

PRE CONSTRUCTION INFORMATION PACK

Project Name:

Grosvenor House
Lift Refurbishment
Corby

Date:

30th July 2019

Reference:

7488 PCIP

Revision:

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Issued by:

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Foreword & Instructions for Tenders

As Principal Designer for the proposed project, GWH is required to prepare a health & safety pre-construction information pack in the pre-tender period. This brings together information affecting construction health and safety available from the client, architect, utility services servicing the area and other relevant parties.

The Pre-construction Health and Safety Information Pack is issued as part of the contract documents. Contractors should take into account and make due allowance for all health, safety and welfare requirements of the project when preparing tender and their Construction Phase Health and Safety Plan.

Attention is drawn particularly to the risks associated with the work, see sections 3 & 4 of this document.

The contractor must satisfy himself that he can carry out the works in the contract period without risk to site employees, the users of adjacent businesses and the public.

The successful tender company will be required to undertake the role of **Principal Contractor** as identified in the CDM Regulations 2015 by:

- (a) developing this pre-construction information pack into a Construction Phase Health and Safety Plan sufficient to comply with the CDM Regulations 2015, before starting on site (see 8.0), and subsequently working in adherence to it.
- (b) Co-ordinating in-put to this Plan, from any sub-contractors employed, and ensuring that they work in accordance with it.
- (c) The passing-on of all information relevant for the Health and Safety File to the Principal Designer (GWH) in a suitable format for direct handover to the client and end users.

The Principal Contractor will accept full legal responsibility for all site provision.

The Principal Contractor shall risk assess the entire site and proposed works as part of this tender.

No work is to commence on-site until the development of an adequate Construction Health and safety Plan has been presented to and confirmed by the Principal Designer (GWH). This is Statutory Law, and a requirement with which all parties to the project must comply. In compliance with the CDM Regulations 2015, the Principal Contractor must ensure suitable welfare facilities for site workers are put into place and operational prior to the commencement of construction work.

1.0 NATURE OF PROJECT

1.1 **Project Name:**
Grosvenor House Lift Refurbishment

1.2 **Project Location:**
Grosvenor House
George Street
Corby
NN17 1QB

1.3 **Project Team:**

1.3.1 **Client:**
Corby Borough Council
The Corby Cube
Parklands gateway, George Street
Corby NN17 1QG
Contact: Roger Bell
Telephone: 01536 464000
e.mail: roger.bell@corby.gov.uk

1.3.2 **Architect & Principal Designer:**
Gordon White & Hood
1 Newtown Street
Leicester
LE1 6WH
Contact: Paul Thurlby
Telephone: 0116 2547868
Fax: 0116 2557293
e.mail: damian@gwh.co.uk

1.3.3 **Structural Engineers:**
none

1.4 **Declaration and Notification to HSE:**
Initial F10 TBC (See appendix)

1.5 Project Details / Site

- (i) The projects involve the refurbishment the Main lift within Grosvenor House.

1.6 Programme / Phasing

- Tender Date TBC
- Tender return Date TBC
- Start on Site Date TBA
- Practical Completion TBA

General Programme Requirements

The Principal Contractor shall ensure that the detailed programme for the works allows for the safe co-ordination of contractors work activities and interfaces in order to avoid conflicts and the generation of uncontrolled risks.

The Principal Contractor must ensure that adequate time provisions and resources are allowed by contractors to allow formalisation of safe systems of work, prior to commencement of construction operations.

1.7 CDM Guidance and Notification

The Construction (Design & Management) Regulations 2015 apply in full to this project. Industry guidance documents for each duty holder under these regulations can be found at the following web page. Each duty holder has a separate guide which is downloaded by clicking on the relevant duty.

<http://www.cskills.org/workinconst/healthsafety/regulations/guidance/index.aspx>

The Principal Contractor and all sub-contractors are required to consult and comply with their respective industry guide.

Initial and further notification of the project has / will be sent to the Health and Safety Executive (HSE) by the CDM Coordinator. The Principal Contractor will be required to display a copy of the F10 Notification on site in accordance with the CDM Regulations 2007 which will be forwarded onto the Contractor once appointed by the Client.

1.8 Project Description

As a part of the works, Suppliers will be required to undertake works to the lift at Grosvenor House, George Street, Corby, Northamptonshire NN17 1QG.

The scope of these works is outlined in more detail in the Statement of Requirements, however, shall comprise works to the following 4 areas:

- A. Motor Room;
- B. Lift Car;
- C. Lift Shaft; and
- D. Landings:

1.09 Generally

The Principal Contractor will:

- (a) Assume responsibility for the health and safety of all aspects of the works.
- (b) Fully manage all sub-contractors, including full assessment of their competence and ability to manage their workforce with respect to work activities to be undertaken.

- (c) Incorporate full health and safety hierarchy of control into all aspects of construction activities both for their own work and the work of sub-contractors.
- (d) Work in accordance with all health and safety legal requirements.
- (e) Recognise, risk assess and manage all project work activities.
- (f) Provide training for staff for 'working at height', 'fire prevention', 'manual handling', 'asbestos awareness', 'abrasive wheels' plus any other basic health and safety training as deemed necessary.
- (g) Erect and maintain the security of the perimeter fence of the site against trespass, including control of the existing gates which will be used to gain entry into the working site.
- (h) Clearly identify all existing services.
- (i) Undertake identification and ensure isolation of ALL existing services to the overall site works, including proving that they are dead. The Client should be consulted as they have arranged for much of this work to be undertaken prior to the construction phase and will be able to supply isolation certificates.
- (j) Control the working on or near any live services through a permit-to-work system.
- (k) Ensure suitable welfare facilities are available and operational at the site before commencement of construction activities.
- l) Liaise closely with the occupiers of the units and ensure full access is maintained at all times.

1.10 Design information.

1.10.1 Architects Drawings (GWH)

None

1.10.2 Structural & Civil Engineer Drawings (PRP)

none

1.10.3 Other Documents

Lift upgrade specification from Corby Council

1.12 Health, Safety and Welfare Objectives

The project is to be implemented within the proposed timescale, to the specified design criteria and in accordance with the project specifications, whilst at all times giving due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project.

All Contractors shall at all times ensure:

- Full compliance with health and safety legislation and in particular the full requirements of the Construction (Design & Management) regulations 2015.
- A competent person is employed to manage health, safety and welfare throughout all stages of the project. The site Manager will have a minimum of the CiTB Site Managers Certificate or equivalent.
- Risk assessments are undertaken where appropriate and method statements containing safe systems of work are produced.

- Method statements are compiled with and communicated to all those affected by the activity.
- Working at height is fully assessed in accordance with the Working at height Regulations 2005 and the hierarchy of control contained within.
- Those persons employed on the site, either directly or indirectly are competent and appropriately trained for the tasks they are undertaking. All site employees must hold a CSCS Site Operatives Card, Health and Safety Passport or equivalent.
- All persons affected are made aware of potential hazards and risks that may exist on the site.
- Control of Substances Hazardous to Health (COSHH) assessments are undertaken where appropriate and method statements containing safe systems of work are produced.
- That Health, Safety and Welfare issues remain a top priority and consequently that all persons employed on and / or visiting the site are made aware of potential hazards and the site rules as contained in Section 8.0 of this plan.

At all times ALL Contractors shall adopt safe methods of working through the adoption of best practice. All Contractors' attention is drawn to guidance that is given in publications such as the health and Safety Executive web page at <http://www.hse.gov.uk>. Many of the HSE publication are now available on free download from these web pages.

All Permanent and temporary site operations shall comply with all appropriate Acts and Regulations, including but not limited to the following:

- The Health and Safety at Work etc Act 1974
- The Construction (Design & Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Working at Height Regulations 2005
- Personal Protective Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Manual Handling Regulations 1992
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos Regulations 2006
- The Confined Spaces Regulations 1997
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Chemical (Hazard Information and Packaging for Supply) Regulations 2009
- The Control of Lead at Work Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Electricity at Work Regulations 1989
- Associated Health and Safety Guidance Notes

The majority of Health and Safety legislation and Guidance Notes are now available in PDF format for free download from the HSE website at: <http://www.hse.gov.uk/index.htm>

2.0 EXISTING ENVIRONMENT

2.1 Surrounding Environment, Land Uses, and related restrictions

The sites vary in complexity and locational constraints, the contractor must visit all sites prior to starting any works, all phasing and health and safety issues will be discussed at the pre commencement meetings.

Significant Hazards and precautions / Method Statements required;

- Proposals for hoarding off existing site and pedestrian safety;
- Existing staff and users of the building in close proximity of works..
- Works in and around fire escape routes

2.2 Existing Traffic Systems & Restrictions

Public vehicular access to the various sites are from the main roads. Some of the sites are on main through routes liable to congestion and has heavy vehicular usage, particularly between the hours of 07:00 – 09:30 and 16:00 and 18:00.

The contractor needs to be aware of the site specific restraints and challenges and make allowance in his tender price and works to cover all eventualities.

Adjacent or nearby uses or activities outlined above need to be accommodated in the developed Construction Stage Health and Safety Plan. The contractor must ensure he has visited the site and all surrounding properties have been viewed prior to works being started. All this information needs to be in the health and safety documentation. The contractor is to undertake a full photographic dilapidations survey of all the surrounding properties if deemed necessary.

Significant Hazards and precautions / Method Statements required;

- Operatives Parking. The contractor will be handed a section of the car park for their use throughout the works; although it is anticipated this will not provide space for parking. Contractors parking is to be in off-site roads; in a courteous manner.
- Loading/Off Loading of Vehicles for the Duration of works. This must take place within the site boundaries and should include any specific sequencing of the works (eg. Early provision of surfaced loading platform) and scheduling of deliveries.
- Type of Vehicles used for Delivery/Cart-away. The contractor must carefully consider the type of vehicles used and their attendant manoeuvring capability.
- Transportation of cut material from site; including co-ordination of construction traffic with other highway users.
- Manoeuvring of vehicles. All manoeuvring must be supervised by an experienced banksman.
- Removal of wheel borne debris from the highway as it arises.
- Ensure that existing traffic flows are not disrupted; specifically to the properties accessed from the rear along Durham Road, which will remain operational during the works.

2.3 Existing Building Usage

The existing building is a fully operational office which will remain in operation throughout the works; subject to areas which will be closed for use whilst specific works are taking place.

Significant Hazards and precautions required;

- Proposals for segregating the works from the public
- Proposals for maintaining existing MOE access routes
- Proposals for phasing works to allow minimal disruption of the operation of the office.

2.4 Existing services, e.g. underground and overhead lines

Within the lift area there will be various services which must be retained and left live throughout the works.

Significant Hazards and precautions required;

- Obtain site assurance from the statutory supplier of **electricity**. Mark positions of service prior to any excavation near or above such cables.
- Obtain site assurances from the statutory supplier of **water**. Mark position of service prior to any excavation near or above such services.
- Obtain site assurance from the statutory supplier of **gas**. Mark positions of service prior to any excavations near or above such services.
- Obtain site assurance from the statutory supplier of **phone** service. Mark positions of service prior to any excavation near or above such services.
- Locations of **sewers** must be determined prior to any works commencing. Mark positions of service prior to any excavations near or above such services.

2.5 Existing Structures

Further investigation will be required by the Principal Contractor in relation to existing services and structural details prior to demolition / alteration works being undertaken.

2.6 Condition of Existing Buildings and Paths

A photographic record of the condition of the building areas worked in etc. should be made and a copy passed to the Client before works commence.

2.7 Ground Conditions

Not relevant

2.8 Protect the Following

- **EXISTING SERVICES:** Notify all service authorities and adjacent owners of the proposed works not less than 1 week before commencing site operations.

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

Observe service authorities recommendations for work adjacent to existing services.

Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.

Identify below ground services with signboards, giving type and depth, and overhead services with headroom markers.

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

Replace marker tapes or protective covers disturbed by site operations to the service authorities recommendations.

- **EXISTING STRUCTURES:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Provide and maintain during the execution of the works and all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the works.

Support the existing structure as necessary during cutting of new openings or replacement of structural parts.

Monitor adjacent structures and immediately report excessive movement to the CA.

Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports.

Monitor and immediately report excessive movement.

Comply with BS 5975 and BS EN 12812.

2.9 Existing Drawings

2.9.1 Existing Plans and Elevations

- None available

2.9.2 Architectural

There is no health and safety file for the existing site / premises.

It must be noted that the information listed above is limited to that which has been reasonably made available by the client. Additionally, all plan / drawing and other information must not be considered as being up to date and factual in every eventuality.

3.0 DESCRIPTION OF WORKS TO BE UNDERTAKEN & PARTICULAR RISKS

3.1 Activities and Associated Dangers

The works require the completion of the following construction activities with their associated dangers:

- Management of all direct employee and sub-contract work.
- Erection of fencing/hoardings to prevent unauthorised access by members of the public.
- Tracing and location of all existing services in all areas of ground works.
- Isolation of all existing services and / or proving dead.
- Demolition of structures / alterations to loadbearing walls
- Use of cranes, demolition and lifting equipment, including slinging of heavy loads.
- Removal of all demolition / site waste.
- Site preparatory works generally
- Works to at heights
- Electrical installations

The contractor must provide an outline construction sequence for the works.

Significant Hazards and precautions / Method Statements required;

- Site works; demolition, stripping, filling etc.
- Installation of high level items

3.6 Protection of the Public

The Principal Contractor shall ensure the protection, where reasonably practicable, of all direct employees, sub-contractors, authorised visitors and the general public at all times in relation to their work activities and areas of the site where they hold responsibility for health and safety management.

3.7 Provision of Welfare Facilities and First Aid

The Principal Contractor shall make full provision of welfare facilities for the project and shall accommodate / manage sub-contractors. Welfare facilities shall be in accordance with Schedule 2 of the CDM Regulations 2015.

The Principal Contractor must ensure adequate First Aid provision is provided to the site at all times. There should be provision to provide holiday and sickness absence cover in relation to First Aid cover to the site.

4.0 RISK ASSESSMENT

4.1 Designers Input

The following designers have prepared statements and analyses, which are to be appended to this plan.

- Architect

These statements are to be given careful consideration when preparing method statements and risk assessments.

Notwithstanding the above, the designers aim is to eliminate hazards from the design (so far as is reasonably practicable), and reduce risks from any remaining hazards – giving priority to collective protective measures before individual protective measures. The consideration of hazard and risk is integrated within the design process.

4.1 Problems, Hazards Identified in Design Risk Assessment

The Principal Contractor shall visit and inspect the site as part of his / her tendering process. Prior to commencing the project, the Principal Contractor shall undertake a comprehensive inspection and risk assessment of all aspects of the site for which he is assuming FULL control for as Principal Contractor.

Much of the work involved in this project is routinely carried out and the hazards are familiar to competent contractors, no attempt has been made to detail hazards which are regarded as inherent in construction activities, although special care needs to be taken with the items specifically identified below: -

Significant Hazards	Precautions/sequences/requirements
Interface of building work and restricted access/public	See section 2.2
Interface of building work and adjoining property/ occupants.	See section 2.1 Construction works takes place extremely close to site boundaries; consideration to be made as to how these are to be constructed with minimal disturbance of adjoining sites.
Fall of persons from height	Provide temporary edge protection to high-level platforms and openings. Use of working platforms to be used in lieu of ladders as a rule. Consider early installation of permanent stairs for high level access to scaffold, raised floors.
Fall of object from height	Provide toe boards to high-level platforms and sequence trades to avoid working over. Lifting of large elements; steelwork etc.
Operation of vehicles	Co ordination of site vehicles
Electricity.	See section 2.3
Excavations	Excavations for foundations, drainage and services greater than 750mm deep (or where otherwise deemed necessary) require proper protection to prevent collapse and falling.
Mechanical lifting	Method statement to be provided for the lifting of components from ground to high level working platforms, with reference to the Construction (Lifting Operations) Regulations.

	Methods for dealing with large structural elements; steel sections stairs etc.
Noise	With respect to both environmental pollution and health of workmen, the contractor shall ensure compliance with Noise at Work Regulations 1989 and BS 5228 Part 2.
Dust.	The contractor shall comply with COSHH regulations 1994 for effective control.
Vibration	Measures to be taken to minimise the effect and location of vibrating equipment and comply with the Use of Equipment Regulations 1992.
Adverse Weather	The contractor is made aware that adverse weather will curtail or complicate a wide range of construction activities.
Stacking	No high stacking permitted which would traverse boundaries upon collapse. The structural engineer's written approval must be obtained prior to stacking materials on the permanent structure of the building.

No works to be carried out until these requirements have been fully complied with.

4.2 Principal Contractor's Risk Assessment & Method Statements

In addition to responding to the above, the Principal Contractor is required to carry out his / her own written risk assessments and to specify in method statements how the risks identified will be controlled. The Principal Contractor is also required to ensure that the work of sub-contractors is likewise assessed.

No hazardous work is to be carried out until **method statements** have been prepared and everyone affected by the operation has been made aware of the safe working practice adopted. Method statements should take into account that no fuel should be stored in the Client's existing buildings and any hot-works should be carried out under a permit-to-work system.

4.3 COSHH, Noise, Vibration and Manual Handling Regulations

The Principal Contractor is reminded of the requirement to carry out the assessments specified in the above Regulations and implement appropriate control measures, ensuring that all those who may be affected are made aware of the findings.

5.0 SITE WIDE ELEMENTS

5.1 Site Traffic, Access and Egress

The Principal Contractor must allow for carrying out all activities enabling safe passage of people and vehicles adjacent to the works.

The works will be phased in accordance with the clients tender package requirements and requests.

5.2 Site Layout Including Temporary Accommodation and Storage

Hard standing areas exist on-site for the location of a contractors compound, welfare and storage facilities. The specific location of compounds are to be determined by the principal contractor taking due account of programme and the fact that vehicular access (including emergency) to the overall site shall not be blocked at any time.

Site accommodation shall comply with the Construction (Design & Management) Regulations 2015.

5.3 Temporary Service Supply

The contractor is required to make their own arrangements for all services required to facilitate the works.

The Principal Contractor will be responsible for the on-going liaison with the Client representative.

5.4 Site Welfare Provision

The Principal Contractor must make full provision / arrangements for site welfare facilities for all demolition and construction workers. **The Principal Contactor will accept ALL legal responsibility for any existing facility that he is permitted to use and shall upgrade all facilities to ensure legal compliance.** The Client under CDM 2015 now has a duty to ensure that adequate welfare facilities are provided before the commencement of works, thus the Principal Contractor shall not compromise the Client's responsibilities.

Details of what is required are contained in Schedule 2 of the CDM Regulations 2015. Currently it is necessary to provide:

- Toilet facilities; clean, ventilated and properly lit.
- Washbasins with hot and cold or warm running water, soap and towels or other drying facilities.
- Facilities to change into different cloths, to dry wet clothing and store clothing.
- Clean drinking water.
- A site canteen facility.

6.0 OVERLAP WITH CLIENT AND ADJACENT UNDERTAKINGS

6.1 Client's Undertaking

See section 5.1 above

6.2 Nuisance Avoidance

In the Demolition Phase Health and Safety Plan the Principal Contractor is required to address the following issues:

6.2.1 Noise / Dust

In compliance with the guidelines of the Code of Practice for Noise Control on construction / demolition sites (BS 5528). Dust concentration levels must be minimised.

6.2.2 Waste

Storage and handling of surplus waste material on-site, so as to prevent vermin infestation, and its prompt removal and disposal. Off-site disposal in accordance with the Landfill Tax Regulations 1996 and the contractor's general duty of care.

6.2.3 Pollution, Mud and Dirt

Avoidance of pollution being created by the site operations, of mud and dirt being carried onto the public road network. Measures will be identified for the cleaning of road surfaces.

6.2.4 Workmanship

Operatives:

- Appropriately skilled and experienced for the type of work.
- Holding, or in training to obtain, relevant CITB Certificates of Competence.

Site staff responsible for supervision and control of work:

Experienced in the assessment of risks involved and methods of construction involved.

6.2.5 Gas or Vapour Risks

Precautions: prevent fire and/or explosion caused by gas and/or vapour from tanks, pipes etc.

6.3 Security

To minimise the risk of theft, vandalism and to children trespassing, all works areas will need to be securely fenced and managed. All openings in the envelope of the buildings will need to be adequately protected and secured. All external works areas shall be securely fenced.

All buildings are to be thoroughly checked immediately prior to demolition to ensure there is no occupancy e.g. children, vagrants or squatters etc.

7.0 SITE RULES

The Principal Contractor is required to issue 'Site Safety Rules' identifying any rules specific to this contract which are not addressed in his Health and Safety Policy and to make these rules known to all workers.

Clear and unambiguous site rules shall be displayed at all site entrances and on site safety notice boards as a minimum. Rules shall include health and safety standards on-site, including the restricted use of mobile phones, use of personal protective equipment (PPE) and authorised competent people for the operation of plant and machinery.

The following are examples, but does not form an exhaustive list;

- Roads must be kept clear and open at all times.
- Loading and unloading of vehicles must take place within the site boundaries or in consultation with the Highway Authority and Police.
- The site must be fully secured outside working hours.
- No lifting operations may traverse the site boundaries.
- All visitors to the site must report to the principal contractor for induction and wear appropriate personal protection.
- Site to be no smoking or smoking only in designated areas.
- No fires permitted.
- All hand tools to be either 110 volt or battery operated.
- Food is only to be consumed in designated welfare accommodation.
- Transistor radios, music centres and personal stereos are not permitted.
- Permits to work to be obtained by operatives for all necessary activities.

8.0 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

8.1 Health and Safety Plan: Additional Information

In addition to providing the information asked for above, the Principal Contractor will be required to state in their Contract Health and Safety Plan, the arrangements which they will operate for:

- Selection and ensuring competence of subcontractors.
- Management of subcontractors.
- Ensuring competence and training of all operatives including subcontractors onsite. Details of training of all employees training shall be included with the Health and Safety Plan, including a training matrix with details of all;
 - CSCS / Site Safety Passport Training or equivalent.
 - Work at heights training.
 - Asbestos awareness training.
 - All other training including that of the site Foreman and Supervisory training should also be identified.
- Liaison with and subcontractors and ensuring that they work in compliance with the Health and Safety Plan and current Health and Safety Legislation and industry best practice.
- Dealing with accidents and emergencies e.g. first-aid facilities and fire precautions).
- Procedures for the detection and isolation of existing services.
- Permit-to-work procedures for hot-works, excavations, electrical connections, live electrical working and working at height.
- Ensuring that all accidents, illnesses and dangerous occurrences are recorded, investigated and reported.
- Procedures for compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) e.g. statutory inspections of lifting plant, equipment and tackle.
- Procedures for compliance with the Provision and Use of Work Equipment Regulations (PUWER) e.g. procedures for inspection of all site plant and equipment on a regular basis.
- Statutory inspections of all scaffoldings, ladders and working at height equipment including harnesses.
- Statutory inspections of excavations if applicable.

8.2 Developing the Health and Safety Plan

After appointment, the Principal Contractor must develop the Pre-demolition Information Pack into the Demolition Phase Health and Safety Plan and submit it to the CDM Coordinator sufficiently in advance of the proposed start date to allow adequate consideration discussion and approval. Additional detailed proposals will be required for each stage of the work and each high-risk operation.

The work must not start until the CDM Coordinator has confirmed, on behalf of the Client that in his view the Principal Contractor's Plan meets the requirements of the CDM Regulations 2007.

Prior to commencing on-site, the Principal Contractor will clearly outline the employee rules for use of the client's site facilities.

8.3 Suggested Format of Demolition & Construction Health and Safety Plan

- Sections 1 and 2 of this Pre-construction Information Pack.
- Details of the management structure and their responsibilities for the contract.
- Details of phasing of the demolition and construction works to enable on-going safe use of the adjacent areas and public areas i.e. minimal disruption to the use of adjacent areas and maintenance of safe passage and emergency egress and access for all.
- Method statements addressing the hazards identified in this Pre-construction Information Pack and the procedure for conducting further risk assessments to ensure significant hazards arising from any amendments are identified and addressed.
- Selection procedures for ensuring competency of sub-contractors.
- Arrangements for ensuring co-operation and co-ordination among Contractors / Sub-contractors and that they work in compliance with the Health, Safety and Welfare Plan and current Health and Safety

Legislation. Such arrangements are to include consultation with employees and other personnel on-site. Special arrangements may be required to communicate with those whose first language is not English.

- Arrangements for ensuring that all personnel on-site receive relevant health and safety information and training.
- Proposed site rules and means of drawing them to the attention of all working on or visiting the site and for informing all affected of the health and safety hazards.
- Arrangements for welfare facilities from day one of the project and on-going provision of welfare facilities throughout the demolition and construction phases of the project.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Reviewing procedures to obtain feedback and effective communication to **ALL** levels of staff.
- Copies of the company's inspection proforma for all plant, machinery and statutory compliance.
- Arrangement for dealing with accidents and emergencies (including first-aid facilities and fire precautions).
- Arrangements for ensuring that all accidents, illnesses and dangerous occurrences are recorded, investigated and reported.
- Copy of the Principal Contractor's Health, Safety and Welfare Policy.

9.0 CONTINUING LIAISON

Under CDM each element of design including temporary works, designated access equipment, individual specialist contractor and specialist designer packages is required to be developed with due consideration for the health and safety of all concerned during construction, occupancy, maintenance and demolition.

The procedures for the consideration and evaluation of the health and safety implications of contractor designed elements of the works must follow the recognised principles of prevention and protection and take account of the issues highlighted in this plan.

The following information is to be submitted by the contractor to the CDMC in sufficient time to allow adequate consideration by the CDMC and the design team and the provision of the relevant information to those persons affected by the works, prior to commencement of the relevant works:-

- Each appointed designer shall be advised to the CDMC as soon as possible. The principal contractor shall ensure that any designer appointed by him shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options.
- Suitable and sufficient information to demonstrate that health and safety issues have been adequately considered;
- Risk assessments, where required.
- A list of health and/or safety hazards identified which cannot be designed out;
- A list of any materials or substances, which are specified or inherent in the design which are potentially hazardous to health and/or safety.

The principal contractor shall be required to update, amend and modify as necessary the detailed construction Health and Safety plan to address any health and safety risk associated with individual design elements developed during the work, so that at all times the contractor's plan may be considered suitable and sufficient. Such amendments and modifications shall require the approval of Gordon White & Hood prior to commencement of the relevant phase of the work.

Procedures for dealing with unforeseen eventualities during project execution resulting in substantial design change and which might affect resources.

The following action is to be taken in the event of unforeseen eventualities arising during the construction stage of the project, which require significant design changes, or affect the resources required to carry out the work without risk to health and/or safety, or have other health or safety implications:-

- The CDMC and, where necessary, the principal contractor, are to be advised as soon as possible;
- Full details of the relevant health and/or safety issues involved are to be reviewed with the CDMC and principal contractor as soon as possible;
- Full details of any revised designs, risk assessments and identified hazards and/or hazardous materials and substances are to be issued to the CDMC and principal contractor in sufficient time to allow for the revision of the health and safety plan and notification of all persons affected by the health and/or safety implications of the changes prior to the commencement of the affected works.

10.0 HEALTH and SAFETY FILE

As the project progresses the Principal Contractor is required to collect all information which could be beneficial to those who will be involved in future use of the facility/land and to pass this information to the CDM Coordinator. This will include;

- Marked-up site drawings showing the routes and termination of all services.
- All clearance certificates for the removal of any hazardous materials.
- As Built Drawings from all specialist sub contractors; along with any specific product or materials information.
- Operation & Maintenance Manuals as required

The information provided by the Principal Contractor shall comprise the completed Health & Safety File ready for handover to the client / end user. Two separate files shall be formulated; one being for the shell of the Morrisons store, and one for the remaining units fronting Durham Road.

Before the issue of the Practical Completion Certificate the Principal Contractor must ensure that all such information has been supplied, by themselves and their sub-contractors, to the satisfaction of the CDM Coordinator.

Appendix A: Guide to Preparing a Typical Construction H&S Plan

Details / Documentation Required in a Typical Construction Health and Safety Plan The Construction Health and Safety Plan should have a short relevant project specific section (paragraph) on each of the following. The majority of the items requested should be readily available in the company's health and safety management system.

Please state in your plan;

- Who does what, when and how.
- Who is responsible for doing the various health and safety roles e.g. risk assessments, method statements, site inspections, plant inspections and the frequency.
- What are the significant hazards on the project and how they will be approached, managed and controlled by you as the Principal Contractor.

Large amounts of irrelevant paperwork are not required and will be considered detrimental to the plan. A short document focused on what will be actually implemented on-site is required.

A single copy of each proforma (company form) requested will be sufficient, most of which should be immediately available in the company's health and safety management system.

Possible Breakdown of the Construction Health and Safety Plan **Description of Projects**

1. Project details e.g. name, location and duration.
2. Project Team; Client, Design Team Members, QS, CDM Coordinator, Sub- Contractors.
3. Description of the work.
4. Description of method of construction including;
 - (i) Programme / sequence of work for the duration of the project
 - (ii) The way that work will be carried out safely with regard to public safety.
 - (iii) How safe access & egress and a safe place of work will be provided for each operation.
 - (iv) Edge protection
 - (v) Detail of site machinery; site crane / construction plant as applicable.
 - (vi) Details of temporary support
 - (vii) Arrangement for the protection of public
 - (viii) Details of scaffolding
 - (xv) Arrangements for the removal of construction waste including the control of site transport with regard to the safety of the public.
5. List of particular hazards (major and medium) associated with the project.

Site Management Structure

6. Proposed Principal Contractor's management structure from MD to site operatives.
7. Name of Site Foreman and a copy of his/ her CiTB Site Managers Certificate or equivalent.
8. Name of first aide officer on-site and a copy of his / her training certificate.

Site Set-up

9. Details of proposed site security / fencing, presented on a marked-up drawing if possible.
10. Details of proposed welfare facilities on-site (or section) of the site from day one.
11. Details of hand cleaning / hygiene measures to be provided for employees onsite.
12. Details of proposed site compound, storage huts, canteens etc as applicable.
13. A copy of the site rules for the construction site.
14. Details of emergency procedures.

Risk Assessment and Method Statements

15. Copy of site specific risk assessment procedures and a copy of record proforma.
16. Copies of relevant generic risk assessment procedures and a copy of record proforma.
17. Copy of site method statements procedures and a copy of record proforma.

Training

18. A summary training matrix for all proposed site employees, highlighting all CSCS Card or Site Safety Passport Holders, details of asbestos awareness training for operatives and copies of training certificates. Also any other training undertaken applicable to this project with supporting certificates.
19. Site induction procedures and a copy of record proforma.
20. Toolbox Talk procedures, frequency and a copy of record proforma.

Sub-Contractor Assessment and External Communication

21. Procedures for selection of sub-contractors and a copy of record proforma.
22. Procedures for passing information to other contractors.
23. Procedures for on-going liaison with design team and identification of on-going design risk assessment.
24. Near miss / incident / accident reporting procedures.
25. Inspection procedures for all major plant and a copy of legal test certificates.
Please provide details of plant inspection frequency, by whom and a copy of record proforma.
26. Procedures for communicating with those whose first language is not English.

Inspections and Monitoring

27. Details of frequency for statutory inspections as outlined by the HSE, where applicable:
 - Excavation register and a copy of record proforma.
 - Scaffolding register and a copy of record proforma.
 - Mobile working platform register and a copy of record proforma.
 - Ladder register and a copy of record proforma.
28. A copy of the weekly site inspection form and any site inspection / audit forms undertaken by others.

Significant Risks and Site Specific Arrangements

29. Arrangements for controlling significant site risks including a copy of the risk assessment and method statement as / if applicable to this project.
 - Services in structures
 - Underground services
 - Overhead cables
 - Demolitions
 - Asbestos
 - Removal of waste
 - Excavations
 - Working at heights
 - Slips, trips and falls
 - Falling materials
 - Storage of materials on site
 - Protection of the public (particularly access to young persons)
 - Control of lifting operations
 - Poor ground conditions
 - Managing temporary works
 - Traffic management and segregation of vehicles and pedestrians

- Manual handling
- COSHH
- Noise
- Vibration
- Personal protective equipment
- Environmental impact due to spills of fuels, COSHH substances etc
- Accommodating adjacent land use and watercourses.

Select the applicable items from the above and / or include other applicable risk assessments not listed here.

Appendix B: Guides and References

CDM 2007 Guides are available at the following web page.

Principal Contractor:

http://www.cskills.org/uploads/CDM_PrincipalContractors_web_tcm17-4644.pdf

Contractor:

http://www.cskills.org/uploads/CDM_Contractors4web_tcm17-4641.pdf

Useful References:

The Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
The Construction (Design & Management) Regulations 2007
The Construction (Head Protection) Regulations 1989
The Provision and Use of Work Equipment Regulations 1998
The Electricity at Work Regulations 1998
The Control of Substances Hazardous to Health Regulations 2002 (as amended)
The Personal Protective Equipment Regulations 1992
The Control of Noise at Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Manual Handling at Work Regulations 1992
The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995
The First Aid at Work Regulations 1981

Asbestos:

The Control of Asbestos Regulations 2006
Working with Asbestos Cement; HSG 189/2
Asbestos Essentials Task Manual; HSG 210
Working with Materials Containing Asbestos; Approved Code of Practice L143

Working at Height / on Roofs: Law

The Working at Heights Regulations 2005
The Lifting Operations and Lifting Equipment Regulations 1998
The Construction (Design & Management) Regulations 2007

Working at Height / on Roofs: Code of Practice

Health and Safety in Roof Work; HSE Guidance Document HSG 33

Other Relevant Guidance:

Avoidance of Danger for Overhead Power Lines; GS6
Avoiding Danger from Underground Services; HSG 47
Maintaining Portable and Transportable Electrical Equipment; HSG 107
Electrical Safety on Construction Sites; HSG 141
Safe Use of Vehicles on Construction Sites; HSG 144
Safe Manual Handling in Construction; HSG 149
Managing Contractors; HSG 159
Fire Safety in Construction Work; HSG 168
Vibration Solutions; HSG 170
Five Steps to Risk Assessment; HSG 183
Health and safety in Excavations; HSG 185
Safe Isolation of Plant and Equipment; HSG 253
IEE Regulations 17th Edition
Provision of Welfare Facilities at Fixed Construction Sites; CIS 18 (Rev1)
Construction Information Sheet; CIS 47(Rev1) Statutory Inspections
EH44 Dust; General Principles of Protection

Appendix C: Initial F10