

Pre-Construction H&S Considerations

Historic Ships Workshop
HM Royal Naval Base
Portsmouth PO1 3NH

Document Control Sheet

Control	Name	Title	Date
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Approved			

Version Control¹

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V.1	12/05/23	First Issue	Danielle Cooke

¹ **Version control** - Draft will commence 0.1 until final first live is confirmed at 1.0 – incidental changes 1.1, 1.2 etc, major changes 2.0. The person making the changes should track them and write a brief description of what has changed – or see track changes if major changes. The version with the track changes should be saved before any are accepted or rejected. Once saved it will be the next version up (APM)

8.7 THE EXISTING ENVIRONMENT

8.7 The Site & Adjacent Land Use

The work is to be undertaken to the Historic Ships Workshop which forms part of the Grade II* Listed Great Rope house, built in 1771 & reconfigured during the 1950s-1960s. The building is situated within a Conservation Area within the secure side of the Naval Base. The Historic Ships Workshop comprises original 1771 brick walls (to resist fire) with a 1950s mansard steel roof, finished with clay tiles & asphalt.

The site is within HM Royal Naval Base, Portsmouth. The Historic Ships Workshop sits adjacent to the Portsmouth Historic Dockyard visitor attraction & is sited amongst Naval storage & workshop buildings.

All works subject to listed building consent.

1.2 Access

Vehicular Access will be via Trafalgar Gate. The contractor & vehicles will need to be escorted as per the normal escorted pass procedure.

1.3 Working Space

The contractor will have enough space for parking. The works area will require a clearly defined exclusion zone, so that the NMRN staff & adjoining occupiers are protected & there is no doubt that it is a building site.

1.5 Existing Services

As there are no valid 'as installed' drawings available for services present, the contractor should take all necessary precautions to identify services prior to undertaking the work. The following services are likely to be present in the vicinity of the works:

- Electricity
- Gas
- Water
- Drainage
- Telecoms / Data

2.0 AVAILABLE INFORMATION

2.1 Existing Drawings

Appendix 1 demonstrate the Workshop space (not to scale), inclusive Bays 2 & 4.

2.2 Mechanical & Electrical Services

The only electrical & mechanical drawings beyond those appended to the tender document indicates the fire alarm points in the workshop.

2.3 Asbestos

The employer is to provide an R&D survey in advance of the work. The contractor

should however remain vigilant & immediately report any suspect material to the employer & stop work.

3.0 DESIGN INFORMATION

3.1 Hazard Identification & Risk Assessment

The contractor should address any residual hazards arising from the risk assessments or identified in their development of the working procedures & method statements, together with any other identified hazards likely to be encountered in the course of executing the works & their future maintenance.

3.2 Significant Health & Safety Hazards

The Contractor should note the following particular hazards relating to the contract works which include but are not necessarily limited to:

1 Existing Services

The presence of existing services close to the works should be established prior to starting work.

2 Asbestos

The employer is to provide a R&D survey prior to the contractor starting work. Should asbestos containing materials be found, the Contract Administrator should be informed immediately & instructions for action agreed. Any removal & disposal necessary may only be undertaken by a licensed asbestos contractor to agreed method statements & programmes. All waste should be dealt with appropriately &, if necessary, disposed of to suitably licensed tips.

3 Existing Buildings & Site

The condition & listed status of the existing building should be considered in planning the works & other site operations. Issues identified during the design include but are not exclusive to:

- Proximity to the public & other users of the site.
- Potential for building instability due to lack of historic information & the need for temporary works during this project

4 Materials

The proposed materials for use in the works are commonly used in the construction industry. However the information on the COSHH sheets that are supplied with the products installed should be accurately followed.

5 Protection of Adjacent Occupiers

The proximity of the works to areas in use by adjacent occupiers. Particular note should be made of:

- Noise
- Vibration
- Dust
- Moving materials onto site

3.3 Method Statements

The Method Statements shall include, but not be exclusive to, the following details/information:-

- Protection to access routes together with signage details.
- Proposed work sequence for project.
- Description of personnel/trades to be employed.
- Equipment to be used
- Preparation.
- Materials handling.
- Control measures.
- Dust & debris removal.
- Lifting of plant & materials
- Scaffold erection & dismantling.
- Site & working space security.
- Safety procedures.
- Procedures for working at heights.
- Monitoring procedures.
- Prevention of nuisance to adjacent buildings & facilities.
- Details of site access & storage.
- Fire control.
- Fire access & egress routes
- Emergency liaison procedures.

Reference should also be made to the items listed in the Project Preliminaries.

The Contractor shall ensure that suitable Method Statements are produced well in advance of the commencement of any activity that presents a significant health & safety risk. These must be incorporated in & coordinated with the Construction Stage Health & Safety Plan.

4.0 HAZARDOUS CONSTRUCTION MATERIALS

- 4.1 Under no circumstances will any materials which could be harmful to the end user or hazardous to the works be allowed to be used. The Contractor will not permit their use during the project. All construction materials will be used for the purpose for which they were intended & in accordance with the manufacturer's recommendations & guidance.
- 4.2 Contractors shall comply with manufacturer's Health & Safety data sheets & the Control of Substances Hazardous to Health Regulations 1988 (COSHH)

regarding the transport, storage & use of substances & materials injurious to health.

The materials to be used in the works shall be identified by the contractor & appropriate Risk Assessments for their use be undertaken in accordance with the COSHH Regulations.

A list of the materials used should be collated together with reference to COSHH assessments. This information should also be included in the Health & Safety File.

4.3 **Substances Generally Known to be Deleterious at Time of Use**

Substances generally known to be deleterious at time of use, including substances referred to as being hazardous to health & safety in the current edition of "Hazardous Building Materials" – A Guide to the Selection of Alternatives edited by S R Curwell & S G March are included, as well as substances listed in the H.S.E. EH40 annual publication.

1. **Asbestos:** Asbestos or asbestos products as defined in the Asbestos Regulations 1969 or any statutory modification or re-enactment thereof.

2. **Lead:** Lead where metal or its corrosion products may be directly ingested, inhaled or absorbed.

3. **Urea Formaldehyde:** Urea formaldehyde foam or materials which may release formaldehyde quantities which may be hazardous or an irritant. Reference will be made to the limits set from time to time by the Health & Safety Executive.

4. **Materials which are Generally of Mineral Fibres:** Materials which are generally of mineral fibres, either man-made or naturally occurring, which have a diameter of 3 microns or less & a length of 2 microns or less which contain any fibres not sealed, encapsulated, or otherwise established to ensure that fibre migration is prevented.

4.4 **Specified Materials**

The Contractor is to be cognisant of the hazards associated with all materials that are used on the construction site. These include but are not necessarily limited to the following:

- 1 Silicone
- 2 Lime mortar
- 3 Polyester & Epoxy Resins
- 4 Paint
- 5 Weight of steelwork

6.0 **SITE-WIDE ELEMENTS**

6.1 **Areas Available for the Contractor**

Welfare facilities will be provided by the employer on site, including toilet & handwashing facilities & facilities to heat and eat food

Parking will be available on site.

7.0 OVERLAP WITH EMPLOYERS'S UNDERTAKING

7.1 General

Refer to the Project Preliminaries for details.

7.2 Working Hours

Normal working hours will be 9:00am to 5:00pm Monday to Friday. Work outside these hours shall only be permitted with the written consent of the Employer & shall comply with local authority instructions.

7.3 Noise Abatement

The Contractor shall ensure that sufficient & adequate measures are taken to control noise levels produced by the construction operation to prevent nuisance & comply with the requirements of the Local Authority & BS5228 "Code of Practice for Noise Control on Construction & Demolition Sites".

All compressors & pneumatic percussive tools to be used on the site shall be fitted with silencers of a type recommended by the manufacturers.

7.4 Interruption of Existing Services

The Contractor shall not interfere with or divert any existing services either on site or to adjacent buildings without the agreement of the Contract Administrator or employer. Any temporary disconnection associated with the works shall be done at a time agreed with the employer & Contract Administrator.

8.0 SITE RULES

8.1 General

The contractor should especially note the following rules:

8.2 Smoking

Smoking on site is prohibited.

8.3 Radios

The use of music playing devices on site is not permitted.

8.4 Noise

Comply with Project Preliminaries.

8.5 Flammable Materials

The filling of fuel containers or transfer of flammable liquids within poorly contained or ventilated areas of the building is prohibited.

8.6 **Additional Rules**

The Contractor shall provide rules including but not exclusive to the following:- training; induction; equipment; personal protective equipment; permits to work; accident reporting; working at heights; moving equipment on or off site.

8.7 **Site Induction**

An Induction provided by NMRN must be completed by all those working on site. It will include, but is not limited to the following:-

Floor Access requirements, Cleaning & Hygiene, Emergency Procedures, Behaviours & Dress.

8.8 **Waste disposal**

The Contractor will be responsible for all waste associated with their work and employees, which should be dealt with appropriately &, if necessary, disposed of to suitably licensed tips.

9.0 **PROJECT LIAISON PROVISIONS**

9.1 **Contacts**

Prior to the commencement of the work, the Contractor shall provide the employer with a list of names, addresses & telephone numbers of key contact personnel, including the Director who would be responsible for & capable of organising remedial action in the event of an emergency on site outside normal working hours.

9.2 **Construction Phase Health & Safety Plan**

Prior to commencement of the works, the Contractor shall develop a Construction Phase Health & Safety Plan, indicating his proposals for addressing the hazards. The Contractor shall incorporate hazards arising during construction from unforeseen circumstances into the Health & Safety Plan. During the construction, liaison must be maintained by the Contractor with the Contract Administrator.

9.3 **Site Meetings**

A Health & Safety item shall be included on the Agenda for each site meeting. A copy of the minutes shall be provided to the Contractor & Contract Administrator. This item shall report but not be exclusive to:

- Accidents
- Incidents
- Any hazardous materials found
- Protection of public

10.0 **HEALTH & SAFETY FILE**

10.1 The Contractor is responsible for the collection & collation of construction information for inclusion in the project Health & Safety File. The

information to be provided shall include but is not exclusive to:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design & construction processes, & how they have been addressed (eg surveys);
- key structural principles (eg bracing)
- hazardous materials used (eg lead paints & special coatings);
- health & safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location & markings of significant services;
- information & as-built drawings of the building.

10.2 An electronic copy of the Health & Safety File, maintained & updated by the Contractor, shall be provided to the Employer as soon as practical upon completion of the works.

10.3 Relevant copies of the site photographs shall also be sent to the Employer.

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