

Daventry District Council

Riley Close, Austin Way & Humber Close

Industrial Units

Over – Clad Roofing

Pre-Construction Information Pack

Incorporating the Health and Safety File

Issue Date: May 2017

Pre - Construction Information Pack

INTRODUCTION

In accordance with the Construction (Design and Management) Regulations 2015, Daventry District Council has prepared this Pre Construction Information Pack.

This pack should be used by the Principle Contractor to develop their Construction Phase Health and Safety Plan. The appointed Principal Contractor must submit the Construction Phase Health and Safety Plan for approval before works can commence on site.

It is important to note that the Construction Phase Health and Safety Plan is a “live” document, which should be kept up to date throughout the construction phase of works. Information given here will need to be reviewed and updated when incorporated into the Construction Stage Plan.

The regulations require that a Health & Safety Information Pack be produced which describes the project, existing environment, construction work and timescale, and identifies hazards (including services) and the Safety, Health and Welfare standards required in the execution of the works.

This plan will be updated to incorporate information and any further hazards identified by the designers during the period of the works.

The Principal Contractor must develop the Health & Safety Information Pack into the Construction Phase Plan, incorporating his Programme, Method Statements and detailed arrangements demonstrating his competence to manage the contract safely.

The regulations state that the Client must not permit any contractor to commence any construction operations until the Information Pack and Construction Phase Plan is in place and that welfare arrangements are provided to regulation standard.

A mobilisation period must also be agreed between the Client and the Principal Contractor.

The client’s agent will notify the Contractor in writing when the Construction Phase Plan has been accepted and that the Construction work can commence.

The Construction Phase Plan must take account of the following:

- a) All aspects of Health and Safety relevant to the contractors working on the contract.
- b) Detailed Health and Safety procedures of all his contractors
- c) The Health and Safety of persons not connected with the project
- d) All current relevant legislation**

During the Project, the Principal Contractor together with the Principal Designer will prepare a Health and Safety File for issue to the Client upon Practical Completion, for their retention and

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future use. This file will contain any relevant Health and Safety information relating to the project, including 'as built' drawings, operating and maintenance manuals, etc.

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Rev	Originator	Approved	Date

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SECTION 1 NATURE OF THE PROJECT

1.01 Project Location

Riley Close, Austin Way & Humber Close Industrial Units, Royal Oak Industrial Estate, Daventry NN11

1.02 Project Description

Over-Clad roofing to five Industrial Unit Blocks accommodating 40 small Industrial Units on the Royal Oak Industrial Estate within Daventry. Works include the renewal of existing roof lights, installation of over-clad roofing systems incorporating new twin skinned roof lights and replacement vertical cladding to Austin Way and Humber Close Only.

The roofing works are to cover:

Austin Close – 22 Units, Humber Close – 5 Units & Riley Close – 13 Units

1.03 Programme Details

The proposed programme of works is as follows;

Mobilisation period: N/A.
Start date: July/August 2017.
Contract period: Max 18 Weeks

1.04 Time Period

Construction work must not commence until the Construction Phase Plan has been submitted to the Principal Designer for consideration/review so that they may advise the Client whether the Plan has been sufficiently developed to comply with the CDM Regulations

A minimum period of 5 working days shall be allowed for the review of the construction phase plan by the Principal Designer.

1.05 Design Compliance

Requirements and application of the Workplace (Health, Safety and Welfare) Regulations 1992 will need to be taken into consideration during any design process.

1.06 Statutory Notice Sent to HSE

The project will be notifiable to the HSE. All works will exceed requirements for notification. The Contractor is to provide details of any sub-contractors including self-employed members of the workforce to the PM.

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1.07 Existing Records & Information

Limited existing records are available at the Clients Offices for viewing by appointment prior to commencement. The following documents will be issued to the contractor with the pack:

- Management Asbestos Survey (Each individual Unit)

1.08 Project Directory

Role	Client
Organisation	Daventry District Council
Contact Name	Kevin Flynn
Title	Property Manager
Address	Civic Offices, Lodge Road, Daventry NN11 4FP
Telephone number	01327 871100
Mobile	
Email	kflynn@daventrydc.gov.uk
Role	Principal Designer
Organisation	Daventry District Council
Contact Name	Daventry District Council
Title	Building Surveyor (Christopher Layton on behalf of DDC)
Address	Civic Offices, Lodge Road, Daventry NN11 4FP
Telephone number	01327 3022423
Mobile	07521910997
Email	clayton@daventrydc.gov.uk
Role	Principal Contractor
Organisation	TBC
Contact Name	TBC
Title	TBC
Address	TBC
Telephone number	TBC
Mobile	TBC
Email	TBC
Role	Building Control Officer
Organisation	Warwickshire District Council
Contact Name	Ryan Moore
Title	Building Control Officer
Address	Riverside House, Milverton Hill, Leamington Spa CV32 5H7
Telephone number	
Mobile	07718 971251
Email	ryan.moore@warwickdc.gov.uk

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Role	Asbestos Consultant
Organisation	P2 Environmental Consulting Ltd
Contact Name	Paula James /Paul Bronson
Title	Asbestos Consultants
Address	4 Forrester Grove, Thrapston, Kettering, Northants NN14 4UD
Telephone number	01832 735933
Mobile	
Email	INFO@p2ec.co.uk

SECTION 2 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.01 Client's Safety aims for the Project

The CDM Regulations are designed to promote a co-ordinate approach to the management of health and safety to reduce accidents and occupational ill-health arising from construction work.

The key function of CDM Regulations 2015 is to integrate health and safety into the management of the project to encourage everyone involved to work together to;

- Improve the planning and management of projects from the start,
- Identify risks early on so that they can be reduced, isolated, controlled or eliminated at the planning or design stage,
- Target resources where they can be more effective in terms of improving health and safety and,
- Discourage bureaucracy.

The client understands the importance and the key role they play in order to ensure that the work undertaken is conducted with proper regard to health and safety of workers and others whom may be affected by the works.

Particular attention will be given so that;

- **The project allows sufficient time for the design, planning, preparation and during construction work so that the whole project can be undertaken safely without risk to health.**
- **Designers and contractors are competent and adequately resourced.**
- **Health and safety implications for public and occupiers are addressed.**
- **Those who have health and safety duties are aware of their responsibilities.**
- **Designers and contractors identify hazards and control measures in compliance with the relevant legislation.**
- **There is a measured approach to monitor and review the work to ensure that it is undertaken safely and without risk to health.**
- **Any revisions, changes or amendments to design and programmes of work are managed safely without risk to health.**

2.02 Arrangements for Planning and Management

Planning

The Principal Designer expects all designers appointed or engaged on the project to identify reasonably foreseeable significant hazards and evaluate those which cannot be avoided.

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When considering what precautions are necessary to control risks associated with the project, everyone who has a duty under these Regulations, must take account of the principals of prevention specified in the CDM Regulations.

The Principal Designer will include information about residual significant health and safety risks, identified by the Client and designers in the Pre-construction information, in order the risks can be effectively managed by the **Principal Contractor** during the construction phase.

The Principal Designer will liaise with the design team and take all reasonable steps to ensure that;

Designers comply with their duties under the Regulations, Co-operation between designers and the **Principal Contractor** during the construction phase.

Time & Resources

The Principal Designer will ensure that sufficient time will be allowed in the programme for those they appoint to carry out their duties.

The Principal Designer will ensure that the **Principal Contractor** has sufficient time to mobilise in order to arrange the required resources, provide suitable welfare facilities, and to plan and prepare for the project in order to execute the work safely.

Competency & Resources

The **Principal Designer** will take reasonable steps to ensure the design team, and the contractors they appoint are competent and adequately resourced to undertake their duties in accordance with the CDM Regulations.

Communication & Liaison

Design team meetings will be arranged at a frequency to suit the development of the design programme. The meetings will allow the design team members the opportunity to discuss and review any significant health and safety issues.

In circumstances where the design process continues during the construction phase the Principal Designer shall seek the co-operation of the **Principal Contractor** to ensure the designers or specialist subcontract designers appointed on the project, continue to co-operate with one another.

Drawings produced by the project designers should be used to communicate hazards or unusual work sequences.

Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.

Good, timely communication is essential for co-operation and co-ordination of activities on this project.

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The tender contractors and later the appointed Principal Contractor must take into consideration allowance for the following means of team communication:

- Design team meetings
- Pre-start meeting
- Progress meeting
- Health & Safety File meeting

Details of further communication, information and training needed for this particular work being carried out, such as;

- Everyone working on site must go through a Health & Safety induction process by the Principal Contractor.
- Work activities within occupied and public buildings;
- Communication between operatives and site management.
- Working with existing services and identifying concealed services.
- Traffic management proposals.

Co-operation and Co-ordination

All design team members will co-operate with the Client and the Principal Designer to ensure the correct information is provided for the Pre-construction Information document and the Health and Safety file.

All members of the design team will ensure they co-ordinate their efforts to ensure that any assumptions and incompatibilities between designs are identified and resolved as early as possible.

Monitoring and Review

Initially the Principal Designer has undertaken periodic reviews of the design elements to ensure that the requirements of the Regulations are met. These reviews will normally take place during Design team meetings, the meetings will allow the design team members and the Client the opportunity to discuss and review any significant health and safety issues

During various stages of the design programme the Principle Designer will liaise with members of the design team to seek confirmation;

- Their designs comply with the CDM Regulations,
- That information is being produced by members of the design team during the entire process for inclusion into the Health and Safety file and Building Manual.

The Principle Designer will liaise with the **Principal Contractors** to ensure that the Construction phase health and safety plan includes the provision of suitable welfare facilities to comply with the Regulations from the commencement of the construction phase through to practical completion.

2.03 Site Security

It is important that the contractor will be required to segregate the construction work from the public and visitors of the Client to ensure that the site is secure from unauthorised entry.

The **Principal Contractor** shall take reasonable steps to ensure the security of the work as a whole is maintained and that security of the Clients undertakings are preserved.

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The **Principal Contractor** shall ensure that procedures are in place to secure the work as a whole against unauthorised entry.

As with many construction sites theft and vandalism is continually present as a consequence the **Principal Contractor** should take the necessary protective and preventative measures to ensure the site is maintain secure at all times.

The Principal Contractor is to familiarise themselves with the HSE guidance publications HSG 151 'protecting the public' and the Construction (Health Safety and Welfare) Regulations 1992.

2.04 Welfare Provision

The **Principal Contractor** shall provide and maintain suitable and sufficient welfare facilities from the commencement of the construction works through to practical completion in order to ***comply with Schedule 2 of the CDM Regulations.***

Due consideration should be given to fire break, flammable storage areas, pedestrian routes, temporary services, vehicle parking, site entry control etc.

The **Principal Contractors** attention is drawn to the ***following HSE publication, CIS18 the provision of welfare facilities at fixed construction sites.***

2.05 Health & Safety of the Clients/landlords Employees and/or Customers, Visitors

Site hoarding requirements

The **Principal Contractor** shall ensure the work is managed safely without risk to health of the Clients employees, customers and visitors. The **Principal Contractor** shall take reasonable steps to limit the number of people on site to those directly concerned with the construction work and to ensure the security of the site is as a whole is maintained and that security of the clients undertaking is persevered.

Site Transport Arrangements

The **Principal Contractor** will have limited use of the parking facilities in and around the site; clear access will need to be maintained for emergency services, the **Principal Contractor** is to take into considerations Local Authority restrictions and such like, however; Parking is available on the site but should be limited, as not to interfere and or affect the works. The **Principal Contractor** should be actively encouraging staff, employees, sub-contractors and visitors to use public transport. Parking on site will be restricted.

Fire Precautions

Any existing fire routes must remain in operation and clear of stored materials, goods and plant / equipment at all times. Before any works are carried out, the principal contractor is to ensure that the extent of any fire hazards in the work area is made known to the client.

Liaison

The **Principal Contractor's** site representative must regularly consult with Client and the Clients representative about the programme and progress of the works. Particularly regarding when, any hazardous or disruptive work may or may not take place.

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The **Principal Contractor**'s site representative will liaise with Client representative regarding any;

- Work outside the normal site working hours.
- Work which will affect the day to day running of the site.
- Works which may affect the Client and its operations.
- Works which could have a significant impact upon the public.
- Works which may affect other occupiers.

2.06 Welfare provision

Details of the requirements are available in Schedule 2 of the CDM Regulations 2015, but including but not limited to: -

- First-aid cover
- Sanitary conveniences
- Washing facilities, including hot and cold running water
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest

SECTION 3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.01 Safety Hazards

3.01.1 Surrounding Issues

The sites of the proposed works are located on busy Industrial Estates with mix used occupancy. Both sites are located on the Royal Oak Industrial Estate on the outskirts of Daventry Town Centre.

Car park and parking areas are available on both of the sites. It is proposed to utilise these area to site the Welfare facilities (Contractor to provide proposals).

The following hazards have been identified to the surrounding areas:

- High volumes of vehicular traffic;
- Public using the industrial estates and routes around the estates including public footpaths.
- Elderly and disable public visiting the individual businesses within the industrial units.
- Shared access roads leading to and from the industrial estates (public highways)
- The industrial usage of the industrial estates – Large amounts of heavy goods vehicles

3.01.2 Adjacent Land Use

The site has public highway and public parking facilities throughout. The adjoining properties to both sites share access routes.

3.01.3 Site Access

The sites are access from the following streets/roads within the Royal Oak Industrial Estate:

- Riley Close – Riley Close accessed from Royal Oak Way North
- Austin Way & Humber Close – Accessed from Alvis Way from Prospect Way

3.01.4 Traffic Systems

The **Principal Contractor** will be expected to assess any possible risks to avoid foreseeable risk of injury to site operatives and visitors resulting from the movement of vehicles/plant on site and to introduce segregated vehicle/pedestrian access arrangements where appropriate.

The **Principal Contractor** shall be required to maintain and keep clean existing footpaths and roadways of debris resulting from the works.

The **Principal Contractor** should ensure that access remains unobstructed and is maintained clear for emergency vehicles at all times during the construction phase.

Deliveries can take place to the sites however the **Principal Contractor** needs to manage this to prevent traffic build ups and where required liaise with the local authority and other users/occupiers accordingly. The **Principal Contractor** will be expected to assess the risk to avoid foreseeable risk of injury to pedestrians resulting from deliveries to the front of the building, where necessary e.g. All loading and off-loading should be supervised.

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3.01.5 Pedestrian Routes

The **Principal Contractor** will be required to submit his proposal for providing protective and preventative control measure where the works are adjacent to or in close proximity to existing footpaths. Where existing footpaths are obstructed alternative safe means of access is to be provided. *Local Authority approval is required for scaffolding which is erected on public footpaths.*

The **Principal Contractor** will be required to maintain and keep clean throughout the construction phase all debris and mud etc. from existing footpaths affected by the works.

3.01.6 Emergency Procedures

The **Principal Contractor** will be required to appoint a site emergency co-ordinator for the construction works and submit with their Construction phase plan, ***general fire precautions and the arrangements for emergency procedures.***

Any existing fire exits and routes must remain clear at all times, if no existing routes exist the **Principal Contractor** is to make the necessary provision.

3.01.7 Local Authority Restriction

The **Principal Contractor** shall comply with all Local Authority and Police restrictions regarding parking, loading, off-loading, removal of waste, location of skips etc.

The **Principal Contractor's** attention is drawn to the Local Authority Planning Consent which may have other specific restrictions which the **Principal Contractor** may have to comply with. *Local Authority approval is required for scaffolding which is erected on public footpaths, and work outside the confines of the site boundary. Not applicable on the project.*

3.01.8 Location of Existing Services

All services shall be presumed 'live' until proven dead. The **Principal Contractor** should be mindful that the information provided by the statutory undertakers and public authorities has not been verified by the client. It will be the responsibility of the **Principal Contractor** to establish the completeness and accuracy of the information.

The **Principal Contractor** must allow for and carry out a survey (if deemed necessary after considering the works) employing where necessary detection equipment and or safe digging techniques to verify the location and status of all known services in conjunction with and to the satisfaction of all statutory authorities prior to commencing any e.g. demolition, site clearance, groundwork's or excavations.

3.01.9 Information of the Existing Building/Site

The **Principal Contractor** should be mindful that the information provided by the Client has not been verified. It will be the responsibility of the **Principal Contractor** to establish the completeness and accuracy of the information.

The **Principal Contractor** shall take his own comprehensive survey to ascertain the nature of all services applicable to the works and must take the necessary precautions to ensure that the possible presence of existing services is considered prior to carrying out any e.g. Excavations, Demolition, Crane work / Overhead lifting etc. Not applicable on the project.

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3.01.10 Ground Conditions

The Principal Contractor will be responsible for carrying out all necessary investigations and research concerning the topography of the site, subsoil composition and condition – Not applicable on the project.

3.01.11 Previous Structural Modifications

No known modifications have been undertaken to the steel frames of each building. Structural calculations have been undertaken for this project and are contained within this package.

3.02 Health Hazards & Contractors Personal Protective Equipment

There are duties placed on the Principal Contractor under the Control of Substances Hazardous to Health Regulations (COSHH) and the Construction Design and Management Regulations to introduce appropriate control measures to minimise any health risks to construction workers.

- Noise at Work Regulations 2005, (INDG 362)
- Dust, COSHH, (INDG 315)
- Construction Health Handling 2005 (INDG 127)
- Manual Handling, (INDG 383)
- Vibration, (INDG 175 rev 2, INDG 296 rev 1)
- Working with Lead, (INDG 305)

To be worn as required and as indicated in the appropriate Risk Assessments/Method statements. Appropriate PPE might include any of the following (NON-exhaustive) lists:

- Safety helmets to BS EN 397, neither damaged nor time expired.
- High visibility waistcoats to BS EN 471 Class 2.
- Safety boots with steel insole and toecap to BS EN ISO 20345.
- Disposable respirators to BS EN 149.FFP1S – General dust.
- Eye protection to BS EN 166.
- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

3.02.1 Reports / Surveys

- Site Investigation Report – N/A
- Asbestos Survey – Within pack

The Principal contractor's attention is drawn to the following health and safety information;

Asbestos at work regulations 2012.

L143 Approved code of practice – Work with materials containing asbestos.

HSG210 Asbestos essentials task manual.

HSG213 Introduction to Asbestos Essentials.

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3.02.2 Existing Structures containing Hazardous Material

The **Principal Contractor** should take reasonable care during the site preparation, any excavation and demolition work regarding materials containing contaminants should they be present or found. Not applicable to this project.

3.02.3 Asbestos

The Principal Contractor will be responsible for carrying out all necessary investigations and research concerning asbestos on site.

The Principal Contractor will have to be vigilant as the works progress to ensure that any asbestos or other deleterious materials affecting the work are identified. The Principal Contractor must operate to the requirements of the Health and Safety at Work Act etc. 1974, and Control of Asbestos at Work Regulations 2012.

If ACMs are found during the contract in areas of work then all tasks in the vicinity must stop, the area made safe and secure and Principal Designer contacted to agree the most appropriate course of action.

A Demolition & Refurbishment Survey has been undertaken by the Client which is contained within the report.

3.03.04 Emergency Provisions

All Contractors will be required to provide their own sufficiently trained first aiders on site (*a suitable and sufficient risk assessment should be carried out to ascertain exact control measures required*) and must ensure that emergency services can be contacted at all times during the works.

The nearest Accident and emergency department is located at:

Northampton General Hospital
Cliftonville
Northampton
Northants
NN1 5BD
Tel: 01604 634700
Fax: 01604 545890

3.03.05 Permit to Work

There will be no Client permit to work systems required for this project. The Contractor is to include details of any permits they plan to utilise, as part of the Construction phase plan.

3.03.06 Electrical Works

All power tools are required to be battery operated or 110v AC; the contractor is permitted to use the site 230v electrics to connect a suitable 110v AC transformer to run any power tools. The contractor will provide the cables etc., in order to safely distribute this supply on site as required. Larger 230v fixed plant items will not be allowed on the site.

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All temporary site supplies are to comply with **The Electricity at work regulations 1989**, **The Electrical Equipment (safety) regulations 1994** and any other applicable legislation, including all amendments.

SECTION 4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.01 Safety Risks identified during the Design

The following significant safety risks have been identified by the members of the design team engaged which are judged to be either not obvious to any designers/contractors or risks which may be difficult to manage.

The list is not exhaustive and will require to be reviewed during the construction works.

- ***Removal of building debris during the works,***
- ***Safe access & egress during the construction works,***
- ***Site traffic/deliveries crossover with adjacent occupiers site deliveries and employees,***
- ***Members of public accessing building in vicinity of works,***
- ***Electrocution during the construction works,***
- ***Existing electrical provisions with poor containment.***
- ***Risk of Fall through fragile surface (roof lights)***
- ***Scaffolding over palisade fencing (risk of fall onto fencing)***
- ***Unauthorised access during the works***
- ***Corrosion of existing roof sheeting (weakness)***
- ***Unknown use of industrial units – The Client cannot fully verify the industrial unit's usage.***

4.02 Health Risks identified during the Design

The list below identifies materials/activities which have been identified as constituting a hazard to health which require a suitable and sufficient risk assessment to be carried out and preventative and protective measure of control to be introduced.

The list is not exhaustive and will require to be reviewed during the construction works.

- ***Control of Noise and dust during the works,***
- ***Manual Handling and Vibration during the works,***
- ***Asbestos and other contaminates found / discovered during the works,***
- ***The removal of existing building debris including abandoned materials from the site during the works.***

4.03 Materials Requiring Particular Precautions

No material hazard has been brought to the attention of the Principle Designer during the preparation of this plan.

When the construction phase starts on site the Principal Contractor is required to carry out COSHH assessments for substances used in the execution of the project, this will include consideration for dust and fumes created by the construction operation. Commonly used materials and substances are deemed to be within the normal experience of a competent contractor and therefore have not been listed.

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4.04 Fire Hazards

The following fire hazards have been judged to require a practical fire protection and control strategy.

The list is not exhaustive and will require to be reviewed during the construction works.

- *Hot work within/on the site.*
- *Smoking within/on site.*
- *Electrical works.*

The **Principal Contractor** shall ensure that any fire hazard is identified and properly assessed and that any potential of damage is reduced isolated, controlled or eliminated.

The recommendations issued by The Loss Prevention Council Fire Prevention on Construction Sites and those **contained in HSG 168 Fire Safety in Construction Work** are taken into consideration and developed by the **Principal Contractor** when preparing the Construction phase plan.

4.05 Arrangements for co-ordination of on-going design work and/or design changes

The following procedures shall be adopted during the construction phase in consideration of the health and safety design elements;

- All designers (including those of named and domestic novated, engaged or appointed by the **Principal Contractor**) must pay adequate regard to the principals of protection in appendix 7 of the CDM Regulations.
- Any such designer shall provide the Principal Designer with information relative to their designs in compliance with the CDM Regulations.
- Where such circumstance requires the **Principal Contractor** to change the principles on which the Construction phase plan was prepared, then any such change need to be notified to the Principle Designer to the extent that it affects design.
- All designers must consult with the Principal Designer prior to the issue of any instruction which, significantly varies the scope of the works, introduces new work activities/materials which constitute a significant hazard, and significantly affects the resources including their timing used to manage health and safety of the works.

In such circumstances where additional significant health and safety risks are identified, the Principal Designer shall liaise with the **Principal Contractor** to ensure that such risks will be affectively controlled on site.

- *The **Principal Contractor** shall be required to update, amend and modify as necessary the Construction phase plan to address any health and safety risk associated with individual design elements modified during the works so that at all times the contractor's plan may be considered suitable and sufficient.*
- *The **Principal Contractor** shall notify the Principal Designer of any event which significantly affects the resources allocated to manage health and safety including changes in methods and sequence of working.*

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4.06 Arrangements for dealing with unforeseen eventualities during Construction

The following action is to be taken in the event of unforeseen eventualities arising during construction which require significant design changes or affect resources required;

- *The Principal Designer is to be advised as soon as possible.*
- *Details of the health and safety issues of the eventuality are to be submitted to the Principle Designer as soon as possible.*
- *Details of the re-design and its health and safety implications are to be submitted to the Principle Designer for consideration and agreement in sufficient time to allow adequate consultation prior to the execution of the affected works.*

SECTION 5 HEALTH AND SAFETY FILE

The Client, Principal Designer, Designers, **Principal Contractor** and Contractors have a legal duty to supply information for compiling the Health and Safety File in accordance with the Approved Code of Practice of the CDM Regulations.

The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and the end user, providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely.

The **Principal Contractor** is required to obtain, prepare and collate all the information to be included in the Building Manual, produce the required number of copies for the Building Manual and submit these to the Principle Designer for delivery to the Client at the end of the construction programme.

The contents of the Health and Safety file are quite specific and are in the CDM Approved Code of Practice and noted in Section 6. This Section only will be managed and compiled by the Principal Designer in liaison with the **Principal Contractor** and the project designers.

Information provided by Clients, Designers and Contractors to the Principal Designer must be relevant to Health and Safety for any future construction work.

It should be noted that some essential information will be required to be provided by the **Principal Contractor**.

The CDM Approved Code of Practice states that other information may be required or be useful to the Client but that the Regulations themselves do not require them to be included in the file.

The Health and Safety File section therefore specially excludes (but will cross-refer to them) the following information which will be available in the Building Manual.

- As built drawings unless they relate to safe means of access, fire compartmentalisation, fire fighting strategy.
- Installed mechanical and electrical systems.
- Information of construction materials incorporated into or within the structure.
- Operating and Maintenance Manuals.
- Commissioning or Test Certificates.

SECTION 6 HEALTH AND SAFETY FILE CONTENTS

1. Brief Description of the Project
 - XXXX
2. Residual Hazards
 - Provide information of residual hazards and how they have been dealt with.
 - Refer to existing reports/surveys
3. Structural Principles
 - Provide design information of key structural principals, including safe working loads for floors, roofs.
 - Structural engineer to provide information
4. Material Hazards
 - Applies to toxic or hazardous materials which may cause harm if disturbed or removed, for example paints or special coatings.
 - Review and input required from Architect and **Principal Contractor**.
5. Installed Plant and Equipment
 - Provide information regarding removal or dismantling of installed plant and or equipment.
 - Review and input required from M&E service subcontractor and **Principal Contractor**
6. Cleaning or Maintaining the Structure
 - Provide health and safety information about access and or cleaning equipment provided for cleaning and maintaining the structure e.g. fixed platforms, anchor points, MEWP, etc.
 - Review and input required from Architect.
7. Significant Utilities and Services
 - Provide information on the nature, location and markings of significant utilities and or services e.g. gas, Elec, water, IT cabling, CCTV.
 - Review and input required from M&E service subcontractor and **Principal Contractor**
8. Information and As built Drawings of the structure, its Plant and equipment
 - Provide information and as built drawings of the structure, its plant and equipment e.g. the means of safe access to and from services voids, fire doors and compartmentation.
 - Architect to provide fire strategy drawings.
9. Information Contained in other Documents.
 - Surveys
 - As built drawings
 - Operation & Maintenance manuals
 - Materials used in construction
 - Commissioning and test certificates.

SECTION 7 CONSTRUCTION PHASE PLAN CONTENTS

1. F10 notification
2. Brief description of timing and duration of the project
3. Scope of works
4. Summary of project specific constraints and restrictions affecting the works at various phases
5. Principal parties
6. Location map
7. Description of existing environment
8. Outline site plans, elevations and layout drawings for descriptive purposes
9. Sequence of works and programmes
10. Further information and sources of information available
11. Health safety and welfare management structure
12. Global assessment of risks to project
13. Register of subcontractors risk assessments and any required method statements, COSHH assessments etc.
14. Subcontractor risk assessments and any required method statements, COSHH assessments etc.
15. Project task specific risk assessments and any method statements, COSHH assessments etc.
16. H&S responsibilities on site
17. Security and protection of the public
18. Welfare arrangements and site set up
19. Site transport plan
20. Storage of materials (including hazardous) and removal of debris
21. Emergency procedures (fire and first aid)
22. The notifications and investigation of reportable accidents and dangerous occurrences
23. Site rules
24. Induction
25. Consultation with people on site
26. Evaluation of subcontractors and discipline procedures
27. Communication and coordination
28. Toolbox talks
29. SHE monitoring
30. Records of inspection and registers
31. Permits
32. Temporary works