**

Strict security procedures will be required to prevent unauthorised people from gaining access into the work area.

## **4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

The work involved in this project is routinely carried out, the hazards and associated risks are familiar to the competent principal contractor. No attempt has been made to detail these hazards which are regarded as inherent in construction activities.

***Special care needs to be taken to the items listed below which have been identified as being activities that are specific to this project that pose a significant hazard to health and safety.***

### **4.1 Significant design assumptions and suggested work methods, sequences or other control methods**

- Unit 3C is currently open plan with adjoining units 3A and 3B. Therefore one of the first tasks is to construct a separating party wall to make unit 3C self-contained. The landlord of units 3A and 3B will continue to use these units whilst construction of this party wall is undertaken. Therefore, liaison is required with the landlord to agree safe designated working areas for both the construction contractor and the landlord.

### **4.2 Arrangements for co-ordination for on-going design work and handling design changes**

#### **4.2.1 Procedures for dealing with design change**

##### **4.2.1.1 Design Changes**

Any design changes will be made by the Principal Designer.

##### **4.2.1.2 Notification to the Principal Contractor**

As soon as it becomes known that a design element is to be modified the Principal Contractor shall be notified by the Principal Designer.

##### **4.2.1.3 Design Changes Risk Assessment**

Each design change shall be developed on the basis of risk assessment regarding execution, maintenance and repair.

##### **4.2.1.4 Design Changes Relating to Construction Documentation**

The Principal Contractor shall be required to update, amend and modify as necessary the detailed construction phase Health and Safety Plan to address any health and safety risks associated with individual design elements, modified during the works.

### **4.3 Information on significant risks identified during design**

#### **4.3.1 Site set-up and enabling works**

Detail of management arrangements:-

- Site supervision arrangements during the works
- Site security – exclusion of unauthorised persons from the work / site area
- Traffic management of the works, including deliveries to site
- Welfare arrangements
- Liaison with landlord of adjoining units 3A and 3B for construction of a new party wall.

#### **4.3.2 Traffic Management Plan**

A traffic management plan will need to be developed prior to any work starting on site. The plan will be checked for adequacy by the design team, existing site management and other interested parties.

The plan should take into account:-

- Maintaining segregation of pedestrian and vehicular traffic
- Maintaining clean, clear access routes. Adequate signage
- Managing the interaction between the construction process and existing adjacent site users
- Material deliveries/traffic movements through the existing premises site required to gain access to the construction site
- Account to be taken of the building location and the impact site traffic movements will have
- Maintaining the segregation of members of the public and the construction process

#### 4.4 Materials requiring particular precautions

| <b>HAZARDOUS CONSTRUCTION MATERIALS</b>  |            |           |
|--|------------|-----------|
| <i>The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and/or safety hazards during the project. Appropriate measures will need to be specified for their control.</i> |            |           |
| <b>ITEM</b> Tick as appropriate  | <b>YES</b> | <b>NO</b> |
| Solvents   | √          |           |
| Wood Dust  | √          |           |
| Treated Timber   | √          |           |
| Adhesives  | √          |           |
| Cement   | √          |           |
| L.P.G.   | √          |           |
| Paints/Varnish   | √          |           |
| Man Made Mineral Fibres  | √          |           |
| Plasters   | √          |           |
| Lime   | √          |           |
| Sand Aggregates  | √          |           |
| Oils   | √          |           |
| Bitumen products   | √          |           |
| Hazardous Dusts i.e. cutting blocks, bricks, roof tiles etc.   | √          |           |
| Lead   |            | √         |
| <b>Others – list below</b>   |            |           |

#### 4.5 Other significant health and safety hazards

None identified.

## 5.0 HEALTH AND SAFETY FILE (NOTIFIABLE PROJECTS ONLY)

**To:** Principal Contractor

The information listed below is required by the Principal Designer for inclusion in the Health and Safety File [Regulation 22(1) (j)]. This information will be required at least two weeks prior to handover.

### 5.1 Health and Safety File Content and Information Sources

| Section    | Description  | Information source       |
|------------|--|--------------------------|
| <b>1.0</b> | <b>THE HEALTH AND SAFETY FILE</b>                  |                          |
| 1.1        | Introductory Statement                             | Principal Designer       |
| 1.2        | File Maintenance                                   | Principal Designer       |
| <b>2.0</b> | <b>THE PROJECT</b>                                 |                          |
| 2.1        | Project Description and Key Dates                  | Principal Designer       |
| 2.2        | Project Team Directory                             | Principal Designer       |
| 2.3        | Contractors Directory                              | Principal Contractor     |
| 2.4        | Suppliers and Construction Materials Used          | Principal Contractor     |
| <b>3.0</b> | <b>RESIDUAL HAZARDS AND HAZARDOUS MATERIALS</b>    |                          |
| 3.1        | Residual Hazards                                   | All CDM Duty Holders     |
| 3.2        | Hazardous Materials                                | All Designers            |
| <b>4.0</b> | <b>BUILDING SERVICES AND OTHER KEY INFORMATION</b> |                          |
| 4.1        | External Works Plan                                | All Designers & PC       |
| 4.2        | Fire Precautions                                   | Principal Designer       |
| 4.3        | Design Floor & Roof Loadings                       | Floor Joist Manufacturer |
| 4.4        | Internal Finishes Schedule/Drawing                 | Principal Designer       |
| <b>5.0</b> | <b>BUILDING FABRIC</b>                             |                          |
| 5.1        | Principal Designer Design Statement                | Principal Designer       |
| 5.2        | Access, Cleaning and Maintenance Statements        | Principal Designer       |
| <b>6.0</b> | <b>STRUCTURAL</b>                                  |                          |
| 6.1        | Structural Engineer Design Statement               | N/A                      |
| 6.2        | Sources of stored energy                           | N/A                      |
| 6.3        | Safe working loads                                 | N/A                      |
| 6.4        | Special arrangements for plant access / lifting    | N/A                      |
| 6.5        | Demolition Statement                               | N/A                      |
| <b>7.0</b> | <b>MECHANICAL</b>                                  |                          |
| 7.1        | Mechanical Engineer Design Statement               | M&E Designer             |
| 7.2        | Access and Maintenance Statement                   | M&E Designer             |
| 7.3        | Plant Replacement Strategy                         | M&E Designer             |
| <b>8.0</b> | <b>ELECTRICAL</b>                                  |                          |
| 8.1        | Mechanical Engineering Design Statement            | M&E Designer             |
| 8.2        | Access and Maintenance Statement                   | M&E Designer             |
| 8.3        | Plant Replacement Strategy                         | M&E Designer             |
| <b>9.0</b> | <b>LANDSCAPE</b>                                   |                          |
| 9.1        | Landscape Design Statement                         | N/A                      |
| 9.2        | Access and Maintenance Statement                   | N/A                      |

|             |  |   |
|-------------|--|---|
| <b>10.0</b> | <b>OTHER DESIGNERS</b>   |   |
| 10.1        | Designers Design Statement   | N/A   |
| 10.2        | Access and Maintenance Statement   | N/A   |
| 10.3        | Plant Replacement Strategy   | N/A   |
| <b>11.0</b> | <b>AS BUILT INFORMATION</b>  |   |
| 11.1        | As Built Drawing Registers   | All Designers   |
| 11.2        | Schedule of Surveys and investigation Reports                                    | All CDM Duty holders  |
| 11.3        | Schedule of Operation and Maintenance info                                       | Principal Contractor  |
| <b>12.0</b> | <b>CERTIFICATES REQUIRED FOR THE SAFE OCCUPATION OF THE BUILDING</b>             |   |
| 12.1        | Test, Commissioning and Completion Certificates                                  | Principal Contractor<br>(sub-contractors)<br>Building Control |
| <b>13.0</b> | <b>FORMAT AND SCHEDULE OF THE HEALTH &amp; SAETY FILE CONTENTS</b>               |   |
| <b>14.0</b> | <b>OPERATING BUILDING AND MAINTENANCE MANUALS</b>                                |   |
| 14.1        | M&E and other specialist contractors   | N/A   |
| <b>15.0</b> | <b>PREMISES FIRE RISK ASSESSMENT</b>   |   |
| 15.1        | Documents to be included in both the Premises Fire Risk Assessment and H&S Files | N/A   |
| <b>16.0</b> | <b>HEALTH AND SAFETY FILE</b>  |   |
| 16.1        | Handover of the File to the Client   | Principal Designer  |

## 5.2 Operating and Maintenance Manuals for

Electrical and mechanical installations, also any manuals from specialist contractors e.g. lift installation contractors, kitchen equipment manufacturers/installers etc.

### These manuals to include as a minimum

As fitted drawings of external and internal service/system routes etc.

| Test/commissioning certificates                                  |        |            |     |
|--|--------|------------|-----|
| Select check box where appropriate                               | Copies |            |     |
|  | Hard   | Electronic | N/A |
| Gas soundness test   | √      | √          |     |
| Mechanical plant commissioning, boilers, water heaters, controls | √      | √          |     |
| Kitchen equipment cookers etc.                                   | √      | √          |     |
| Kitchen ventilation/gas system                                   | √      | √          |     |
| Water chlorination   | √      | √          |     |
| Mechanical Ventilation   | √      | √          |     |
| Mechanical pipe work pressure testing                            | √      | √          |     |
| Electrical installation power/lighting                           | √      | √          |     |
| Lightning conductor  |        |            | √   |
| Fire alarm   | √      | √          |     |
| Emergency lighting   | √      | √          |     |
| Passenger/platform lift  |        |            | √   |
| Fire Doors   | √      | √          |     |
| All warranties, maintenance instructions/schedules etc.          | √      | √          |     |

## 5.3 As fitted drawings/information for

Installation of underground services, gas water, electric, telecom and drainage etc. This information passed with agreement to the Principal Designer so it can be overlaid on the external works drawing.

**ANY RELEVANT AS FITTED DRAWINGS OR INFORMATION FROM SUB-CONTRACTORS**

For example, details of new drainage gullies and inspection chambers; location of underground drainage pipe work and service ducts.

**SUPPLIERS AND MANUFACTURER’S PRODUCT INFORMATION**

Operating/maintenance, cleaning, COSHH, guarantees, etc.

**A list Main Sub-Contractors: [alphabetically by element]**

|                       |  |                 |  |
|-----------------------|--|-----------------|--|
| <b>Sub Contractor</b> |  | <b>Tel No:</b>  |  |
| <b>Address:</b>       | <i>To be completed by Principal Contractor</i> | <b>Contact:</b> |  |
|                       |  | <b>Email:</b>   |  |

**List of Suppliers and Manufacturers: [alphabetical by element]**

|                  |  |                 |  |
|------------------|--|-----------------|--|
| <b>Materials</b> |  | <b>Tel No:</b>  |  |
| <b>Address:</b>  | <i>To be completed by Principal Contractor</i> | <b>Contact:</b> |  |
|                  |  | <b>Email:</b>   |  |

**NB – two copies of the above are required**

**1 hard copy format**

All documentation to be provided in a white A4 presentation folder divided into the relevant sections as per the above provided folder structure/layout.

All drawings to be provided as a full size version and included within the document.

**1 electronic format**

All documentation to be provided in PDF format (unlocked / unprotected) and be a full mirror image of the hard copy information provided.

All drawings to be supplied in CAD and PDF format.

# APPENDIX A – DESIGN RISK MANAGEMENT



## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 PRINCIPAL DESIGNER'S RISK ASSESSMENT

| Design element / Construction process  | Hazard/Risk Assessment                 |  | Person at Risk      | Design mitigation measures taken to eliminate/reduce the risk from the identified hazard | Information provided about any remaining residual hazards/risks | Date Identified | Consult/ Notify             |
|--|--|--|---------------------|--|---|-----------------|-----------------------------|
|  | Hazard Identified                      | Risk – potential harm caused as a result of the hazard |                     |  |   |                 |                             |
| Client: Derbyshire Fire & Rescue Service<br>Job title: Conversion of Industrial Unit to Temporary Fire Station<br>Job Ref: DFRA 157<br>Revision: September 2017<br>Date: |  |  |                     |  |   |                 |                             |
| Designer: Steve Wild<br>Design Practice: Property Department, Derbyshire Fire & Rescue<br>Design Discipline: Building Surveying<br>Stage of work: Design Development     |  |  |                     |  |   |                 |                             |
| Excavating for drains  | Existing underground services          | Electrocution/ explosion                               | Workforce           | Require scan undertaken  | Contractors to confirm location of services on site             | Sept 17         | Contractor                  |
| Materials handling   | Heavy plant and machinery              | Crushing   | "                   | Banks man with machine drivers   | Contractor to provide supervision on site                       | Sept 17         | "                           |
| Construction of internal walls   | Working at height                      | Falling from height                                    | "                   | Appropriate scaffolding  | Contractor to implement safe procedures                         | Sept 17         | "                           |
| Removal of redundant ducts   | Working at height/handling heavy items | Falling from height & Crushing                         | "                   | Appropriate scaffolding, access platforms and lowering equipment                         | Contractor to implement safe procedure                          | Sept 17         | "                           |
| Removal of redundant steel beams   | Working at height/handling heavy items | Falling from height & crushing                         | "                   | Appropriate scaffolding, access platforms and lowering equipment                         | Contractor to implement safe procedure                          | Sept 17         | "                           |
| Erection of steel windposts  | Working at height/handling heavy items | Falling from height & crushing                         | "                   | Appropriate scaffolding, access platforms and lowering equipment                         | Contractor to implement safe procedure                          | Sept 17         | "                           |
| Breaking out old drains  | Contaminated Water                     | Water borne diseases                                   | "                   | No foul drains required surface water only   | Contractors Method Statement                                    | Sept 17         | "                           |
| Landlords use of adjoining unit during party wall construction   | Debris falling from height             | Impact   | Landlords workforce | Clearly denied work areas and protection of those areas                                  | Liaison require with Landlord prior to work commencing          | Sept 17         | PM/Main contractor/Landlord |

## **APPENDIX B – FORM F10 – NOTIFICATION**

This project will exceed 30 working days but will not have more than 20 workers on site at any one time; and will not exceed 500 individual worker days. Therefore the project is not notifiable.

## **APPENDIX C – STATUTORY SERVICE INFORMATION**

None available

## **APPENDIX D – DRAWINGS**

See Tender Drawings:-

DFRA157-001 Existing Layout & Demo  
DFRA157-002 Proposed Ground Floor Plan  
DFRA157-003 Proposed First Floor Plan  
DFRA157-004 Proposed Cross Sections  
DFRA157-005 Proposed Elevations  
DFRA157-006 Ceiling Grid & Joist Layout  
DFRA157-007 Proposed finished  
DFRA157-008 Door & Ironmongery Schedule  
E01 GF Lighting  
E02 GF Power/Data/Fire Alarm  
E03 FF Lighting  
E04 FF Power/Data/Fire Alarm Mechanical Services  
M01 Mechanical Services  
M02 Ground Floor Mechanical Services  
M03 First Floor Mechanical Services