

#### PRE CONSTRUCTION INFORMATION

**FOR** 

**Burnley Borough Council** 

**External Repairs** 

<u>At</u>

Piccadilly Road and Adjacent Streets, Burnley

June 2023

#### **Contents**

7	.0	l n	tro	A11	Ot L	$\sim$ n
- 1			1111			. ,, ,

- 2.0 Project
- 3.0 Client Considerations and Management Requirements
- 4.0 Environmental Restrictions and Existing On Site Risks
- 5.0 Significant Design and Construction Hazards
- 6.0 The Health and Safety File
- 7.0 Appendices



#### 1.00 Introduction

In compliance with the Construction (Design & Management Regulations) 2015, Glovers Project Services Limited has been appointed by Burnley Borough Council on behalf of Burnley Borough Council as Principal Designers for the project.

The Client wishes to minimise risks to all parties who are involved in the contract works.

Upon completion of the project a 'Health & Safety File' will be handed to the client for use in future maintenance.

The 'Health & Safety File' will contain information relating to the project. This information will be provided by the Principal Contractor, Main Contractor, Sub Contractors and Designers and compiled by the CDM Coordinator.



#### 2.00 Project

- 2.01 The Project is situated at Piccadilly Road and adjacent streets as set out on the Pre Assessment Safety Plan Burnley and is for patch pointing, replacement gutters where necessary, sandblasting, painting of walls and window/ door surrounds. A contractor is yet to be appointed.
- 2.02 The Project address is Piccadilly Road, Burnley, Lancashire
- 2.03 The site is all in the area of Piccadilly Road, Burnley
- 2.04 The Contract period for the project is 10 weeks. The start date is anticipated to be September 2023.
- 2.05 The Client has allowed a minimum of 4 weeks for construction phase planning ending on the day of commencement.
- 2.06 Existing Gas, Electricity, Telecom and Public Sewer layouts within the proximity of the properties are unaffected by the works. New Water Services are to be laid.
- 2.07 The works generally comprise of works described in item 2.01 above
- 2.08 The Consultants appointed are as follows:

Client: Burnley Borough Council

19 Parker Lane

Burnley

BB11 2BY
Client Contact: John Killion

Tel. 01282 425 011

Project Surveyors Burnley Borough Council

19 Parker Lane

Burnley BB11 2BY

Client Contact: John Killion

Tel. 01282 425 011

CDM Coordinator Glovers Project Services Ltd,





The Old Tannery, Eastgate, Accrington, BB5 6PW,

Contact: Brian Mason Tel: 01254 398426

Contractor

to be appointed



#### 3.00 Client Considerations & Management Requirements

- 3.01 It is the Clients intention to minimise all risks to the workforce, staff and visitors and to reduce the possibility of accidents.
- 3.02 To achieve this aim, risk management should be provided and implemented in accordance with the programme so that potential risk is managed at source.
- 3.03 All staff, employees, visitors, and client representatives must receive induction on their first visit and must confirm the induction by signing an induction record register.
- 3.04 The Contractor should also carry out regular 'Tool Box Talks' and employ an open door policy with regard to health and safety issues and working procedures.
- 3.05 The Contractor must liaise with the Client, Designers and Tenants throughout the Contract Period. Good communications between all parties will help lead to a safer and better project. Hold regular meetings outside the main project site meetings.
- 3.06 Ensure the site is fully secured to prevent unauthorised entry from the general public.
- 3.07 The Contractor must provide adequate welfare facilities including Site Office, Meeting Room, Mess Cabin, Drying Room and Male / Female Toilets. All facilities should be well lit, heated and toilets should have washing / drying facilities with hot and cold running water. The Contractor must ensure the toilets and water are kept in use during cold spells and are cleaned on a regular basis.
- 3.08 The Contractor must provide a First Aid Point and have a Qualified First Aider on site at all times.
- 3.09 The Contractor should ensure the site remains secure throughout the contract period The existing property is unoccupied and may be used for storage of materials. Site Welfare facilities must be in place at all times.
- 3.10 A fire plan for the building needs to be displayed in the site office, mess cabin and in the building and must be explained during the initial inductions.
  - The fire evacuation procedures also require explaining indicating the fire alert, escape routes and fire muster points.
- 3.11 All work is to be carried out within the property boundaries.
- 3.12 The site is a no smoking site See Appendix for Site Rules.
- 3.13 Car Parking Restrictions Please ensure that all Employees, Subcontractors, Visitors, Consultants and Client Representatives park their cars so as not to affect the local residents. Keep all adjacent roads as clear as possible at all times.



#### 4.00 Environmental Restrictions & Existing On Site Risks

4.01 The immediate environment to the site is that of a residential area.

The site comprises of terraced residential houses.

- 4.02 Hazardous Materials It is not envisaged that there are any hazardous materials, however if any are located during the works, provide risk assessments and method statements for the safe handling, storage and disposal.
- 4.03 The properties will generally be occupied throughout during the contract period. The Contractor must ensure that any temporary facilities required are in place at all times.
- 4.04 Wherever possible reduce the noise associated with the general building work.

Provide Risk Assessment, Method Statements and other proposals to deal with this problem.

- 4.05 We have not been issued with any previous Health & Safety Files for the site.
- 4.06 Ensure adequate notices and signage are in place warning the workforce, general public, etc. of the dangers.
- 4.07 Ensure all licences / footpath closures are in place to allow the safe erection of any scaffolding which is required to be in place to carry out the works



#### 5.00 Significant Design & Construction Hazards

- 5.01 It is intended that all significant design risks and construction methods have been eliminated in the design process. However some risks still occur and should be managed by good site management and control.
  Such risks are highlighted in the Appendix, however the list is not exhaustive and these and others indicated by the Contractor should be assessed and method statement documents produced on how these are intended to be dealt with.
- 5.02 Any design changes will be issued in accordance with the Contract. Risk Assessments and Method Statements appertaining to any changes must be carried out and approved prior to these changes being implemented in the programme.



#### 6.00 The Health & Safety File

6.01 Upon completion, a Health & Safety File for the project is required. This will be compiled by the CDM Coordinator but the information will be provided by the Main Contractor, Subcontractors and Designers.

The format and inclusions of the Health & Safety File are listed in the Appendix Section of this Pre Construction Information.

6.02 The Health & Safety File will be issued in electronic format only.



7.00	<u>Appendices</u>
7.01	Contractors Requirements on Site
7.02	Site Rules
7.03	Site Information
7.04	F10 Notification
7.05	Health & Safety File Requirements
7.06	Method Statement Form
7.07	Risk Assessment Form
7.08	Programme



7.01 Contractors Requirements on Site



#### Health& Safety Construction Phase Plan **Site Requirements** Project Description Principal Contractor Main Contractor Subcontracted Works and Subcontractors Site Start / Completion Dates Programme Company Health & Safety Policy Company Health & Safety Statement Health & Safety Management Structure Company Insurance ( Public & Employers Liability ) on display Site Manager ( competent ) - H & S Trained HSE Poster - on display & completed F10 Notification displayed Site Security Site Lavout Plan Safe Routes about Site Fire Risk Assessment Fire Plan (Escape) Visitors Book Risk Assessments for all office operations Accident Book First Aid Box First Aider Site Rules (displayed) Client Rules (displayed) Signage Health & Safety problems - reporting procedure Information file - operatives names, address, home telephone, next of kin Information file - Certificates of qualifications, courses attended, licences COSHH Information File hot & cold running water Welfare facilities -Kitchen facilities WC/WHB/drying min 1Nr Site Welfare Office Drying Room Welfare Cabin Toilets Hot & cold running water Paper towels soap / cleaner Pre Tender Information (CDM) Construction Phase Information file - (CDM) Risk Assessments / Method Statement - all operatives Risk Register Site Induction Tool Box Talks

H & S Inspection Records

Plant Register / Certificates of training for use/ Liciences

Scaffold Register

nstru	uction Phase Requirements, (con	tinued)		
		intaga		
E	Safety Helmets Safety Boots			
	Safety Boots			
	High Viz Jackets			
	Goggles			
	Ear muffs			
	Gloves			
	Other: Specialist Equipment			

External Repairs to walls of terraced h	ouses at Piccadilly	y Road and Ad	djacent surround	ding Streets
Burnley - Burnley Borough Council				
Pre Construction Information				

7.02 Site Rules



#### Site Rules

- 1) Access to the work to be from;-
- 2) The site shall be kept clean and tidy all times.
- The workforce are to keep to the work "Site Area" at all times and not wander about.
- 4) The workforce are to respect that the building will be working as normal and within normal hours.
- 5) No swearing or use of blasphemous or foul language.
- 6) No smoking.
- 7) No drinking of alcohol.
- 8) No taking of drugs.
- 9) No playing of radios.
- 10) No obscenities.
- 11) No displaying of lewd material or photographs.
- 12) Workforce to wear appropriate PPE (High Viz Coats / Vests, Safety Boots / Hard Hats, etc)
- 13) Contractor to provide Welfare and Toilet Facilities
- 14) Consumption of refreshments must be within the Welfare Facilities.
- 15) There is to be no exposure of workmans' bare torsos' if the weather is warm
- 16) Working hours 8.00 to 5.00pm Monday to Friday
- 17) No work whatsoever on Saturdays or, Sundays unless by prior arrangement.
- 18) Noisy work operations to be kept to minimum whilst carrying out the works.
- 19) The works are to be carried out as quickly and efficiently as possible.
- 20) Upon completion, the site must be left in a clean and tidy state and to the satisfaction of the Project Manager.

7.03 Site Information



#### PRE-ASSESSMENT SAFETY PLAN

**CODE: Piccadilly Road scheme** 

PROPOSED PROJECT: REFURBISHMENT OF VARIOUS PROPERTIES ON AND AROUND

**PICCADILLY ROAD** 

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL** 

PRINCIPAL DESIGNER: GLOVERS

**TEAM: HOUSING & DEVELOPMENT CONTROL** 

**CLIENT: BURNLEY BOROUGH COUNCIL - HOUSING & DEVELOPMENT CONTROL** 

Construction Phase: Start: 4 weeks Approx Finish: 10 weeks

**Site Information** 

The scheme is situated on a main road and properties to be included are:

Piccadilly Rd 31-79 and 32-56 Sefton Ave 1+2 Albion Street 43-71 Baker St 1-25 Raglan Rd 2-14 (front and rears) Willis St 1-11 (fronts and rears) 2-12 (fronts)

#### **Restrictions on Work**

The works to be carried out at reasonable hours. See above.

Subcontractors to be approved by Client.

Safe access to be ensured to and from site at all times. Care to be taken of hidden/buried services.

Consider impact of noise/vibration and be respectful of adjacent users and business.

No approved vehicle drop kerb to front of property

#### **Procedures**

Safe access and egress to be maintained at all times.

Safe working practices to be carried out to building.

Public safety around the building to be ensured at all times.

No materials storage other than within the site boundary.

All employees/subcontractors to be kept fully informed by Principal Contractor of any changes in working practices as the work proceeds.

I.D. badges to be worn at all times by contractors.

Contractor to familiarise themselves with the site before assessing risk and developing CDM plan.

Fire risk to be addressed by Contractor prior to works starting.

Contractor to maintain security at all times during and after his times of working, Contractor to liaise with client for duration of works.

All undertakings to be carried out in accordance with all current Health and Safety and Welfare regulations.

#### PROJECT SETUP - BRIEF DESCRIPTION OF WORK

**CODE: Piccadilly Road scheme** 

PROPOSED PROJECT: REFURBISHMENT OF VARIOUS PROPERTIES ON AND AROUND

**PICCADILLY ROAD** 

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL** 

PRINCIPAL DESIGNER: GLOVERS

**TEAM: HOUSING & DEVELOPMENT CONTROL** 

**CLIENT: HOUSING & DEVELOPMENT CONTROL** 

#### **Description**

Renovations to the fronts and rears of several blocks of properties, to include pointing, new guttering where required/specified, sandblasting of elevations and painting of walls and window/door surrounds where specified to manufacturers guidelines.

#### **HEALTH AND SAFETY OBJECTIVES**

**CODE: Piccadilly Road scheme** 

PROPOSED PROJECT: REFURBISHMENT OF VARIOUS PROPERTIES ON AND AROUND

**PICCADILLY ROAD** 

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL** 

PRINCIPAL DESIGNER: GLOVERS

**TEAM: HOUSING & DEVELOPMENT CONTROL** 

**CLIENT: HOUSING & DEVELOPMENT CONTROL** 

To carry out the refurbishment of the terraced properties.

To ensure the works comply with the required procedures and quality standards and ensuring the Health and Safety of all employees, subcontractors, representatives of the Council and all members of the public at all times.

#### **HEALTH AND SAFETY PLAN**

#### **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

As prospective contractors bidding for construction work from Burnley Borough Council you have been sent, among other documents, a project safety pre-assessment form with a list of potentially serious hazards which may be encountered when carrying out the construction/demolition work.

The local authority in accordance with the above set of regulations has identified the potential hazards.

When you are preparing the Health and Safety Plan you should address all the category C hazards on an individual basis and describe how you plan to avoid or control the particular hazards and risks. All category C hazards should be cross-referenced with the Council's Pre-assessment Safety Plan.

The Health and Safety Policy Statement and information sheets on items such as scaffolding safety, excavation work etc., are not in themselves enough. You will need to address the above mentioned category C hazards and develop the plan in accordance with the Construction (Design and Management) Regulations Code of Practice which states.

#### Principal contractors will:

- a. Incorporate an approach for managing health and safety in which everyone is involved;
- b. Include any assessments prepared by contractors under the Management of Health and Safety at Work Regulations 1992;
- Incorporate the common arrangements (including emergency procedures and welfare);
- d. Include, where appropriate, rules for the management of the work for health and safety; and

The plan can be modified as work proceeds according to experience and information received from the client.

The Health and Safety Plan is a document that has to be kept under review and modified to anticipate and reflect change in circumstances and standards achieved as the construction work progresses. This plan, or a copy of this plan, should be kept on site at all times.

If you have a problem in complying with the above instructions, or are unsure of your duties, you can contact the local authority's designer/agent named at the top of the project assessment form, or the Council's Health and Safety Officer.

Categories: A Hazard not expected

B Hazard not serious

C Serious hazard with special precautions required

CODE: Piccadilly Rd scheme

REFURBISHMENT OF VARIOUS PROPERTIES ON AND AROUND PICCADILLY ROAD

**DESIGNER/AGENT: HOUSING & DEVELOPMENT CONTROL** 

**Principal Designer: GLOVERS** 

**TEAM: HOUSING & DEVELOPMENT CONTROL** 

CLIENT: BURNLEY BOROUGH COUNCIL - HOUSING & DEVELOPMENT CONTROL

A-	SITE:		
	Potential Hazard	CAT	Comments
1.	Water	А	No site water hazards
2.	Buried Services	С	Services buried in floor and walls and externally. Contractor to ascertain positions prior to commencing work.  Contractor to liaise with Stat. Authorities regarding mains
			services. New water service to be laid
3.	Overhead Services	С	Protect and beware of any power cables and other services
4.	Contaminated Land	А	Not expected.
5.	Asbestos	С	Asbestos:- external works only
6.	Public Roadway	С	The property is located on a public road and near narrow side and rear streets making delivery / access and vehicle movement difficult. Area pedestrianized.
7.	Railway/Other Infrastructure	Α	N/A
8.	Site Protection	С	Prevent access into the area of works and property. Securely fence off compound and all works areas. Scaffold to be fully sheeted during any stone cleaning works. Protect adjacent properties. Seal doors and windows during wet blasting. Protect adjacent properties during any roofing works
9.	Site Compound	С	None needed

Categories:

A B C

Hazard not expected
Hazard not serious
Serious hazard with special precautions required

CAT	Comments
	Comments
С	Liaise with neighbours, occupiers, landlords, at all times.
С	The adjacent properties are family houses and there will be children at large. Prevent unauthorised access to site area and scaffolding at all times.
С	Adjacent properties are occupied. Public footways
С	The area is a known area of vandalism.  The property lies within a built-up area on the edge of the town centre. Prevent unauthorised access to site and scaffolding.
С	Contractor to liaise with adjacent neighbours at all times if interruption is required.
С	Means of escape, fire, police and ambulance access to be maintained. Notify and consult services if access is affected.
С	Direct public away from works in street and scaffolding.
	C C C

Categories:

A B C

Hazard not expected
Hazard not serious
Serious hazard with special precautions required

C - OPERATIONAL		
Potential Hazard	CAT	Comments
1. Work at heights	С	Stone cleaning, painting and rainwater goods works only.
2. Confined Spaces	С	Trenches. Electric cables and service pipes possibly. Loft
3. Excavations	С	Trenches for drainage, external works, services etc. foundations for walls
4. Lifting Operations	С	Lifting operations & off-loading of materials & plant, lintols, blockwork, concrete, stone etc.
5. Highly Flammable Liquids	С	Paints, solvents (COSHH). Machine Fuel. Adhesives.
6. Liquid Petroleum Gas	С	M & E trades. Blowlamps and torches create particularly significant explosion and fire risk. Leadwork, mess facilities
7. Demolition	С	Removal of existing internal walls and yard walls.
8. Hazardous Substances	С	Flammable liquids, paints, cement, adhesives, blasting sand.
9. Hidden Services	С	Underground services; services in walls.
10. Fragile Surfaces	С	Roof finish / floorboards/ Loft
11. Materials Storage	С	Materials may be stored in property
12. Radioactivity	А	N/A
13. Vehicle Movement	С	Narrow street and busy roads adjacent property. Deliveries, plant.
14. Large Plant	С	Deliveries. Lifting plant
15. Hours Restrictions	С	Working hours generally 8am. to 5 pm. Monday to Friday. Neighbours to be considered.
16. Weather Sensitive	С	Stonework, electrics, externals, Protect interiors. Roof works, protect adjacent properties.
17. Temporary Instability	С	Roof, walls, chimney.
18. Dust/Noise	С	Protect public, neighbours, workers excessive dust and noise.

Categories:

A B C

Hazard not expected Hazard not serious Serious hazard with special precautions required

D - ENVIRONMENTAL		
Potential Hazard	CAT	Comments
Routine Waste	С	Any skips to have licence.
2. Special Waste	С	Plasterboard, Asbestos.
3. 'Difficult' Waste	С	Glass,
4. Noise/Vibration	С	Excavation, drilling, demolition works, removal of existing walls. Tools.
5. Dust/Smell	С	Paints, adhesives, cutting chases etc. Blasting, grinders, demolition, loft insulation.

7.04 F10 Notification





#### **Glovers Project Services Limited**

The Old Tannery, Eastgate, Accrington, Lancs BB5 6PW t: 01254 398426

e: enquiries@gloverspsl.com w: www.gloverspsl.com

BM/3805/109

22<sup>nd</sup> June 2023

Health & Safety Executive Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

Dear Sir,

#### Re: External Repairs to Piccadilly Road & Adjacent Streets

Please find attached an F10 Notification for the above project.

Should you have any queries, please contact the undersigned.

Yours faithfully

B Mason

Brian Mason



## **Notification of construction project**

The Data Protection Act 1998 requires the Health and Safety Executive (HSE) to inform you that this form may include information about you (this is called 'personal data' in the Act) and that we are a 'data controller' for the purposes of this Act. HSE will process these data for health, safety and environmental purposes. HSE may disclose these data to any person or organisation for the purposes for which it was collected or where the Act allows disclosure. As data subject, you have the right to ask for a copy of the data and to ask for any inaccurate data to be corrected.

1	Is this the in	nitial notification of the project or are y	ou providing additional info	ormation not previously avail	able?
	х	Initial Notification	Additional I	nformation	
2	What is the	date of forwarding this notification or	provision of additional info	rmation?	22.06.23
3	What is the	exact address of the construction site	? (Full addres	ss, including postcode)	
	Piccadilly St Burnley Lancashire BB11	reet and adjacent surrounding Streets			
4	What is the	name of the Local Authority where the	site is located?		
	Burnley Boro	ough Council			
5	Give a brief	description of the project and the cons	struction work it includes		
	Patch pointin	ng, new gutting, sandblasting, painting of v	walls, painting of window and	door surrounds	
6		act Details (Name, full address, postcode one direct client, please attach details on		email address)	
Name		John Killion	Email Address	jkillion@burnley.gov.uk	
Addres	ss	Burnley Borough Council 19 Parker Lane Burnley Lancashire			
Postco	ode	BB11 2BY	Telephone Number	01282 425011	
7	(Name, full a	the name and address of any designer ddress, postcode, telephone number and one designer, please attach details on a	any email address)		
Name		Burnley Borough Council	Email Addre	ess	
Addres	ss	Burnley Borough Council 19 Parker Lane Burnley Lancashire			
Postco	de	BB11 2BY	Telephone Number		

8 CDM co-ordinator contact details (Name, full address, postcode, telephone number and any email address)								
(Ivaine, full a			i				Salara and same	
Name	Glovers Project Services Ltd	d	]	Email Address		<u>brianmason@</u>	<u>Ogloverspsl.com</u>	
Address	The Old Tannery Eastgate							
	Accrington Lancashire							
Postcode	BB5 6PW	]	Telephone N	umber 0	1254 39842	6		
	ntractor contact details ddress, postcode, telephone	number and a	ny email addr	ess)				
Name			]	Email Address				
Address								
			to be appoint	ed				
Postcode		]	Telephone N	umber				
	time allowed by the Client t tion for construction work?		al Contractor	referred to in re	gulation 15	(b) for the plann	ing	
10 weeks								
11 Please give	your estimates of the follow	ving:						
	ate if these estimates are:	×	Original	Г		Revised		
	date for the start of the const		10		Sep	p-23		
b. The planned	duration of the construction p	hase			8 w	eeks		
c. The maximur	n number of people at work o	on the site at a	ny one time		1	10		
d. The planned	number of contractors on the	site				5		
(Name, full a	the name and address of ar ddress, postcode, telephone one contractor, please attact	number and ar	ny email addre	ess)				
(II more trian	orie contractor, piease attaci		separate since					
Name				Email Address				
Address								
	To be appointed							
Postcode			Telephone N	umber				
13 Declaration								
13 Declaration of Client  I hereby declare that I am aware of my duties under the Construction (Design and Management) Regulations 2007 (S.I. 2007/320)								
Signed by or on behalf of the organisation  B Mason pp Burnley Borough Council								
Print name	B Mason		Date	22nd June	2023			

7.05 Health & Safety File Requirements



#### **HEALTH & SAFETY FILE**

#### REQUIREMENTS FOR COMPLETED FILE

1	)	Client

- 2) Project
- 3) Consultants
- 4) Principal Contractor / Main Contractor
- 5) Sub-Contractors, Names, Addresses, Telephone Numbers
- 6) F10 Notification
- 7) As Built Drawings and Information





### **Method Statement - Breifing Register**

**Method Statement Subject** 

Talk given by

Position	
Date	
Name	Signature

Safety Officers Comments

Date

Signature

# **Health & Safety Method Statement** Ref Prepared for Site **Description of the Works** Hazard / Risk Persons in Danger Controls P.P.E Supervisory Arrangements

External Repairs to walls of terraced houses at Picca	adilly Road and Adjacent surrounding Streets
Burnley - Burnley Borough Council	
Pre Construction Information	

7.07 Risk Assessment Form



Site

Risk Assessment Sheet

Ref:

Client

Task													Assessed Risk	İsk
					Risk	Risk Rating	Assessed Risk				Risk Rating	Rating	after controls	- sle
					۵	S					<u>а</u>	SR		
Risks								Control						
Risk Asse	essment Factor								Contacte					
Probability	Probability of event x Severity of Hazard = Risk Rating	Hazard = Ris	sk Rating						Name	Address			Tel	Γ
Probability	A	2	Minor	Moderate Major	Major	Single	Multiple	T						
(P)	(1)	Injury	Injury	Injury	Injury	- 1	Death		Name	Address			Tel	
Remote (2)	2)	- 2	4	9	- 80	9	12							
Possible (3)	(3)	3	9	6	12	15	18		Name	Address			Tel	
Probable (4)	(4)	4 1	ω ;	12	9 8	202	24							
Very likely (5)	(c) (c)	۵	10	15	2 2	52	30	T	ow.c	Address			Ī	
			7,	2	7.4	8	95			200			<u> </u>	
Risk Rating	ing													
1 to 7		No further a	No further action required	red					Name	Address			Tel	
8 to 15	Moderate	Reduce risi	Reduce risk by Control measures	I measures										
16 to 36	High	Reduce risk by Control measures	sk by Conti	rol measur	es									

7.08 Programme

