

CHALLENGER 2 TANK AND PLINTH, THE NATIONAL ARMY MUSEUM, CHELSEA

PRE-CONSTRUCTION INFORMATION

Prepared by Chaplin Farrant Wiltshire Ltd Principal Designers

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1.0 INTRODUCTION

The following pre-construction information, compiled to meet the requirements of the Construction (Design and Management) Regulations 2015, provides health & safety information to those designing, bidding for or planning work.

This Pre-Construction Information Package must be read in conjunction with general contract conditions and preliminaries.

The contractor will be appointed Principal Contractor and must allow in their tender for such responsibilities.

The appointed Principal Contractor is required to develop this information within their Construction Phase Plan, to meet the requirements of CDM Regulations

Refer to Section 7 for scope of information required to be included within the Construction Phase Health & Safety Plan.

2. DESCRIPTION OF PROJECT

2.1 PROJECT DESCRIPTION

- 2.1.1 Name/Project Ref: Challenger 2 Tank and Plinth, The National Army Museum / J19137w
- 2.1.2 Nature: Construction of art installation display plinth
- 2.1.3 Site Address: The National Army Museum, London, SW3 4HT

2.2 BUILDING USE & WORKPLACE (HEALTH SAFETY & WELFARE) REGULATIONS 1992:

The completed works will provide a new art installation display plinth for a Challenger 2 tank.

The site for the duration of the works will fall within the definition of a 'workplace' and will be subject to the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Under the Workplace Regulations an employer is required to ensure that any workplace under his control and where any of his employees works complies with the relevant requirements of the Regulations.

To ensure that an employer can meet their obligations without having to carry out modifications to the completed building CDM Regulation 9 requires that designers consider the hazards and risks which affect those using a structure designed as a workplace and also take into account the provisions of the Workplace (Health, Safety & Welfare) Regulations 1992 which relate to the design of and materials used in the structure.

All designers, including sub-contractors with design responsibility, will be required to ensure that due consideration is given to their obligations under the CDM Regulations to take account of the provision of the Workplace Regulations.

2.3 PROGRAMME DETAILS

- 2.3.1 Proposed Start Date: TBA

- 2.3.2 Length of contract: TBA

- 2.3.3 CDM planning period:

Prior to the start on site the client will allow a minimum 2-week period ending on the date of possession for planning and preparation, including site set-up. Within this period the Principal Contractor is to ensure that they have procured sufficient welfare facilities for the site.

2.4 EXTENT AND LOCATION OF EXISTING RECORDS, PLANS & SURVEYS:

Information Source	Document Description	Location	Comments
Survey Information:	Record drawings of existing building	Included in tender drawings	The Principal Contractor is required to verify the existing conditions on site and should carry out their own on-site checks where necessary.
Below Ground services information	No up-to-date information available. Record drainage drawings provided	Included in tender drawings	The Principal Contractor should carry out their own on-site checks to ascertain location of below ground services.
Utilities Record Information Electricity, Gas Water, Drainage, Telecommunications Pipelines	No up-to-date information available		Principal Contractor to obtain utility drawings

2.5 F10 NOTIFICATION:

The Initial Notification of Construction Project form will not be issued by the Principal Contractor to HSE prior to the start of the project.

2.6 PROJECT DIRECTORY

2.6.1 Employer (Client):

Name: The National Army Museum
Address: The National Army Museum, London, SW3 4HT
Contact: Helen Kibblewhite
Telephone: 0207 730 0171
Email: hkibblewhite@nam.ac.uk

2.6.2 The Principal Contractor:

Name: TBA
Address: TBA
Contact: TBA
Telephone: TBA
Email: TBA

2.6.3 Architect

Name: Chaplin Farrant Wiltshire Limited.
Address: Bank Chambers, 69 High Street, Winchester, Hampshire, SO23 9DA
Telephone: 01962 862 234
Email: martyn.wiltshire@cfw-architects.com

2.6.4 Principal Designer

Name: Chaplin Farrant Wiltshire Limited.
Address: Bank Chambers, 69 High Street, Winchester, Hampshire, SO23 9DA
Telephone: 01962 862 234
Email: martyn.wiltshire@cfw-architects.com

2.6.5 Structural Engineer:

Name: Ward Morgan Ltd.
Address: 177 Temple Chambers Temple Avenue, London, England, EC4Y 0DB
Contact: Anthony Ward
Telephone: 07836290151
Email: ward.tony25@gmail.com

2.6.7 Health & Safety Executive:

Address: 151 Buckingham Palace Road, London, SW1W 9SZ

2.6.8 Local Authority:

Royal Borough of Kensington and Chelsea, Town Hall, Hornton Street, W8 7NX
Tel: 020 7361 3000

2.6.8 Riddor Incident Contact Centre

Tel: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)
Fax: 0345 300 9924
Web: www.hse.gov.uk/riddor

2.6.9 Nearest Accident & Emergency

Chelsea and Westminster Hospital, 369 Fulham Road, London, SW10 9NH
Tel: 020 3315 8000 (999 in an emergency / 111 for medical concerns)

3.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Planning & Management of Construction Work

All instructions will be issued via the Contract Administrator for the project.

3.1.1 Site Supervision:

The Principal Contractor is responsible for health & safety on the construction site at all times. The works are to be continuously supervised by a competent site supervisor, appointed in accordance with Regulation 13 of the Management of Health & Safety at Work Regulations 1999.

The client's representative on site is to be notified in advance if the site supervisor is to be absent from site and provided with contact details of their replacement.

3.1.2 Competence: Qualifications / Experience

Competency of the site supervisor should be in accordance with Managing Health & Safety in Construction, i.e. CITB 'Site Management Safety Training Scheme' certificate or equivalent and relevant experience in similar forms of construction sufficient to demonstrate an ability to deal with the key health and safety issues arising from the proposed works.

All site operatives engaged in refurbishment work should have been given suitable and sufficient Asbestos Awareness training.

All machine operatives to hold CITB qualifications.

3.1.3 Competence - Tender Stage Health & Safety Information:

A statement must be submitted with the tender describing the organisation and resources which the Principal Contractor proposes and undertakes to provide, to safeguard the health & safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:

- A copy of the Principal Contractor's health & safety policy document, including risk assessment procedures;
- Accident and illness records for the past five years;
- Records of previous Health & Safety Executive enforcement action;
- Records of training and training policy;
- The number and type of staff responsible for health & safety;
- Details of how health & safety advice and information is obtained;
- Details of how health & safety is monitored on site;
- Electronic copies of sample Construction Phase Plan and Operation & Maintenance Manual / Health & Safety File for project of a similar nature.

3.1.4 Progress Meetings:

Regular progress meetings will be held with designers and the Client in attendance as well as the Principal Contractor and Principal Designer, as appropriate. The Principal Contractor will be required to report on health & safety issues including monitoring arrangements, frequency of health & safety site inspections (issues arising and action taken), accidents and incidents on site, previously unidentified hazards envisaged during the construction phase, any current method of construction requiring a variation from the agreed health & safety plan, collation of information for the Health & Safety File.

3.1.5 Design Changes:

The Principal Contractor must advise the Principal Designer of any design changes or other eventualities which may affect health & safety.

3.1.6 Sub-Contractors, including Client Appointed Sub-Contractors:

The Principal Contractor will be responsible for the overall co-ordination of health & safety on the site, to include co-operation with and co-ordination of the works of direct client appointed sub-contractors.

The Principal Contractor is to be responsible for obtaining information for the Operations & Maintenance Manual and Health & Safety File from sub-contractors.

3.1.7 Health & Safety Goals:

Specific health and safety goals for this project are:

1. Zero site accidents and incidents
2. Minimal disruption to the public in immediately adjacent areas
3. Regular liaison and co-operation with Client and design team (via the CA)
4. Operate a 'transparent / open' system for Health & Safety feedback and exchange between Client, Principal Contractor, sub-contractors and the client's design team.

These items are to be monitored and reported at progress meetings. These goals should also be included in the Principal Contractor's sub-contractor meetings.

3.2 Security

The Principal Contractor is to safeguard the site, the works, products, materials, from damage and theft. The Principal Contractor is to take all reasonable precautions to prevent unauthorized access to the work site. Temporary screens, locked doors, manned openings are to be provided to achieve this.

3.3 Welfare Facilities

The Principal Contractor is to provide suitable and sufficient welfare facilities for operatives, including those employed by sub-contractors; all as defined in Schedule 2 of the Construction (Design & Management) Regulations 2015.

The Site Welfare Facilities Provision document should be completed by tendering contractors and returned with the tender documents. WCs within the building will be made available to the Contractor.

3.4 Client's Fire Risk Assessment / Emergency Procedures

The Principal Contractor should ensure that each and every site operative understands the formal emergency procedures, including emergency evacuation.

3.5 Statutory Compliance

The Principal Contractor will be expected to comply with the requirements of all relevant statutory provisions and guidance appropriate to the work being carried out.

3.6 Site Specific Health & Safety Rules

3.6.1 Use of the site:

Works are to be carried out without causing undue inconvenience and nuisance and without danger.

The working area and access are indicated on the tender drawings.

The Principal Contractor must restrict movement of personnel including all sub-contractors to the working area. The Principal Contractor must take particular care to control mud and dust associated with movement of muck and materials to and from the site.

3.6.2 Barriers, Guards, Screens & Notices

The Principal Contractor is to provide full height security screens as necessary before commencing works. When the Principal Contractor erects safety barriers and/or screens, he shall provide and display

suitable warning notices to highlight the nature of the hazard within the designated area. Such notices shall comply with the Safety Signs at Work Regulations 1996.

3.6.3 Access:

The Principal Contractor is to ensure that safe and unimpeded access is maintained at all times for adjacent site areas. Vehicle movements should be kept to a minimum.

No vehicle shall be left unattended on the access road or the fire access route. This is to prevent obstruction to emergency vehicles.

3.6.4 Site Clothing:

All site operatives are to be suitably/appropriately dressed. All suitable Personal Protection Equipment (P.P.E.) must be worn at all times, appropriate to the operation and type of the works being carried out.

3.6.5 Identification:

All plant, commercial vehicles and temporary offices used in connection with the work are to be marked conspicuously with name and telephone number of the owner or lessor.

3.6.6 Material Storage:

All materials shall be stored at ground level at all times within a secure contractor's compound.

3.7 Working Hours

3.7.1 All building works including demolition, construction and machinery or plant operation should only be carried out between the hours of 0800 and 1800hrs Monday to Friday and at no time on Saturday, Sunday or recognised public holidays. The Principal Contractor is to take note of sections 60 and 61 of the Control of Pollution Act 1974 and refer to the planning approval letter for additional information.

3.7.2 Right to stop work:

The Contract Administrator/Principal Designer reserves the right to stop work at any time and at no cost to the Client, if he so considers that the contractor's activities involve a risk of serious personal injury to any person.

3.8 Stability (CDM Regs. 2015 Reg. 19):

The Principal Contractor is to maintain the structural integrity and stability of the works during the contract and in respect of design loads to obtain details, support as necessary and prevent overloading.

Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Supports - During execution of the Works:

Prevent overstressing of completed work when removing supports.

Standard: Comply with BS 5975 and BS EN 12812 2008.

Deep excavations to be adequately shored and protected.

3.9 Employer's Representatives Site Visits

The contractor is to submit details in advance to the Client of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. The Principal Contractor is to provide and maintain personal protective equipment on site for the Client, Client's representative and visitors as described in the tender documents.

3.10 Explosives

Use of explosives is not permitted.

3.11 Noise Control

The Principal Contractor is to comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the works. The Principal Contractor must also consider Section 61 of the Control of Pollution Act 1974, which allows developers and their building contractors to apply for 'prior consent' for noise generating activities during building works.

Where contractors are intending / likely to use equipment or machinery which can give rise to noise levels in excess of the first, second or peak action levels, then the contractor shall propose & agree with the Contract Administrator control procedures and abatement measures necessary to comply with the requirements of the Regulations (e.g. fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles), and in so far as is reasonably practicable.

Specific work items / operations entailing high level noise may be subject to specific time limits during the working day. These limits will be agreed with the Contract Administrator prior commencing site operations.

The use of radios or other audio equipment is prohibited at all times.

3.12 Pollution / Waste Management Control

3.12.1 Pollution:

The Principal Contractor is to protect the site, the works and the general environment, including streams and waterways, against pollution. If pollution occurs inform immediately, including to the appropriate Authorities and CA, and provide relevant information.

The Principal Contractor's attention is drawn to the Control of Pollution Act (1989) and the Environmental Protection Duty of Care Regulations (1991) and their associated and attendant Regulations.

Work activities shall be carried out in accordance with the Regulations, as and where appropriate.

The contractor shall not dispose of any substance which could cause pollution of the water course contrary to the Rivers (Prevention of Pollution) act 1957-1961 or subsequent Acts.

Any lubricants, oils and greases etc. must be kept in suitable containers and removed off site by the contractor when finished with. The discharge of oils or other pollutants into the surface water or foul drainage systems is strictly forbidden.

3.12.2 Chemical / Hazardous Waste Disposal / recovery:

The contractor shall dispose of / recover any chemical or hazardous material in accordance with the relevant Regulations and the work shall be carried out by an Approved Licensed Registered contractor.

All Asbestos Waste and/or Asbestos Contaminated Waste shall only be handled by Contractors licensed under the Control of Asbestos Regulations (CAR) 2012 and as such shall be subject to the licensing conditions for the bagging, identification and disposal. All such waste shall be classified as Special Waste and as such shall be disposed of in compliance with the Special Waste Regulations 1996 using the consigned note procedure.

3.12.3 Site Waste Management Control:

The site is to be kept clean and clear of rubbish, debris, spoil, containers and surplus material.

The Principal Contractor is to comply with the Site Waste Management Plans Regulations 2008 and comply with any requirement for a site waste Management Plan.

Waste transfer documentation is to be retained on site.

The burning of rubbish on site shall be strictly forbidden.

3.13 Dust Hazards and the Control of Fumes

The Principal Contractor's attention is drawn to his duties under the Control of Substances Hazardous to

Health (COSHH) Regulations and the Health and Safety at Work Act, when dealing with dust and fumes caused by his work activities.

3.14 Pesticides

The use of pesticides will not be permitted.

3.15 Nuisance

The Principal Contractor is to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

3.16 Surface water

Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

3.17 Fire Prevention

3.17.1 The Principal Contractor is to take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.

The Principal Contractor is to administer and maintain compliance with HSE guidance HSG 168 (Second edition published 2010) and latest edition of the Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

In accordance with the Joint Fire Code, the Principal Contractor is to appoint a competent person who will be responsible for assessing the degree of fire risk, as well as for creating and regularly updating the Site Fire Safety Plan as construction proceeds. The Site Fire Safety Plan should form part of the Construction Phase Health & Safety Plan.

The Plan should be updated at regular intervals and must detail as a minimum:

- The organisation of and responsibilities for fire safety and arrangements for recording all training given to site operatives;
- General site precautions, fire detection & alarm systems and temporary emergency lighting;
- The requirements for a hot-work permit regime;
- The location, construction and maintenance of temporary buildings & accommodation;
- Fire escape and communications (including an effective evacuation plan and procedures for calling the fire brigade);
- Fire brigade access, facilities and co-ordination.
- Instructions for required actions in case of fire given to persons on site;
- Security measures to minimize the risk of arson;
- A materials storage and waste control regime.

All appropriate firefighting equipment is to be provided with appropriate signage.

Before using a flame or spark producing device -- including tar boilers, welding, cutting and brazing -- a Hot-work Permit must be issued by the Principal Contractor.

Flammable liquids shall not be located within 50 feet (16m) of a naked flame, electrical apparatus capable of igniting vapour, or any other possible source of ignition.

Heating appliances using paraffin as a fuel source are not allowed.

3.17.2 Smoking on site:

Smoking will not be permitted on site.

3.17.3 Burning on site:

Burning will not be permitted on site.

3.18 Electromagnetic Interference

Prevent excessive electromagnetic disturbance to apparatus outside the site.

3.19 Laser Equipment

Construction laser equipment is to be installed, used and stored in accordance with BS EN 60825-1 and the manufacturer's instructions.

For Class 1 or Class 2 laser equipment, ensure laser beam is not set at eye level and is terminated at the end of its useful path.

In respect to Class 3A and Class 3B laser equipment: do not use without approval and subject to submission of a method statement on its safe use.

3.20 Roads and Footpaths

The Principle Contractor will ensure that roads and footpaths are kept clear of mud and debris and adequately maintain approaches to the site.

Damage caused by site traffic or otherwise consequent upon the work, is to be made good to the satisfaction of the Client, Local Authority, or other owner.

3.21 Adjoining Property

The Principal Contractor is to prevent trespass of workpeople and take precautions to prevent damage to adjoining property.

4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 The site

The site boundaries and access arrangements for the works are indicated on the tender drawings. The site has direct access from Royal Hospital Road, a busy main road. The Principal Contractor is to liaise with the Client prior to works commencing to confirm the definition of the site boundaries, which will also include any potential phasing arrangements and discussions concerning welfare provisions. The Principal Contractor is to also ensure that Royal Hospital Road and the surrounding areas are never obstructed by construction traffic and all transportation to and from site is monitored to ensure workers and public safety.

4.2 Existing buildings on / adjacent to the site

The proximity of adjoining buildings is indicated on the tender drawings. Neighbouring properties are residential and commercial buildings. Noise / building operations / temporary protection etc. will need to be carefully monitored with this in mind.

The Contractor shall not obstruct accesses and shall maintain clear access for fire escape routes at all times.

If the Principal Contractor requires access to neighbouring properties or communication with neighbours the CA and Client should be first informed, except in case of emergency.

4.3 Soils and ground water

It is the Principal Contractor's responsibility to carry out any surveys or tests required to ascertain the ground conditions prior to implementing the works. The site is not known to have any contamination and the last known use was a museum forecourt.

4.4 Access to the site

The vehicular access of the site is off a main road and in close proximity to a bus stop, thus care should be taken by vehicles entering and existing the site. The Principal Contractor should use banksmen where appropriate to guide vehicles. Any reversing of heavy goods vehicles must be done with banksman control.

4.5 Contractor's compound and car parking

The contractor's compound will be an external space located within the site. This compound is to be enclosed by Heras fencing to prevent unauthorized access. The area is intended for contractor's welfare facilities and temporary storage of material for subsequent delivery to the works area. Contractor's skips are to be covered and positioned within contractor's compound area.

4.6 Existing mains and services:

4.6.1 Underground services:

The Principal Contractor is to meet with the client on site and the client shall point out to the Contractor all known locations of services. It remains a possibility that further buried or concealed services exist on the site. The Principal Contractor is to take all necessary precautions to ensure the safety of all persons and the works including ascertaining if any additional information is required and instigating surveys by competent persons trained in using a services detector, or other appropriate means, prior to commencement of excavation.

The Principal Contractor's attention is drawn to HSE Guidance Note HS(G)47: Avoiding Danger from Underground Services, and BS6031 and 5930 : Code of Practice for Earth Works and Code of Practice for Site Investigations, respectively. The Principal Contractor shall comply with the principles and good working practices illustrated in the aforementioned guidance documents as and when appropriate.

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The Principal Contractor is to notify all relevant parties – Contract Administrator, service authorities, statutory undertakers, and/ or adjacent owners of proposed works not less than one week before commencing site operations.

Before starting work, check and mark positions of mains/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

4.6.2 Work adjacent to services:

- Comply with service authority's/statutory undertaker's recommendations.
- Adequately protect and prevent damage to services: Do not interfere with their operation without consent of service authorities/statutory undertakers or other owners.

4.6.3 Identifying services:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.

4.6.4 Damage to services:

If any damage results from execution of the works, immediately give notice and notify appropriate service authority/ statutory undertaker. Furthermore, make arrangements for the work to be made good without delay, to the satisfaction of service authority/statutory undertaker or other owner as appropriate. Any measures taken to deal with an emergency will not affect the extent of the contractor's liability.

4.6.5 Marker tapes or protective covers:

If disturbed during site operations replace to service authority's / statutory undertakers recommendations. Suitably trained operatives are to carry out all connection works.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Hazard	Comments
Residential and Commercial Premises adjacent to the site	<p>Access is to be maintained to the existing premises adjacent to the site with no obstructions to Royal Hospital Road (without consent from the local authority). Temporary protective measures are to be put in place where necessary to ensure the works can be carried out without causing undue inconvenience and nuisance and without causing harm to occupants and users of any adjacent buildings/rights of way.</p> <p>Security precautions are to be taken to ensure a secure site boundary and to prevent unauthorised access. Precautions are to be taken within the site at the end of each working day to ensure that in the event of trespass onto the site risks are minimised. The Contractor is to consider security options to prevent unlawful access.</p> <p>The access site is from a busy main road, in close proximity to a bus stop and over a pedestrian zone. Special care is to be taken by site traffic approaching/leaving and entering/exiting the site. The Principal Contractor is to plan works access accordingly and is to take into account vehicle restrictions.</p>

Working at Height / Roof / Falls	The Principal Contractor is recommended to carry out a risk assessment and provide suitable protection methods to eliminate the hazards, including complying with the Work at Height regulations (2005) and all associated regulations, including the provision of a suitable rescue plan risk assessment.
Possible Deep Drains	The Principal Contractor is recommended to carry out a risk assessment and provide suitable protection methods to eliminate the hazards, including complying with the Work at Height regulations (2005) and all associated regulations, including the provision of a suitable rescue plan risk assessment.
Occupied Area	The Principal Contractor's consideration is to be given to the risks associated, including the correct demarcation of the construction area, security provisions, accurate signage and all other protective measures. Note the existing building and public access to it will remain in use throughout the works. Contractor to have a proper system to cross areas on public and contractor's routes on site.
Existing Underground Services	Live underground services exist in the designated works area. The approximate positions of all known services are to be ascertained by the Principal Contractor via liaison with the Client and by employing the appropriate scanning equipment before any works are undertaken. The Principal Contractor's attention is drawn to HSE Guidance Note HS(G)47 'Avoiding Danger from Underground Services'.
Fire Escape	The Principal Contractor must ensure that the Works do not cause any obstruction to the fire escape route from the museum building. The Contractor must plan works accordingly to ensure access from the building is not restricted or compromised.
Adjacent Museum Building and Property	The Principal Contractor is to ensure adequate protection is in place during the Works to prevent damage to the existing listed museum building and the retained trees and planters. If any damage results from execution of the works, immediately give notice to the Client and make arrangements for the work to be made good without delay. Contractor to provide full photographic record of all areas which may be affected or damaged by the site works.

5.1 Information on significant risks identified during design

The Principal Contractor is to specifically address the above and is required to submit details of how health & safety matters will be addressed in the Construction Phase Health & Safety Plan.

5.2 Materials requiring particular precautions

Hazardous substances generally:

Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.

5.3 Arrangements for co-ordination of ongoing design work and handling design changes

The Design Team and Principal Contractor must advise the Principal Designer of any design changes or other eventualities which may affect health and safety.

5.4 Significant design assumptions and suggested work methods, sequences or other control measures

Refer to Architects drawings included in the tender documents for details.

6.0 THE HEALTH AND SAFETY FILE

6.1 The Health and Safety File is to be a comprehensive information source and guide for the Client and end users providing information about the structure or materials used in order that future construction works, including cleaning, maintenance, alterations, refurbishment and demolition can be carried out safely.

Information in the file should alert those carrying out such work to risks and should help them to decide how to work safely.

6.2 The Principal Contractor is to note that the Health & Safety File is a distinct document from the Operation & Maintenance Manual, the requirements for which are described elsewhere in the tender documents.

The responsibility for the co-ordination and collation of information received from contractors and designers and the subsequent issue of the Health & Safety File rests with the Principle Designer. The responsibility for the issue of the Operation & Maintenance Manuals rests with the Principal Contractor.

The Health & Safety File will contain summaries and cross references to any information related to health & safety included in the Operation & Maintenance Manuals.

6.3 Information required from Principal Contractor:

The Principal Contractor is to provide details of the following for the Health & Safety File where appropriate:

- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Key structural principles (for example, bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.);
- Hazardous materials used (for example pesticides, special coatings which should not be burnt off etc.);
- Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- Information and as-built drawings of the structure, its plant and equipment (for example, identifying accurate positions of service routes, the means of safe access to and from service voids, fire doors and compartmentalisation etc.);
- Test and commissioning Certificates including schedule of Certificates;
- Information on any asbestos related works carried out, including results of reoccupation tests and waste consignment documentation;
- Fire strategy information including information on works to fire protection systems and subsequent maintenance requirements.
- Comprehensive scope of works and design principles for any contractor designed elements including as-built drawings and information on any residual hazards associated with the design.

6.4 Collating & Reviewing Process:

The Principal Contractor is to provide the Principle Designer with a complete draft of all Health & Safety File information no later than four weeks before practical completion, amend the draft file in the light of any comments by the Principle Designer and provide the final copy of the document no later than one week before practical completion. Where the project is to be handed over in phases, Health & Safety File information will be required as above on handover of each of the individual phases.

The Principal Contractor is to include, alongside their main programme, a Health & Safety File information log indicating key dates for the collation of all Health & Safety File information, including relevant manufacturers' information, as-built drawings and test & commissioning certificates from all sub-contractors, to meet the contract completion dates.

This programme is to be included within the Construction Phase Health & Safety Plan and presented for review at site progress meetings.

6.5 Presentation of the Health & Safety File:

The Principal Contractor is to submit all information to the Principle Designer for preparation of the Health and Safety File.

Number of copies: One paper copy and two electronic copies (pdf format).

Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

As-built drawings:

- Number of copies: One paper copy and two electronic copies.
- Medium: Paper folded to A4, electronic copies of drawings to be in pdf format.

Selected drawings needed to illustrate or locate items mentioned in the File:

Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

7.0 CONSTRUCTION PHASE HEALTH & SAFETY PLAN REQUIREMENTS

The Construction Phase Health & Safety Plan sets out how health & safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

The Plan should consider each of the following topics as outlined in Appendix 3 of the Approved Code of Practice – Managing Health & Safety in Construction.

Information should be included in the plan where the topic is relevant to the work proposed.

Construction phase plan

1. *Description of project*

- (a) project description and programme details including any key dates;
- (b) details of client, Principle Designer, designers, Principal Contractor and other consultants;
- (c) extent and location of existing records and plans that are relevant to health & safety on site, including information about existing structures when appropriate.

2. *Management of the work*

- (a) management structure and responsibilities;
- (b) health & safety goals for the project and arrangements for monitoring and review of health & safety performance;
- (c) arrangements for:
 - (i) regular liaison between parties on site;
 - (ii) consultation with the workforce;
 - (iii) the exchange of design information between the Client, designers, CDM co-ordinator and contractors on site;
 - (iv) handling design changes during the project;
 - (v) the selection and control of contractors;
 - (vi) the exchange of health & safety information between contractors;
 - (vii) site security;
 - (viii) site induction;
 - (ix) on site training;
 - (x) welfare facilities and first aid, including details of mains services provision;
 - (xi) the reporting and investigation of accidents and incidents including near misses;
 - (xii) the production and approval of risk assessments and written systems of work;
- (d) site rules (including drug and alcohol policy);
- (e) fire and emergency procedures.

3. *Arrangements for controlling significant site risks*

- (a) Safety risks, including:
 - (i) delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site;
 - (ii) dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations;
 - (iii) accommodating adjacent land use;
 - (iv) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures;
 - (v) preventing falls;
 - (vi) work with or near fragile materials;
 - (vii) control of lifting operations;
 - (viii) the maintenance of plant and equipment;
 - (ix) work on excavations and work where there are poor ground conditions;
 - (x) work on wells, underground earthworks and tunnels;

- (xi) work on or near water where there is a risk of drowning;
 - (xii) work involving diving;
 - (xiii) work in a caisson or compressed air working;
 - (xiv) work involving explosives;
 - (xv) traffic routes and segregation of vehicles and pedestrians;
 - (xvi) storage of materials (particularly hazardous materials) and work equipment;
 - (xvii) any other significant safety risks.
 - (b) Health risks, including:
 - (i) the removal of asbestos;
 - (ii) dealing with contaminated land;
 - (iii) manual handling;
 - (iv) use of hazardous substances, particularly where there is a need for health monitoring;
 - (v) reducing noise and vibration;
 - (vi) work with ionising radiation;
 - (vii) exposure to UV radiation (from the sun);
 - (viii) any other significant health risks.
- 4. The health and safety file**
- (a) layout and format;
 - (b) arrangements for the collection and gathering of information;
 - (c) storage of information.