



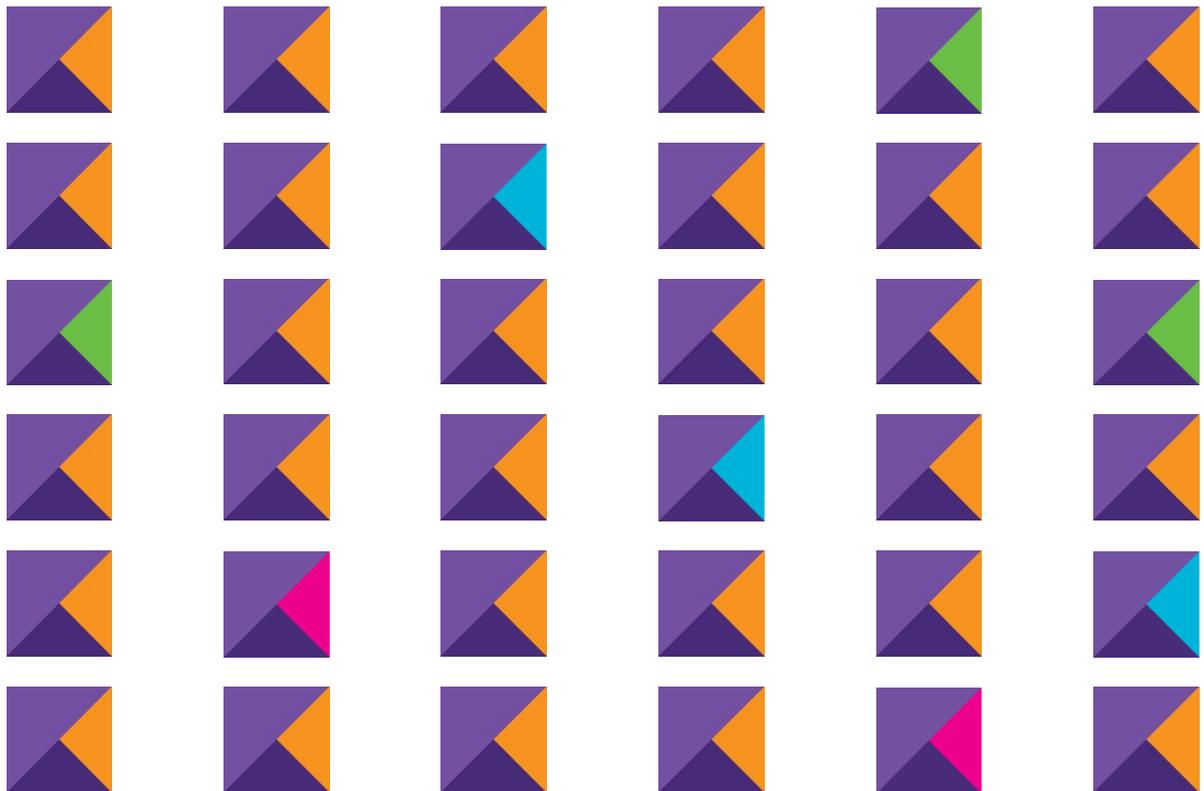
# CUBE

## BUILDING CONSULTANCY

### PRE-CONSTRUCTION INFORMATION

### Internal and External Refurbishment Works

Portfields Community Centre, Wordsworth Ave, Newport  
Pagnell, MK16 8SB



Property: Portfields Community Centre, Wordsworth Ave, Newport Pagnell, MK16 8SB  
Ref: 2342

<b>Issue</b>	<b>Date</b>	<b>Prepared by</b>
Initial	20 <sup>th</sup> April	Antony Major

# SECTION 1

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## 1 INTRODUCTION

### 1.1 Guidance Notes:

Unless otherwise stated, the Regulations referred to hereunder are the Construction (Design and Management) Regulations 2015, effective from 6<sup>th</sup> April 2015. The relevant guidance document is Managing Health and Safety in Construction, effective from 6th April 2015.

Regulation 6 lays out the Clients duties in relation to information where the project is notifiable. The Client must appoint and advise the Principal Designer (PD), Designers, Principal Contractor (PC) and Contractors, in order to facilitate the formation of a Construction Phase Plan as laid out in Regulation 4. "A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed..." Failure to appoint these positions will result in the Client assuming PD and P.C duties as explained in Regulation 5(2-4). It is the Client's duty to ensure a Construction Phase Plan is drawn up, and also to provide the necessary information to the PC to allow the Construction Phase Plan to be drawn up (Regulation 12 (3(a))).

Regulation 11 - duties of Principal Designers (formerly CDM Co-Ordinators) - requires that the PD shall "(6) (a) assist the client in the provision of the pre-construction information required by regulation 4(4)". Under sub clause (7) the P.D is to "liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase."

The PC's duty in relation to the construction phase plan falls under Regulation 12. The PC shall (prior to commencement) "...draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up". The P.C must liaise with Client and P.D to obtain the relevant information.

It is the PD's duty to notify the Health and Safety Executive of the proposed project if the project involves more than twenty contractors and exceeds 30 days on site. If the appointment ends prior to the Principal Contractor's, the H&S documents are handed to the PC (regulation 12)

Under Regulation 9(4) Designers must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations. It is assumed that Contractors engaged in the project are competent and familiar with the statutory instrument. The absence of a reference in this Pre-Construction Information Package to a specific hazard does not mean that such hazard does not exist or may not arise.

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Any method of working described in this Pre-Construction Information Package, as compiled by the Principal Designer, may be varied by the Principal Contractor as long as he provides an acceptable alternative method to the Principal Designer prior to work commencing.

At the conclusion of the project, the Principal Designer (under Regulation 12 (115)) must ensure that a Health & Safety File is delivered to the Client.

## SECTION 2

### 2 PROJECT DETAILS

<p>Client:</p>	<p>Address:</p>    <p>Contact: Tel: Mobile: Email:</p>	<p>Newport Pagnell Town Council, 80 High Street, Newport Pagnell, MK16 8AQ</p>  <p>Patrick Donovan 01908 618756 07796952048 deputyclerk@newport-pagnell.org.uk</p>
<p>Principal Designer:</p>	<p>Address:</p>    <p>Contact: Tel: Mobile: Email:</p>	<p>Cube Building Consultancy Ltd Suite 1, Franklin House, 2 Steppingley Road, Flitwick Beds. MK45 1AJ</p> <p>Antony Major 01525 722210 07971038929 Antony@cubebuildingconsultancy.com</p>
<p>Health and Safety Executive:</p>	<p>Address:</p>    <p>Fax:</p>	<p>Construction HSE Office Rose Court 2 Southward Bridge London SE1 9HS</p> <p>020 7556 2201</p>
<p>The Health and Safety Executive RIDDOR incident reporting centre contact number is 0845 300 9923.</p>		
<p>Serving of notices by the Health &amp; Safety Executive.</p>	<p>The Principal Contractor must issue written notification to the Client, Principal Designer and all named designers within 24 hours of receipt of any of the following from the Health &amp; Safety Executive:</p> <p>Improvement Notice Prohibition Notice Summons</p>	

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Emergency Services:	Milton Keynes Hospital Standing Way, Milton Keynes, Buckinghamshire, MK6 5LD  Tel: 01908 660033 Alternatively Dial 999
	For Police Tel: 101 Alternatively Dial 999 to report a crime in progress
Nature of the Project:	Internal and External Refurbishment Works
Site Commencement Date:	August – TBC
Construction Period:	3 - 4 weeks – Date TBC.
Construction Completion:	September – Date TBC
Minimum time allowed between appointment of Principal Contractor and Instruction to commence work on site: 2 weeks.	
Notifications:	The project has not been notified to the Health & Safety Executive.
Intended Use of Structure:	The completed design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
Preparation Work by Others:	No works are to be carried out under separate contract before the start on site for this contract.

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## SECTION 3

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### 3 EXISTING ENVIRONMENT

#### 3.1 Surrounding land uses and related restrictions

Portfields Community Centre is set in a residential area amongst shops and public house with schools located in close proximity. To the rear of the property is a park which is open to the general public.

Wordsworth Avenue is predominately consists of residential area with some Commercial units a short distance from site.

##### 3.1.1 Existing Building and location

The buildings are generally of traditional construction with load bearing masonry and a truss roof clad in artificial slates that have an asbestos content. The rainwater good are of PVC and are fitted to stained softwood fascia's. The windows comprise of timber casement windows with the majority door comprising of a mixture of uPVC and timber. The floors throughout the building are of concrete construction. The building is believed to have been constructed around 1980's – 1990's,

#### 3.2 Ground Conditions

Not Applicable.

#### 3.3 Existing services

- e.g. underground and overhead lines, on or adjacent to the site.

3.3.1 Electrical Services – Contractor to make enquiries with services authority,

3.3.2 Telecommunications – Contractor to make enquiries with services authority.

3.3.3 Gas Services – N/A

3.3.4 Water Services – N/A

3.3.5 Drainage services – N/A

3.3.6 Disused drains/ gas pipes/culverts etc – No details available.

3.3.7 Services information - The Principal Contractor is required to liaise with the CA and refer to their drawings before commencing work. It should not be assumed that all services are shown on the drawings. The existence of electrical services will be limited to lighting in the loft voids.

3.3.8 Maintaining services in use – The Contractor should take such steps as may be necessary to protect and/or maintain existing services in use within the building.

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- 3.3.9 Locating services – The Principal Contractor will be expected to make all reasonable enquiries with the relevant authorities and to carry out such site investigations, CAT scanning and surveys as may prove necessary to locate existing services prior to commencing work on site.
- 3.3.10 Fire alarm and security devices – Fire Alarm has been installed recently information to be provided by the Client.
- 3.3.11 Sewer and underground ductwork–N/A.

### **3.4 Existing structures**

e.g. special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions or instability problems.

- 3.4.1 Asbestos. Risk: damage to health. Refer to the asbestos survey report prepared by Acorn Analytical Services – Asbestos Management Report attached to this document which fail to mention the Artex evident within the property. The Principal Contractor shall provide a risk assessment and Method Statements describing his method of working in relation to any ACMs which may be present in the work areas. Asbestos must be removed under the Control of Asbestos at Work Regulations 2012, which involves a survey by qualified personnel with air monitoring equipment. Copies of the asbestos test analysis certificate and subsequent Certificate of Re-occupation or Clearance Test Certificates shall be forwarded to the Principal Designer.
- 3.4.2 Trussed Roofs: The working area will involve access into the roofing voids. The Contractor needs to provide adequate temporary access and restraint as necessary to complete the works as it “working at height”.

### **3.5 Existing traffic systems and restrictions**

- e.g. access for fire appliances, times of delivery, ease of delivery, parking.

- 3.5.1 Building access – Access to the building will be for the purposes of the said works with full access to the car park, building and ground been available in order to enable scaffolding to be erected and to facilitate the works.
- 3.5.2 Fire appliance access  
Refer to building fire plan and ensure site fire plan accounts for access requirements.
- 3.5.3 Deliveries  
Times are to be confirmed with the Site Manager. Deliveries are to be limited.

Scaffold lorries to be kept close to the building and removed as soon as materials offloaded.

### **3.6 Site Conditions**

E.g. exposure

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- 3.6.1 Precautions against Theft and Vandalism – The Principal Contractor is advised to take precautions for the health and safety of his employees and third parties.
- 3.6.2 Surrounding Premises – The Principal Contractor should note that that surrounding buildings (as well as the building itself) will be occupied during the works. The Principal Contractor should take all reasonable steps to ensure the health, safety and welfare of the surrounding buildings, occupants and members of the public.

## SECTION 4

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### 4 EXISTING DRAWINGS

4.1.1 **The following drawings should be considered to form part of this Preconstruction Information document to which reference should be made:**

Refer to drawings provided by Cube and further identified in section 5.

## SECTION 5

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### 5 THE DESIGN

The works are to be as described in the Schedule of Work

#### 5.1 Control of Hazards

The Principal Contractor will be required to demonstrate evidence of competence in controlling the following hazards in the Health and Safety Plan for the construction phase and provide Risk Assessment and Method Statement.

- 5.1.1 Access equipment – The Principal Contractor must ensure that all access works are carried out by a competent person. The use of access equipment must be undertaken in accordance with The Work at Height (Amendment) Regulations 2007.
- 5.1.2 Protection of people below work area – The Principal Contractor is required to describe his proposed Method of Working for the following situations:

Scaffold working.  
High level roof works.  
Loft void works.

The statement should include safety precautions i.e. safety nets, type of working platforms, etc.

- 5.1.3 Heavy materials. Risk: damage to health and property. Where construction materials, (e.g. timber, steel or masonry) exceeding 20kg in weight require to be dismantled from or installed in the building, the Principal Contractor shall describe his method of dismantling/transporting/unloading/installing same paying due attention to the health and safety aspects associated with handling heavy materials.
- 5.1.4 The Principal Contractor is to provide Risk Assessments and Method Statements for Hazards identified above.

Activity/hazard	Risk	Risk Level	Control	Action
Falling from height during high level works	Serious injury	High	Ensure appropriate access equipment is used; scaffold or access platform to be used	Principal Contractor Method Statement required

## SECTION 6

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### 6 CONSTRUCTION MATERIALS

Health hazards arising from construction materials where particular precautions are required either because of their nature or the manner of their intended use.

- 6.1.1 Materials/activities, which have been identified by the designers as constituting a hazard to health, are listed in **Appendix D**. (Control of Substances Hazardous to Health (COSHH) Assessments).
- 6.1.2 Use of Lead – The Principal Contractor shall assess the risks associated with lead work on the project and take such measures as necessary to minimise these risks.
- 6.1.3 Hazard – paints, adhesives, fillers and fire stopping compounds. Risk: damage to health. The Principal Contractor shall comply with manufacturer's instructions regarding application of paints, etc. and take protective measures as necessary for the operative and any third party. Used containers shall be disposed of to a suitable tip. The Principal Contractor shall provide in his Health & Safety Plan a COSHH Assessment for the materials proposed and a Method Statement describing how surplus materials and applicators will be disposed of. These will form part of the Health & Safety File documentation. Reference should be made to HSE publication EH40 "Occupational Exposure Limits" as OEL's are regularly revised.
- Hazard – toxic chemicals, insecticides, fungicides, and herbicides. Risk: damage to health. The Principal Contractor shall describe in his Health and Safety Plan his method of controlling the use and preventing abuse of dangerous chemicals such as timber spray treatments and chemical injection DPC. Running hot water should be available.
- 6.1.4 COSHH Assessments Common materials used during construction may present health and safety hazards requiring the Principal Contractor to carry out COSHH or other risk assessments and to introduce control measures which should be included in his Health & Safety Plan. They are deemed to be within the normal experience of a competent contractor and therefore have not been listed here.
- 6.1.5 Health and Safety Data Sheets. The Principal Contractor is requested to attach Safety Data Sheets as required under Regulation 6 of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 to the Health & Safety Plan. These are to be retained for inclusion with the Health & Safety File.

## SECTION 7

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### 7 SITE WIDE ELEMENTS

The issues here address the location and positioning of the site access and egress points; off-loading, storage and layout areas; the location of temporary site accommodation and traffic routes. Where specific problems are foreseen, contractors are required to provide sufficient information about how they propose to manage the associated problems.

#### 7.1 Location of Site Access and Egress Points

- 7.1.1 The Principal Contractor shall ensure that the siting of his plant and materials does not adversely affect the means of escape from the buildings in case of fire, and to keep clear and unobstructed at all times entrances to the buildings. All plant and materials to be confined within site area.
- 7.1.2 Site Arrangement - The Principal Contractor should include within their Construction Phase Plan a layout plan describing access/egress, pedestrian and vehicular controls, signage, loading/unloading and vehicle movements, site security arrangements, hoarding and lighting and the location of site accommodation and welfare facilities.
- 7.1.3 Site signage - The Principal Contractor shall identify by clear signage any safety hazards. Reliance should not depend entirely on written warning signs where there is a possibility that some people, e.g. young children, may not be able to read them. Form 10 should be clearly displayed at the access point to the site.

#### 7.2 Temporary Site Accommodation

- 7.2.1 The site accommodation is to be located within its own compound close to the scaffold and protected by Herras fencing.

##### 7.2.2 Welfare facilities on site –

The Principal Contractor shall ensure the provision of appropriate welfare facilities in accordance with Regs 13 and 15 of the Construction (Design and Management) Regs 2015. Welfare facilities must be made available in advance of the commencement of works on site and maintained for the duration of the works.

The welfare facilities must include as a minimum:

- Toilets water flush or chemical.
- Washing facilities suitable for washing hands, face and arms with hot, cold or warm water, soap and towels.
- Drinking water, mains or chilled bottled water and cups, storage and changing facilities.
- Rest facilities with heating, tables, seating, a means for boiling water and means of preparing/warming food.

### 7.3 Unloading and Storage Area

- 7.3.1 The Principal Contractor is to provide sufficient information about how he proposes to manage unloading and storage of material. Storage to be contained within the protected compound.
- 7.3.2 Materials storage. All materials shall be carefully stored prior to use in an area, which can be maintained secure out of working hours outside the building.
- 7.3.3 Hazardous Materials Storage - The Principal Contractor shall describe his method of storing hazardous materials.
- Highly flammable liquids
  - Petroleum spirit
  - Liquefied Petroleum Gas

It is not permitted to store these substances on site without the express permission of the CA.

### 7.4 Traffic/Pedestrian Routes

- 7.4.1 Traffic and Pedestrian Routes – The Principal Contractor is to develop a simple site logistics layout for inclusion in the construction phase plan to set out the site boundaries & vehicle access routes & pedestrian segregation under CDM Regs 27 and 28.
- 7.4.2 Protection of the Works - Before commencing any section of the work, the Principal Contractor shall set out safe routes for all third parties, where they may come into contact with the construction work, using barriers where there is high risk of injury or flicker tape or similar where the risk of injury/interference with the works is low.
- The Principal Contractor is to ensure the security of the designated site area depicted on the contract drawings in accordance with Regulation 17 and 18 of the Construction (Design and Management) Regulations 2015.
  - Prevent unauthorized access to working areas in accordance with Regulations 15, 17 and 18 of the Construction (Design and Management) Regs 2015.
  - Hoarding and site containment is to be depicted on a simple site logistics plan drawing for inclusion in the construction phase health and safety plan.

### 7.5 Health Hazards

- 7.5.1 Noise and Vibration- The Principal Contractor should outline his proposals for noise and vibration controls, both in respect of being a hazard to the health of site personnel, and as a potential public, or statutory, nuisance, generally comply with BS5228.
- 7.5.2 Dust and fumes - Risk: damage to health. The Principal Contractor is required to take steps generally to control the emission of dust and fumes, for example by providing screens and/or using dust suppressing equipment or exhaust ventilation. Where creation of dust or fumes is unavoidable, appropriate Personal Protective Equipment is to be worn. For man-made mineral fibre dusts, one-piece overall, gloves, mask and eye protection is recommended (See HSE Guidance Note EH46 “Manmade mineral fibres”).

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7.5.3 Hot Work - Strict control is necessary over any hot work undertaken by contractors. Hot work includes welding, flame cutting, burning off paint, and bitumen burners etc. The contractor must ensure:

- There is no combustible material in the near vicinity of such work.
- All rubbish has been removed from the near vicinity.
- Adequate firefighting arrangements are readily to hand and that operatives are conversant with their use.
- The Client is informed before the hot work progresses.
- Particular attention is paid to ensuring the area is safe and secure prior to lunch breaks, within 2 hours of the works and at the end of the working day.
- There must be no burning of waste materials on site.

Daily, before leaving a site the contractor is to ensure that all naked lights, burners etc are extinguished and electrical apparatus is switched off, unless the nature of the work requires it to be kept on.

All fire incidents are to be reported to the Client, even though the contractor may have successfully extinguished the fire.

7.5.4 Rubbish – Generally all rubbish and debris from the works are to be removed from site as soon as it arises.

7.5.5 Fire Prevention and Fire Safety Plan - The Principal Contractor shall take note of the Joint Code of Practice published by the Building Employers Confederation, the Loss Prevention Council and the National Contractor's Group entitled Fire Prevention on Construction Sites and take action where the Code demands.

He shall carry out a fire risk assessment and prepare and regularly update a Site Fire Safety Plan to be incorporated within or referenced to his Construction Health and Safety Plan showing fire escape routes, fire extinguishers, fire detectors and muster point.

The Principal Contractor must appoint a Site Fire Warden who is responsible for the following in the event of a fire:

1. Ensuring that all those on site leave by designated escape routes.
2. Searching all areas to ensure the site is clear (assuming it is safe to do so).
3. Ensuring where practical that doors and windows are closed upon leaving the site.
4. Conducting a role call at the muster point.
5. Meeting and liaising with the Fire Brigade, informing them of relevant details.

Operatives and visitors to the site should be made aware of the Accident and Emergency procedures and the location of escape routes, muster points and facilities during the Site Induction and this information should be displayed on the Safety Notice Board.

All personnel, including visitors should be required to sign in upon arrival at the site. All personnel shall receive training to raise the alarm upon discovery of a fire. On hearing an "Evacuation Alarm" all operatives must stop what they are doing, isolate any equipment or machinery they are operating and move as quickly as possible to the muster point. If any visitors are on site it is the responsibility of those, they are visiting to ensure that they are

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evacuated from the site. At the assembly point the fire warden will take a roll call to ensure that all persons are accounted for.

**The Contractor must supply appropriate fire extinguishers on site and keep emergency exits signed and clear of obstruction.** Housekeeping is everyone's concern; a clean site is a safe site. All fire extinguishers are to be serviced within the last year. Must be pinned and tagged. All extinguishers and accessories are to be attached to a board to prevent falling. For every operative carrying out HOT WORKS simultaneously a separate set of extinguishers must be provided.

- 1 - 9kg dry powder extinguisher or a 1- 5kg CO<sub>2</sub>extinguisher
- 2 - 9lt water extinguisher
- 1 - Fire blanket (heavy duty)
- 1 - Rotary bell (Attached to board)

**- All of these items must be attached to a fire point board**

## SECTION 8

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### 8 OVERLAP WITH CLIENT'S UNDERTAKING AND OTHER USERS OF THE BUILDING

#### 8.1 Consideration of the health and safety issues, which arise when the project is to be located in premises occupied or partially occupied by the client.

8.1.1 Planning for and managing the Construction Work, including any health and safety goals for the project: The Client is seeking to maintain a high level of health and safety on site at all times. This goal should be reflected by the avoidance of notifiable accidents, incidents and dangerous occurrences, and by no enforcement notices (prohibition or improvement) being issued by the Health and Safety Executive.

Safety goals for the project; The contractor should strive to achieve an AFR and AIR at least 40% lower than industry average.

8.1.2 The Principal Contractor will carry out formal monthly site audits by the Health and Safety Advisor or third-party competent person.

8.1.3 Access for Client and representatives – The Client will require reasonable access arrangement for his representatives.

## SECTION 9

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### 9 SITE RULES

#### 9.1 Specific site rules which the client or the Principal Designer may wish to lay down as a result of points raised above or for other reasons - e.g. specific permit to work rules, emergency procedures.

##### 9.1.1 Hard Hats/Protective Clothing

The site should be designated a hard hat area. Contractor's staff must comply with these rulings in accordance with the Construction (Head Protection) Regulations 1989 and signs should be posted to this effect. The Contractor should also keep available hard hats for visitors. All other head, eye, foot etc. protection should be used where appropriate.

##### 9.1.2 Smoking on site. Smoking is not permitted at the workplace.

##### 9.1.3 Radios on site. Radios, including Walkman type personal radios are not permitted at the workplace.

##### 9.1.4 **Personal Protection** - Hard Hats and foot protection will be worn as a minimum requirement throughout the duration of the contract, both inside and outside the building. These shall be available for visitors. Personal protective equipment shall be provided for all those who require it.

##### 9.1.5 **No "hot work"** - involving blowlamps, welding equipment, soldering irons, etc. may be carried out during the last two hours of the working day. The Principal Contractor shall inspect such sites immediately before he quits site.

##### 9.1.6 Tidy site. The Principal Contractor shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.

##### 9.1.7 Contract Requirements. The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflict between the Pre-Construction Information and the Contract Documents shall be brought to the attention of the Contract Administrator and the Principal Designer.

##### 9.1.8 Competence. The Principal Contractor is required to ensure that any Designers responsible for any design work instigated by him are competent in terms of the Construction (Design & Management) Regulations 2015.

##### 9.1.9 Competence. The Principal Contractor is required to check the competence of any domestic, named or nominated Contractor for the purposes of complying with the Construction (Design & Management) Regulations 2015.

##### 9.1.10 Contractors and Self-employed people - It is a requirement under the Construction (Design & Management) Regulations 2015, that the Principal Contractor ensures that contractors and self-employed people working on the site are made aware of the relevant portions of his Construction Phase Plan.

##### 9.1.11 HSE Information Sheets - The Principal Contractor shall take due notice of the guidance given in HSE information sheets (Construction series), which covers ladders, scaffolds,

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work in confined spaces, excavations, welfare arrangements, work on roofs, chemical cleaners, cement, solvents, PPE, silica and handling building blocks. The Principal Contractor's attention is also drawn to the HSE publications - "5 Steps to Risk Assessment" and "Accidents to Children on Construction site".

- 9.1.12 Induction training is to be provided to all site persons to include the provision of induction sheets.
- 9.1.13 All induction training is to be recorded and records maintained in the Principal Contractor's office.
- 9.1.14 Each work package is to include safety training for operatives.
- 9.1.15 Statutory Instruments - During the course of the building works, Contractors shall pay attention to the relevant Statutory Instruments as updated. A sample list is included in Appendix C.

## **SECTION 10**

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### **10 CONTINUING LIAISON**

#### **10.1 The following are identified for continuing liaison between parties:**

Principal Contractor is to submit procedures for considering the health and safety implications of design elements affecting either the Principal Contractor or other contractors' work to the Architect and Principal Designer.

Principal Contractor is to submit substantial design changes arising from unforeseen eventualities and which might affect resources during project execution to the Architect and CDM Co-ordinator.

Principal Contractor is to submit to the Principal Designer a hard copy and an electronic copy on RW CD of appropriate information during the course of contract for inclusion in the Health and Safety File, with all information received a week prior to Practical Completion.

**Information required for the Health & Safety File  
Refer to Health & Safety File Guidance/Declaration Form**

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### Health & Safety File Guidance/Declaration Checklist

Ref: \_\_\_\_\_

	Information to be provided by	Please initial to confirm if actioned or not
Planning Permission/ Building Regulations Approval/ Fire Safety Strategy	Client/ Architect	
List of subcontractors names, addresses and tel numbers List of suppliers names, addresses and tel numbers List of manufacturers names, addresses and tel numbers	Pr Contractor	
General Specification/Scope of Work & Structural Calculations	Architect/	
Finishing schedule/spec with paint colours/tiles/flooring etc	Architect/ Pr Contractor	
Manufacturers instruction leaflets and literature/Operating and Maintenance manuals (non Mechanical and Electrical Work) E.g. Flooring, Windows, Doors, Partitioning Systems	Architect/ Client/ Pr Contractor	
Health & Safety Data Sheets/COSHH information	Pr Contractor	
Electrical Operation & Maintenance Manual . Mechanical Operation & Maintenance Manual . Air Conditioning Operation & Maintenance Manual . Lift Operation & Maintenance Manuals etc	Pr Contractor	
Commissioning and testing certificates, guarantees and warranties.	Pr Contractor	
Specific cleaning or maintenance information  E.g. Flooring, Tiling, Work Surfaces, Sanitary ware, Windows	Architect/ Pr Contractor	
Reports and Surveys E.g. Asbestos reports, soil report etc	Client/ Architect/	
As built drawings Architectural, Structural, M & E. Any specialist subcontractor: E.g. Structural Steelwork, Drainage Services Water, Electric, Gas Etc as built drawings showing location onto site	Architect/ Pr Contractor	

**\*PLEASE ASSEMBLE THE DOCUMENTS REQUIRED AND FORWARD THEM TO CUBE BUILDING CONSULTANCY LTD ONE WEEK PRIOR TO PRACTICAL COMPLETION.\***

SIGNED	PRINT NAME	DATE
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# APPENDIX A - GENERAL REQUIREMENTS OF PRINCIPAL CONTRACTOR AND CONTRACTORS

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## TENDER STAGE

Principal Contractor's Construction Phase Plan:

The general framework for dealing with the management organisation, emergency procedures, arrangements for monitoring, communications and welfare is in place; and it addresses the key tasks of the early work stages.

## CONSTRUCTION STAGE

The Principal Contractor's key tasks during the construction phase:

- Develop and implement the Health and Safety Plan.
- be reasonably satisfied that when arranging for a contractor to carry out construction work, they are competent and have made adequate provision for health and safety.
- obtain and check safety method statements from contractors.
- ensure the co-ordination and co-operation of contractors (particularly under the MHSW Regulations and the Provision and Use of Work Equipment Regulations 1992(5)).
- ensure training for health and safety is carried out.
- have appropriate communication arrangements between contractors on site for health and safety.
- make arrangements for discussing health and safety matters with people on site.
- allow only authorised people onto site.
- display notification details.
- monitor health and safety performance.
- pass information to the Principal Designer for the Health and Safety File.

Obtain and vet safety methods:

- all the risks to health and safety have been assessed.
- adequate health and safety arrangements have been specified.
- it is compatible with the work or proposed work of other contractors.

Ensure co-ordination and co-operation of contractors:

- emergency arrangements and procedures (e.g. fire, including means of escape and first aid provision).
- provision and use of plant and equipment, which will be used by a number of contractors (e.g. cranes and hoists).
- co-ordinating the work of contractors so that the activity of one contractor will not create a risk for another.
- ensuring contractors receive relevant health and safety information.

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The following matters should be included on the agenda at a project or site meeting:

- recommendations and action taken or outstanding, following regular active monitoring by site management and, where appropriate, health and safety advisers.
- reports of accidents, dangerous occurrences, near misses and complaints, including analysis and follow-up action.
- recommendations of any safety committee.
- pre-planning in the light of the project progress and work which has to be done before the next project meeting, including updating the Health and Safety Plan.
- inter-relationship of contractors' work to ensure co-ordination and co-operate, especially with respect to progress reports.
- make arrangements for discussing health and safety matters with people on site.

The Principal Contractor has to make sure that:

people on site can discuss and offer advice on health and safety; and there are arrangements for the co-ordination of the views of the people on site.

Allow only authorised people on site:

- contractors or employees carrying out construction work.
- those who need to enter the work area for purposes connected with the work, (e.g. architects, engineers and representatives of the client).
- individuals or organisations who have a statutory right to enter the work area (e.g. HSE inspectors and building control inspectors).

Contractors' key tasks during the construction phase:

- identify the hazards of their work, assess the risks arising from these hazards and tell the Principal Contractor how these risks are to be controlled.
- inform the Principal Contractor of any death, injury, ill health or dangerous occurrence.
- co-operate with the Principal Contractor and other contractors.
- comply with the rules in the Health and Safety Plan.
- follow any directions of the Principal Contractor so that the latter can comply with duties under the CDM Regulations.

Provide information to employees.

Before employees start work on a construction site contractors should inform them of:

- the names of the Principal Designer and Principal Contractor; and
- information from the Health and Safety Plan, which is relevant to their employees (e.g. emergency arrangements, rules and health and safety risks from other contractors' work).

## APPENDIX B- METHOD STATEMENTS

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### GENERAL GUIDE TO CONTENTS

Method Statements should include the following information:

1. The item of work;
2. The location, including access and site boundary;
3. Duration of the works, including key stages;
4. Safety arrangements required;
5. Personnel involved – numbers, skill, training and PPE requirements;
6. Briefing arrangements for site personnel affected by the Method Statement;
7. Resources to be used (plant and machinery);
8. Detail of how the work will be carried out, including drawings and/or explanation, and necessary scaffolding/ladders, and arrangements for erection and dismantling temporary works;
9. Detail of temporary works required;
10. Risks identified with proposed method of control;
11. Emergency arrangements – fire, injury, etc.

The Contractor is to provide the following Method Statements as identified within the Plan:

Paragraph No	Item	Date to be sent	Rec
3.3.9	Locating existing services		
3.4.1	Dealing with Asbestos		
5.1.2	Protection of people below work area		
5.1.3	Handling Heavy materials		
6.1.1	Specified hazards		
6.1.3	Paints, adhesives, fillers and fire stopping compounds		
6.1.5	COSHH Assessments		
6.1.6	Health and Safety Data Sheets		
7.1.2	Traffic Management and Site Arrangement		
7.4.1	Traffic and pedestrian routes		
7.4.2	Safe routes for third parties		
7.5.1	Noise and Vibration		
7.5.2	Dust and fumes		
7.5.3	Hot Works		
7.5.4	Waste Removal		
7.5.5	Site fire safety plan		

## APPENDIX C- SELECTED STATUTORY INSTRUMENTS

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### SELECTED STATUTORY INSTRUMENTS etc. RELATING TO CONSTRUCTION ACTIVITY

(This list is provided as a guide only and should not be regarded as exhaustive or include subsequent amending Regulations.)

SI 2000 No. 2531	The Building Regulations 2010
SI 2002 No.1689	The Chemicals (Hazard Information and Packaging for Supply) Regs 2009
SI 1988 No.819	The Collection and Disposal of Waste Regulations 1988
SI 1997 No.1713	The Confined Spaces Regulations 1997
SI 2007 No.320	The Construction (Design and Management) Regulations 2015
SI 1989 No.2209	The Construction (Head Protection) Regulations 1989
SI 2006 No.2739	The Control of Asbestos Regulations 2012
SI 2002 No.2676	The Control of Lead at Work Regulations 2002
SI 2005 No.1643	The Control of Noise at Work Regulations 2005
SI 2002 No.2677	The Control of Substances Hazardous to Health Regulations 2002
SI 2005 No. 1093	The Control of Vibration at Work Regulations 2005
SI 1989 No.635	The Electricity at Work Regulations 1989
SI 1991 No.283	The Environmental Protection Act (duty of care) Regulations 1991
SI 2005 No.1541	The Regulatory Reform (Fire Safety) Order 2005
SI 1998 No.2451	The Gas Safety (Installation and Use) Regulations 1998
SI 1996 No.1513	The Health and Safety (Consultation with Employees) Regulations 1996
SI 1981 No.917	The Health and Safety (First Aid) Regulations 1981
SI 1972 No.917	The Highly Flammable Liquids and Liquefied Petroleum Gases Regs 1972
SI 1998 No.2307	The Lifting Operations and Lifting Equipment Regulations 1998
SI 1999 No.3242	The Management of Health and Safety at Work Regulations 1999
SI 1992 No. 2793	The Manual Handling Operations Regulations 1992
SI 1992 No. 2966	The Personal Protective Equipment at Work Regulations 1992
	[NB – relates to employers' obligations, including the need to maintain equipment]
SI 2000 No.128	The Pressure Systems Safety Regulations 2000

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SI 1998 No.2306	The Provision and Use of Work Equipment Regulations 1998
SI 1995 No.3163	The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995
SI 1996 No.972	Special Waste Regulations 1996
SI 2005 No.735	The Work at Height Regulations 2005
SI 2007 No.114	The Work at Height (Amendment) Regulations 2007
SI 1992 No.3004	The Workplace (Health, Safety and Welfare) Regulations 1992

## **SUPPLEMENTARY GUIDANCE - SELECTED ACTS OF PARLIAMENT AND HSE AND OTHER GUIDANCE RELATING TO CONSTRUCTION ACTIVITY**

(The lists below are provided for guidance only and should not be regarded as exhaustive.)  
The Health and Safety at Work etc. Act 1974

### **SELECTED APPROVED CODES OF PRACTICE**

- L5 Control of Substances Hazardous to Health Regulations 2002: Control of Substances Hazardous to Health Regulations 2002 (as amended) ACoP and Guidance
- L11 A guide to the Asbestos (Licensing) Regulations 1983 ACoP
- L21 Management of health and safety at work ACoP
- L22 Safe use of work equipment ACoP
- L24 Workplace health, safety and welfare ACoP
- L27 Work with Asbestos which Does Not Require a Licence ACoP – December 2002
- L28 Work with asbestos insulation, asbestos coating and asbestos insulating board ACoP – December 2002
- L113 Safe use of lifting equipment ACoP
- L127 The Management of Asbestos in Non-domestic Premises ACoP and Guidance – November 2002
- L132 Control of lead at work ACoP and Guidance
- L140 Hand-Arm Vibration: The Control of Vibration at Work Regulations 2005: Guidance on Regulations
- L143 Work with materials containing asbestos. Control of Asbestos Regulations 2006: Approved Code of Practice and Guidance.
- L144 Managing health and safety in construction, ACoP and Guidance [published 2007 to replace Managing health and safety in construction ACoP (HSG224) – the CDM ACoP]

## HSE & HSC GUIDANCE

C100	A Guide to managing health and safety in construction (HSC)
GS6	Avoidance of danger from overhead lines
INDG 127	Noise in construction. Further guidance on the Noise at Work Regs 1989
INDG136	COSHH: A Brief Guide to the Regulations. What you Need to Know about the Control of Substances Hazardous to Health Regulations 2002 ACoP and Guidance
IND (G) 163L	5 Steps to Risk Assessment
INDG175	Control the Risks from Hand-arm Vibration ( <a href="http://www.hse.gov.uk/pubns/indg175.pdf">www.hse.gov.uk/pubns/indg175.pdf</a> )
INDG223	A Short Guide to Managing Asbestos in Premises [formerly Managing Asbestos in Premises]
INDG225	Preventing Slips and Trips at Work ( <a href="http://www.hse.gov.uk/pubns/indg225.pdf">www.hse.gov.uk/pubns/indg225.pdf</a> )
INDG372	Electrical Switchgear and Safety: A Concise Guide for Users
INDG401	The Work at Height Regulations (amended) 2007: A Brief Guide
HSG 33	Health & Safety in Roof Work
HSG 47	Avoiding Danger from Underground Services
HSG 51	The storage of flammable liquids in containers
HSG 85	Electricity at Work: Safe Working Practices
HSG 149	Backs for the future – Safe manual handling in construction
HSG 150	Health and safety in construction
HSG 151	Protecting the public – Your next move
HSG 168	Fire safety in construction: Guidance for clients, designers and those managing and carrying out construction work involving significant fire risks
HSG 185	Health and Safety in excavations: Be safe and shore
HSG 230	Keeping Electrical Switchgear Safe
EH40	Workplace Exposure Limits [updated annually]
L23	Manual Handling Operations Regulations 1992 – Guidance on Regulations
L25	Guidance on Regulations - Personal protective equipment at work
L73	A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
L140	Hand-arm Vibration: Control of Vibration at Work Regulations 2005–September 2005
Leaflet	Heightsafe – Absolutely Essential health and safety information for people who Work at Height <a href="http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf">http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf</a>

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## OTHER REFERENCES

The use of Fall Arrest Equipment whilst erecting, altering and dismantling Scaffolding – NASC Guidance Note SG4:00 published in year 2000 by the National Access & Scaffolding Confederation.

ACR [M] 001:2005 Test for Non-Fragility of Profiled Sheeted Roofing Assemblies - Joint HSE/roofing and allied trades publication classifies fragility from Class C non-fragile (survives a single impact) to Class A (no significant damage after two impacts).

BS6206:1981 Specification for Impact performance requirements for flat safety glass and safety plastics for use in buildings – classifies materials respecting their ability to remain intact even when broken – from Class C (least strong) to Class A (most robust).

Fire Prevention on Construction Sites – The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation – supported by The Association of British Insurers, The Chief and Assistant Chief Fire Officers Association and The London Fire Brigade and published by The Building Employers Confederation, The Loss Prevention Council and The National Contractors' Group.

## APPENDIX D–DESIGNERS RISK ASSESSMENTS

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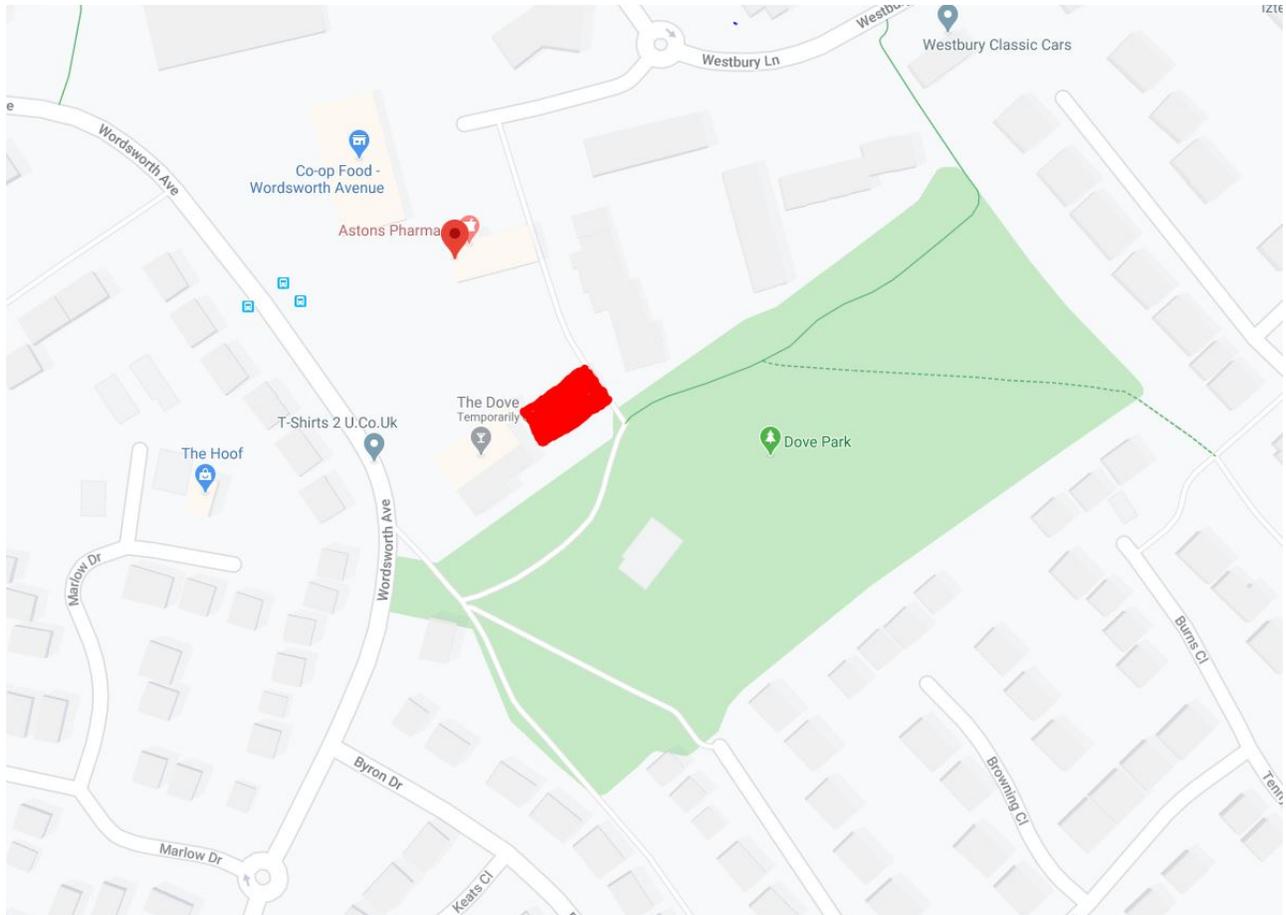
Designers Risk Assessment are awaited from the Architects.

<b>Task/Activity</b>	<b>Hazard</b>	<b>Who may be harmed</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Further Action</b>
Working on Scaffolding	Falling from Height	Contractor Occupiers	High	Secure Scaffolding and protect.	Contractor to monitor
Moving roofing tiles	Material falling  Manual handling	Contractor Public  Contractor	Medium  Medium	Netting to upperlift of scaffold.  Storage of scaffold or conveyor to ground.	Contractor to design scaffold sent.

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## APPENDIX E – LOCATION PLAN

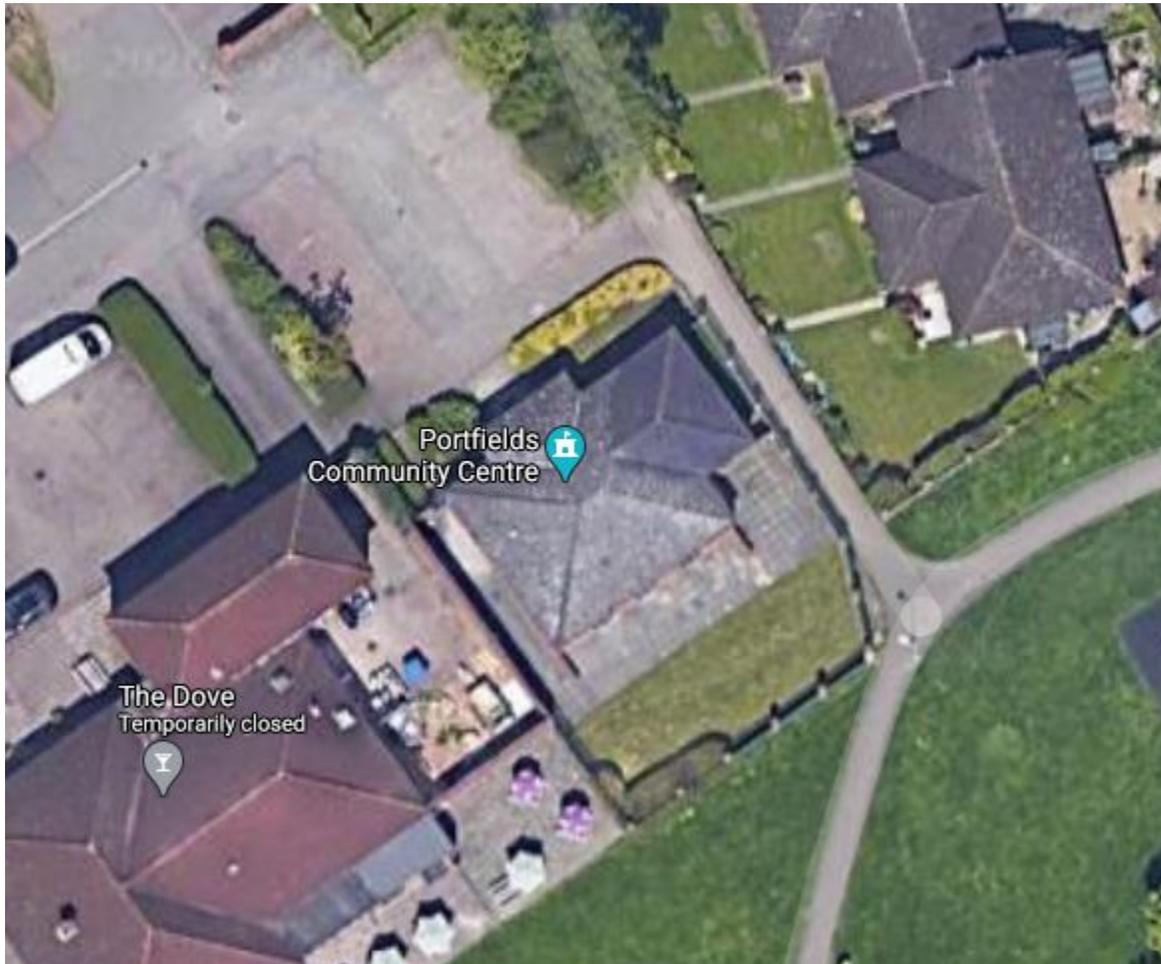
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## APPENDIX F–AERIAL VIEW

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## **APPENDIX G–ASBESTOS REPORT**

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## ASBESTOS MANAGEMENT SURVEY REPORT



**Portfields Community Centre  
Newport Pagnell  
MK16 8SB**

**For**

**Newport Pagnell Town Council**

**Acorn Analytical Services Ltd:**  
S25 Moulton Park Business Centre,  
Red House Road, Northampton, NN3  
6AQ  
**Tel:** 01604 497 907  
**E:** south@acornasbestos.co.uk

**Web:** www.acorn-as.com

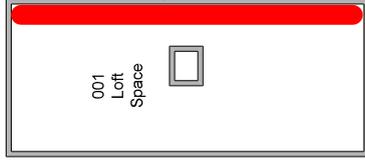
Registered in England No. 4723192  
VAT No. 758980565

**Project Number:**  
PRS5734

**Survey Date:**  
16 Apr 2015

**Issue Date:**  
22 Apr 2015

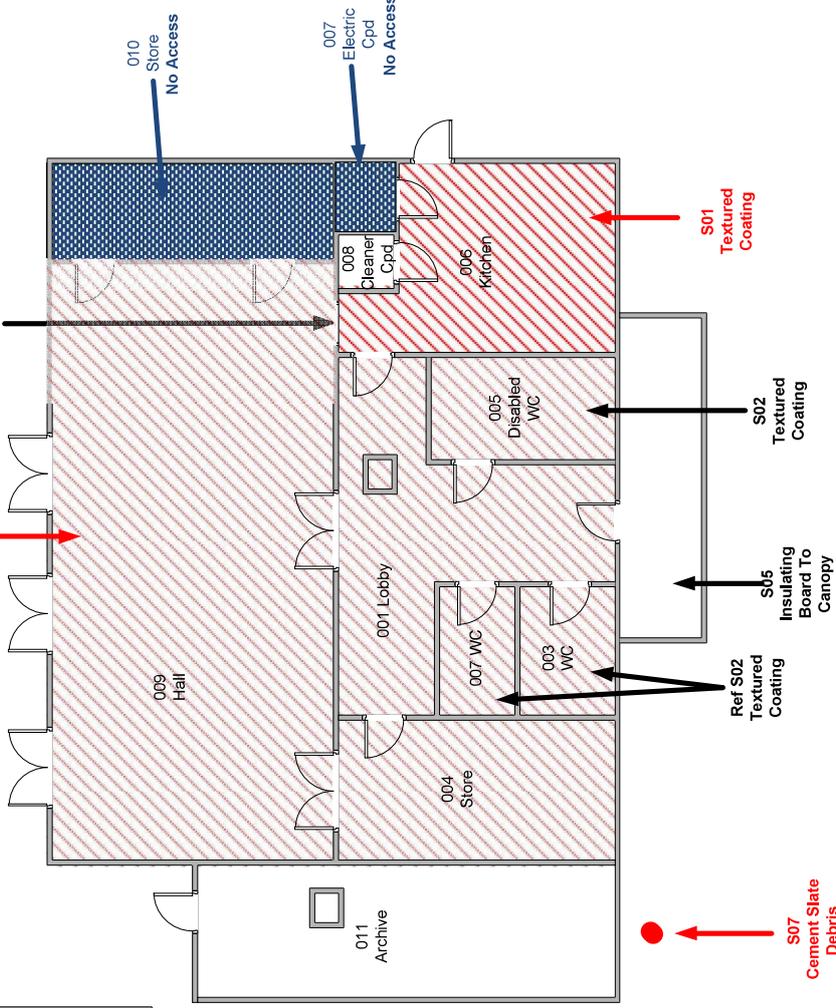
Loft



S04  
Cement Slate  
Debris

S06  
Cement Slate  
Roof

S03  
Insulating  
Board To  
Serving  
Hatches



Ref S02  
Textured  
Coating

S02  
Textured  
Coating

S01  
Textured  
Coating

S07  
Cement Slate  
Debris

**Client:** Newport Pagnell Town Council  
**Site:** Portfields Community Centre, Newport Pagnell, MK16 8SB  
**Project Number:** PRS5734

**Key:**

Contains asbestos 

Not Accessed, presumed to contain asbestos 

**Example Sample Key:**

The following provides an example key of how asbestos samples and non asbestos samples will appear on the plan.

**Example Asbestos Sample:**  **S105**  
**Product Type**  
 Example Non Asbestos Sample:  **S106**  
**Product Type**

**Additional Information:**

- Plans not to scale
- Locations containing asbestos will be highlighted on the plan.
- Areas not accessed will be highlighted on the plan
- Samples Collected e.g. S01 & Product
- Samples Referenced e.g. Ref S01 & Product
- Samples Presumed e.g. P01 & Product
- Samples Strongly Presumed e.g. SP01 & Product
- For more information please see the relevant section within the main report

