

PRE CONSTRUCTION INFORMATION

COACH HOUSE

at
PENLEE PARK- PENZANCE

For
PENZANCE TOWN COUNCIL

Date: JANUARY 2025



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CHARTERED BUILDING SURVEYORS- ARCHITECTURAL DESIGN
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PREAMBLES

Pre-Construction Information

The Pre-construction Information has been prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations). It has been compiled on the basis of the information available about the project at the time of this revision.

This document is intended to collate information provided into a useful document that can be taken forward and used to plan the project in terms of general cooperation and consideration as well as detailing known health and safety issues.

This document does not attempt to list the responsibilities of the Principal Contractor, of which he should already be fully aware. This document does however give a guide as to the issues that have been identified already and inform of any site peculiarities or client restrictions.

This document should not be used in isolation for planning health and safety matters as reference should always be made to other information detailed as well as tender information. Site inspections should always be carried out by the Principal Contractor prior to works commencing to ensure all relevant issues have been identified as far as reasonably possible.

Construction Stage

The successful contractor should note that the appointment will not be confirmed unless or until the Client is satisfied as to the competence of the contractor to fulfil these duties and as to the adequacy of resources to be allocated to the health and safety aspects of the project.



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Construction Phase Plan

It is a requirement under the CDM Regulations 2015 that the Principal Contractor produces a comprehensive Construction Phase Plan (herein referred to as the Plan). This plan must be submitted to the Principal Designer for review at before works commence on site.

The information provided within this document and other documents referenced herein should be referred to when the Principal Contractor is preparing the Plan. Details of how the hazards will be managed should be included.

The Plan must not be a generic health & safety policy style document but must detail actual information that will be implemented. Irrelevant and out of date information (including reference to the 2007 Regulations) must be removed or amended.

The Principal Contractor shall assume full responsibility for the maintenance of this information and for the development of the Construction Phase Plan which shall be up-dated as necessary during the course of the project.

No construction shall be allowed to commence without receipt of written confirmation that the Client is satisfied that the plan is satisfactorily developed and appropriate to the work at hand and the welfare facilities are suitable and sufficient.

HSE Notification

Due to the duration of the proposed works, a Form F10 may be issued to the HSE to satisfy Regulation 21. This will be issued when a greater understanding of the works/ timetable/ contractor is known. A revised notification will be issued if required and as additional information becomes available. Following this, should any changes become apparent which could affect the accuracy of the Form F10 then this information should be passed to the Principal Designer as soon as practicable.



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1.0 DESCRIPTION OF PROJECT

1.1 Location

Coach House, Penlee park, Penzance, Cornwall.

1.2 Project Description

The project consists/comprises... Change of use and alteration works to the Coach House Penzance

1.3 Programme

Planned commencement: April 2025

Contract period: TBC

Mobilisation period (minimum): 2 weeks (after instruction of Principal Contractor before commencement of works on site)

The Principal Contactor is required to provide a detailed programme of the works which will be used and updated on a regular basis. Any significant changes to the programme should be notified to the Client in good time.

1.4 Contact Details for Duty Holders

Client

Penzance Town Council,
Town Clerk's Office,
Penlee Centre,
Penzance,
TR18 4HE
Verity Anthony vanthony@penleehouse.org.uk
(01736) 363625

Principal Designer (Architect)

Craig Johns
Matthews Johns Associates
17 Dowren House,
Foundry lane,
Hayle,
TR27 4HD
craig@matthewsjohns.co.uk
(01736) 759555

Principal Contractor

TBC

1.5 End use of the Structure



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Café Space

1.6 Extent and Location of Existing Plans and Records

A number of surveys, reports and plans relating to the property and relevant to the works are held by Matthews Johns Associates. Copies can be obtained from this party on request. Any relevant information to the management of health and safety is referred to in the following sections of this document.



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2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

2.1 Planning & Managing Construction Work

The Client attaches particular importance to the promotion of a positive Health & Safety Culture on all their construction sites, and as a result requires that the following Safety Goals are targeted:

- Project to be managed to achieve 'Zero' accidents
- If this target is not met all accidents are to be fully investigated and details reported as necessary and published to the Employer and their agents
- The project shall not receive any HSE enforcement action

The Principal Contractor will need to identify in the Plan exactly how the project will be planned and managed detailing, but not limited to, the sections provided in this document. This will include the need for a full and detailed programme of works.

2.2 Communication & Liaison between the client and others

It should be ensured that the lines of communication throughout the project are maintained to a high degree. Therefore any significant information produced or received should be passed to the relevant people in good time.

The Principal Contractor is to include within their construction phase plan; details of how clear communication lines will be maintained between all key parties. Including how relevant information from this document and their construction phase plan will be passed to the subcontractors.

The Principal Contractor is to identify how and when communication and liaison will take place in the form of schedules of meetings etc. The method for passing information to all parties should also be detailed.

2.3 Arrangements for Security of the Site

The Principal Contractor must ensure that adequate security measures are implemented to prevent unauthorised access to the site. All necessary site hoarding and/or enclosures are to be provided by the Principal Contractor to isolate the site works and protect the public and adjacent activities. The site shall not be left in an unsecured condition.

The client has identified the boundaries on drawing MJ-144-03 (Found within Appendix D) which need to be kept secure throughout the course of the contract. The site lends itself well with regards to security as the boundaries of the site are concealed within a rubble granite wall compound with a lockable steel gate.

The Principal Contractor shall keep the property secure at all times, ensuring that the site remains closed to the public at all times. The subject building shall be locked at all times when the site is vacant.

The Principal Contractor must note they have a duty of care to trespassers under the Occupiers Liability Act 1984 and reasonably practicable security measures must be undertaken.

Details of how the Principal Contractor will comply with these provisions must be included within the Construction Phase Plan.



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2.4 Arrangements for Welfare Provision and First Aid

Adequate provision will need to be made by the Principal Contractor for all required welfare facilities in accordance with Schedule Two of the CDM Regulations 2015.

Nearby toilet and messing facilities shall be made available by the Employer. These will be discussed during the Pre-Contract Meeting

The Principal Contractor must include within their Construction Phase Plan; details of the following:

- Details of welfare facilities being provided;
- Details of any client facilities being used
- Details of any phasing requirements for the welfare facilities

The Principal Contractor is required to make suitable provision for first aid facilities in accordance with the Health and Safety (First Aid) Regulations 1981. Details of equipment provided and trained first aiders must be included within the Construction Phase Plan.

2.5 Fire Precautions and Emergency Procedures

The Principal Contractor is required to comply with the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' (known as The Fire Code) and accordingly produce a fire safety plan as part of the Construction Phase Plan which is updated as required whilst the project progresses.

There are no specific fire precautions other than those that would normally be connected with working on such a site. Any specific fire risks brought about by the construction works will need to be raised in the Plan and detailed as required to reduce risks wherever possible.

The details relating to emergency procedures will need to be detailed in the Plan to include items such as those detailed in the list below:

- Means of warning and escape
- Significant accidents(s)
- Bomb threat
- UXO strike
- Utilities strike

2.6 No-go Areas

The works are restricted to the site area only and no deviation from this is permitted. It is particularly important that the adjacent land users are protected and no access into or disturbance of those areas will be permitted. The client has identified the following areas as being out of bounds to all contracting staff without express permission from the employer:

- Ensure access to the public right of way is clear at all times.

2.7 **Site Rules**

The Plan is to detail all site rules used by the Principal Contractor and the method of relating these to the workforce, such as in the site induction procedure. Inductions will be required for all visitors where the site rules will be related. The rules are to be explained to all persons working and visiting the site at the induction stage. A copy is to be displayed on site in an accessible location and individual points reinforced as required as part of the Principal Contractors discipline policy.

2.8 **Personal Protective Equipment (PPE)**

Strict details will need to be provided in relation to PPE to ensure the safety of all construction staff, project team members and visitors. The Principal Contractor will need to detail what PPE requirements are the minimum standard and make suitable PPE available for workers and visitors. All risk assessments and method statements will need to identify what task specific PPE is required.

2.9 **Confined Spaces**

The Principal Designer has not been made aware of any areas designated as confined spaces

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

SAFETY HAZARDS

3.1 Access and Egress

The Principal Contractor is to note that the following restrictions are present on the neighbouring roads. Access to and from the site for the duration of the project is via the entrance to Wellfields Car Park from Alverton Road.

The access road is largely used by the public and pedestrians. It should be noted that there are numerous public access paths and a nearby public park and tennis club . The Principal contractor must note the significance of the pedestrian thoroughfare and make provision for protecting the public.

A detailed traffic management plan will need to be produced by the Principal Contractor to show information in relation, but not limited to, all items noted below:

- Access routes and one way systems
- Delivery / working times
- Parking (contractors & visitors)
- Delivery drop off
- Materials storage
- Waste storage
- Waste collection
- Pedestrian & vehicles routes

There will be limited parking available on site however the extent of available area will be arranged as part of the pre-contract dialogue with the winning contractor.

3.2 Deliveries, Storage and Waste Collection

All deliveries are to be brought to the site by contractors at non-peak times. Materials are to be stored in a position away from site boundaries and building where possible to reduce the risk of theft and arson. The Principal Contractor is to include in their Construction Phase Plan a plan showing the positioning of all skips (if deemed necessary) and material storage areas.

Loading and unloading operations shall only be undertaken within or close to the site boundaries.

3.3 Adjacent Land Uses

The neighbourhood shows a mix of property types including, sheltered residential, residential, and retail. In close proximity to the site is a Children's play park, public open space, Tennis courts and general thoroughfare that will need to have due consideration made for it, particularly when planning, noisy or vibratory works or for the delivery of materials.

3.4 Existing Storage of Hazardous Substances

The Client has advised the Principal Designer that no hazardous materials are stored and/or used within the building/site.

3.5 Location of Existing services



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The extent of the existing services has been identified by visual inspection and through desk study work with available public domain plans which are appended to this document. This should not be relied upon alone and the Principal Contractor must allow for further visual inspection of exposed services and use of cable avoidance scanning tools etc as necessary. Construction work should not be carried out unless or until the Principal Contractor is satisfied that all services in the vicinity of the works have been identified. Further investigation may be required subject to the extent of the works; such as during deep excavations.

The following services have been identified on the site

- Electrical (HV/LV) (overhead/underground)
- Telecoms
- Drainage
- Water
- Security

Should any previously unidentified services be found then these should be protected, isolated if appropriate and reported to all parties as soon as possible and marked on a services plan for future reference.

3.6 **Ground Conditions**

No Ground Condition or Phase 1 contamination survey has been undertaken.

3.7 **Existing Structural Information**



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Refer to specification package for information. Extract significant findings such as make up, build process, load paths, condition, load limits.

The Principal Designer has not been made aware of any significant issues.

Should the Principal Contractor discover any structural abnormalities work in the area is to cease immediately and the Principal Designer and Employers Representative informed at the earliest practicable opportunity.

3.8 **Previous Structural Modifications**

Refer to the specification package.

3.9 **Fire Damage, Ground Shrinkage, Movement or Poor Maintenance**

Refer to the specification package.

3.10 **Fragile Materials**

The Principal Contractor must ensure that all fragile materials are suitably protected either by boarding over the top with a suitable material or providing continuous edge protection.

3.11 **Traffic Routes on Site**

Traffic routes have been identified within s. 3.1. Provision shall be allowed for within the plan to accommodate these hazards.

3.12 **Unexploded Ordnance**

In the event that unexploded ordinance is excavated the area should be evacuated and the appropriate services informed.

3.13 **Other safety Risks**



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The Principal Contractor is to consider the hazards detailed below and include within their Construction Phase Plan methods as to how each matter will be dealt with to ensure the health, safety and welfare for their employees, subcontractors and third parties; when carrying out these activities:

- Working at height
- Scaffolding and other temporary works
- Work in excavations



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HEALTH HAZARDS

3.14 **Asbestos**

A Refurbishment and Demolition Survey has been commissioned and is attached to this document. Should ACM be found the contractor should cease work immediately and contact the CA/ Employer as soon as possible.

3.15 **Ground Contamination**

Due to the nature and location of works no ground contamination surveys have been undertaken.

3.16 **Noise and Vibration**

The Principal Contractor is to note that the site/building is adjacent to neighbouring occupied buildings. The Principal Contractor is to implement a management regime for ensuring noisy/vibratory works do not represent a health hazard to adjoining areas.

3.17 **Hazardous Materials within the Structure**

Should the Principal Contractor discover any hazardous or suspected hazardous materials within the structure; he is to cease work immediately and inform the Principal Designer and Client's Representative immediately.

3.18 **Health Risks Arising from Client Activities**

No significant risks are created by the current use of the building.

3.19 **Other significant health risks**

No other significant risks have been identified.

4.0 **Significant Design and Construction Hazards**

4.1 **Design Assumptions and Suggested Work Methods**

Due to the scope of work there are no significant design hazards created as a result of 'one off' design specifications or the like.

All work methods should be undertaken in a safe and diligent manner and referenced within the plan.

4.2 **Coordination of Ongoing Design and Handling Design Changes**

Any ongoing design changes are to be distributed to all relevant parties in good time in order to improve coordination and to ensure that all relevant health, safety and other issues have been identified. The Principal Contractor is to detail how such changes will be managed and who will retain responsibility for distributing and following up on such changes.

The Principal Contractor and designers will be required to ensure that any significant design changes are notified to the Principal Designer as soon as reasonably practicable and before work on that element commences on site.

4.3 **Significant Risks identified during design**

Due to the nature of the work, no significant design risks have been identified, with the exception of general construction risks already covered within the pre-construction information.

4.4 **Materials Requiring Precautions**

No materials are known to have been specified which will require specific precautions other than those in normal use in the construction industry, which will require COSHH assessments in any case.

4.5 **Asbestos Declaration**

The designers are required to provide a declaration stating they have not specified any Asbestos Containing Materials.

The Principal Contractor is required to provide a declaration stating he has not installed any Asbestos Containing Materials.

The above information will be used by the Client to form part of their Asbestos Register in accordance with the Control of Asbestos Regulations 2012.



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5.0 HEALTH AND SAFETY FILE

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:

- Brief description on the work carried out
- Residual hazards and how they have been dealt with (for example surveys or other information concerning contaminated land, water bearing strata, buried services etc)
- Key structural principles incorporated in the design of the structure (e.g. bracing, sources of substantially stored energy including pre or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burned off)
- Health and safety information about equipment provided for cleaning or maintaining the structures
- The nature, location and markings of significant services, including fire fighting services
- As-built drawings of the structure, its plant and equipment
- Operation and Maintenance information in relation to all building aspects including services and plant installed.
- Any other information relevant to the construction and future of the building, including demolition which should be passed to future users of the building.

APPENDIX A – CONSTRUCTION PHASE PLAN REQUIREMENTS

1. Description of Project

- a. Project description and programme details including any key dates;
- b. Details of Client, CDM Coordinator, designers, Principal Contractor and other consultants
- c. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate

2. Management of the work

- a. Management structure and responsibilities
- b. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
- c. Arrangements for
 - i. Regular liaison between parties on site
 - ii. Consultation with the workforce
 - iii. Exchange of design information between the Client, designers, CDM Coordinator and contractors on site
 - iv. Handling design changes during the project
 - v. The selection and control of contractors
 - vi. Exchange of health and safety information between contractors
 - vii. Site security
 - viii. Site induction
 - ix. On site training
 - x. Welfare facilities and first aid
 - xi. Reporting and investigation of accidents and incidents, including near misses
 - xii. Production and approval of risk assessments and written systems of works
- d. Site rules (including drug and alcohol policy)
- e. Fire and emergency procedures

3. Arrangements for controlling significant risks

a. Safety risks, including

- i. Delivery and removal of materials (including waste) and work equipment taking account of any risk to the public, for example during access or egress from the site
- ii. Dealing with services
- iii. Accommodating adjacent land uses
- iv. Stability of structures
- v. Preventing falls



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- vi. Work with or near fragile materials
- vii. Control of lifting operations
- viii. Maintenance of plant and equipment
- ix. Work on excavations or work where there are poor ground conditions
- x. Work on wells, underground earthworks or tunnels
- xi. Work on or near water where there is a risk of drowning
- xii. Work involving diving
- xiii. Work in a caisson or compressed air working
- xiv. Work involving explosives
- xv. Traffic routes and segregation of vehicles and pedestrians
- xvi. Storage of materials and work equipment
- xvii. Any other safety risks

b. Health risks, including:

- i. Removal of asbestos
- ii. Dealing with contaminated land
- iii. Manual handling
- iv. Use of hazardous substances
- v. Reducing noise and vibration
- vi. Work with ionising radiation
- vii. Exposure to UV radiation
- viii. Any other significant health risks

4. Health and Safety File

- a. Layout and format
- b. Arrangements for the collection and gathering of information
- c. Storage of information



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APPENDIX B – HEALTH AND SAFETY FILE

Section 1 General Information

- 1.1 Important Notice
 - 1.1.1 Statutory Requirements
 - 1.1.2 Purpose of the Health & Safety File
- 1.2 File Maintenance
 - 1.2.1 Keeping and Maintaining the File
 - 1.2.2 Amendments to the File

Section 2 Project Particulars

- 2.1 Brief Description of Project
- 2.2 Address of the Project
- 2.3 Project Dates
- 2.4 Project Directory

Section 3 Design Criteria

- 3.1 Lead Designer - key design principles
- 3.2 Architectural - design philosophy statement
- 3.3 Structural
 - 3.3.1 Design philosophy statement
 - 3.3.2 Safe working loads/limits (floors & roofs)
 - 3.3.3 Details of stored energy
 - 3.3.4 Special arrangements for lifting
- 3.4 Building Services
 - 3.4.1 Design philosophy statement
 - 3.4.2 Safe access to plant & equipment
- 3.5 Design Solution Statements
 - 3.5.1 Access Strategy statement
 - 3.5.2 Fire fighting strategy

Section 4 residual hazards and risks

- 4.1 Residual Hazards
- 4.2 Residual Hazardous Materials

Section 5 Maintenance & General Details

- 5.1 Cleaning and Maintenance Strategy/ Statement
- 5.2 Contractor's advice and suggested method statements
- 5.3 Cleaning and Maintenance Provisions - Special Requirements
- 5.4 Future Demolition or Dismantling
 - 5.4.1 Prior Arrangements
- 5.5 Environment and disposal of waste materials and products
- 5.6 Commissioning reports and test certificates
- 5.7 Warranties & Guaranties
- 5.8 Surveys and Investigation Reports
- 5.9 Planning and Building Regulations Approval Documents



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APPENDIX C – Form F10

To be drafted upon understanding of the project timetable



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APPENDIX D – DESKTOP UTILITIES INFORMATION



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APPENDIX E – REFURBISHMENT AND DEMOLITION SURVEY



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APPENDIX E – DRAINAGE SURVEY



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