

PRE-CONSTRUCTION INFORMATION

Pre-Construction Information Plan prepared in accordance with
The Construction (Design and Management) Regulations 2015

The Unionist Club



67 Morrab Road, Penzance. TR18 2QT

REVISION HISTORY

REVISION	DATE	REVISION DETAILS
0		First Issue

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INTRODUCTION

This Pre-Construction Information is prepared under regulation 11 and Schedule 4 (5) of the Construction (Design and Management) Regulations 2015 to provide information to the Principal Contractor on health, safety and welfare matters they need to take into account when undertaking work on this project, and is required to contain the following information:

- a) A general description of the project;
- b) Details of risks to health or safety of any person carrying out the construction work so far as such risks are known to the Principal Designer or are reasonably foreseeable;
- c) Such information as the Principal Designer knows or could ascertain by making reasonable enquiries and which it is reasonable for the Principal Designer to expect the Principal Contractor to need in order for him to comply with the requirements imposed on him;
- d) Such information as the Principal Designer knows or could ascertain by making reasonable enquiries and which it would be reasonable for any contractor to know in order to understand how they can comply with any requirements placed upon him in respect of welfare by or under the relevant statutory provisions.

Any conflict between the details contained in this document and any other contract document should be brought to the attention of the client/client's agent for resolution.

Under Regulation 4 of the Construction (Design and Management) Regulations 2015 the Client has a duty to ensure that no works are allowed to commence on site until an adequate Construction Phase Plan under CDM Regulation 4 (1)(2)(4) has been prepared by the Principal Contractor.

The Construction Phase Plan must take account of and reflect all H&S requirements associated with the project prior to any works commencing on site.

A minimum of two weeks will be provided by the Client to allow the Principal Contractor adequate time to plan for Construction works.

The Principal Contractor must plan, manage and co-ordinate work during the construction phase of the project taking in to account the information contained in this Pre-Construction Information provided by the client, and any other information provided by other Consultants.

The effort devoted to planning and managing health and safety should be proportionate to the risks and complexity associated with the project.

The Construction Phase Plan must be submitted to the Principal Designer for review and comment at least one week prior to the commencement of works on-site.

1. DESCRIPTION OF THE PROJECT

1.1 The Client

Emily Nixon Ltd
White's Warehouse,
25 Foundry Square,
Hayle,
Cornwall.
TR27 4HH

1.2 Location of the Project

The Unionist Club,
67 Morrab Road,
Penzance,
Cornwall.
TR18 2QT



1.3 Nature of the Construction Works

An enabling phase works package has previously been completed within the site comprising the stripping out of floor finishes, suspended ceilings, internal partitions together with redundant mechanical and electrical installations. Furthermore, opening up works to allow for asbestos and structural investigations have also been undertaken.

The main contract works comprise the remodelling and renovation of the existing building with the main area of the ground floor being taken to fit out stage prior to being let to tenants who will undertake the fit out works to allow use as a café. Meanwhile the upper floors will be renovated for use as jewellery workshops and gallery spaces whilst the ground floor shop will also be renovated to provide a jewellery shop.

Works will be undertaken to the fabric of the building to enhance it's energy performance including the installation of PV panels to the roof and air source heating/cooling units.

Please see tender documents and drawings for complete scope of works.

1.4 Timescale for Project Completion:

Start Date: TBA

Duration: TBA

Complete: September 2024

1.5 Existing Site Details.

The site is currently occupied by two distinct, albeit connected, buildings. The bulk of the site area is occupied by the Unionist Club, a 19th century building constructed of cut granite and spread over three floors with a largely flat roof. A small portion of the site is covered by an older, two storey building, which is set out to be operated as a shop. The buildings fully occupy the area of land under the client's possession with no external open areas available.

To the north and west the subject buildings abut other developments with with a single storey warehouse to the West and small commercial and residential buildings to the north. Morrab Road, a largely residential area lies to the east whilst to the south a narrow access road seperates the subject building from the rear of a residential terrace.

2. PROJECT HEALTH & SAFETY MANAGEMENT REQUIREMENTS

2.1 Structure and Organisation

Please refer to Appendix A for current details of organisations and individuals associated with the project.

A copy of the Construction Phase Plan must be made available in the Principal Contractor's site office and communicated to all engaged on the project for reference and information.

2.2 Safety Goals for the Project

The Client's aim is to complete this project to its satisfaction with no accidents or instances of work-related ill health.

In addition, the Client expects any sub-contractors and all others associated with the project the Principal Contractor may appoint, to approach health and safety matters in a similar way in order to achieve the highest standards of safety performance.

The health and safety main objective is to ensure that adequate management procedures and precautions are taken to prevent harm being caused to those carrying out construction work and all other parties who may be affected by the undertaking.

2.3 Arrangements for Monitoring and Review

The Principal Contractor will be expected to have their own arrangements for monitoring and reviewing all safe systems of work. This procedure must be detailed within the Principal Contractor's Construction Phase Plan.

The Client has arranged for the Principal Designer to carry out site safety inspection/s during the project.

2.4 Contractor & Sub-Contractor Selection

By the requirements of Regulation 13 and 14 of CDM 2015, the Principal Contractor must ensure that all contractors and sub-contractors appointed by it have the knowledge and resources to comply with the duties and prohibitions imposed on it under Regulation 15 of the CDM Regulations.

Details of the processes to be adopted by the Principal Contractor for this project must be included in the Construction Phase Plan.

2.5 Permits and Authorisation Requirements

The Principal Contractor shall operate a Permit to Work System for all high risk activities, in addition to task specific risk assessments and method statements. Those tasks identified as requiring this procedure are detailed below:

- Hot works – cutting, grinding, burning or welding
- Work on mechanical services
- Work on live electrical services
- Confined space entry
- Working at heights

The above list is not exhaustive, but consideration must be given to all the above points with regard to health and safety control measures. It is required that the Principal Contractor develops this table further and includes it within the Construction Phase Plan.

All employees under the Principal Contractor's responsibility, including those of sub-contractors must be registered with the Construction Skills Certification Scheme and hold a valid CSCS card at all times. The Principal Contractor is to maintain an accurate record of daily site personnel resources and operate an appropriate log book system.

2.6 Fire and Emergency Procedures

The Principal Contractor is to devise an adequately detailed emergency plan and ensure that it is incorporated within the Construction Phase Plan. The following elements should always be included.

- Training and instruction of all staff and operatives
- Induction of Visitors
- Location of Assembly Point
- Instruction on what to do in an emergency
- Identification of firefighting equipment
- Special arrangements for evacuation in high risk areas

The Principal Contractor is to include within the Construction Phase Plan a Site Fire Action Plan that clearly identifies fire preventative measures and incorporates the provision of appropriate firefighting equipment, maintenance of escape routes, signage etc.

2.7 Site Rules and Other Restrictions on Contractors, Suppliers and Others

The Principal Contractor shall ensure that his personnel and sub-contractors adhere to the following principles of good conduct, good practice and workmanship

The Principal Contractor shall apply the following site rules and ensure that they are observed and complied with by everybody working on or visiting the site:

1. The site shall be kept clean at all times. All rubbish shall be cleared away as soon as practicable; burning of rubbish on site is prohibited;
2. All personnel shall be properly and correctly trained for the work on which they are employed;
3. Personal protective equipment appropriate to the task being carried out shall be worn at all times;
4. No drugs or alcohol shall be allowed on the site, or any person who is considered to be under the influence of drugs or alcohol;
5. Smoking is not permitted on site;

6. All dust, noise and pollution shall be kept to a minimum and all measures are to be taken to prevent any nuisance to staff, visitors or adjoining owners arising from the carrying out of the works;
7. No use of explosives;
8. There are restrictions to the use of percussion, hammer action tools or other tools or plant that may cause vibrations to adjacent buildings;
9. No personnel, including visitors, are to have access to the site without fully complying with site access procedures. Visitors must be accompanied at all times;
10. Any person using abusive language, wolf whistling or similar will be expected to be removed by the Principal Contractor from the site;
11. No fires on site; the Principal Contractor must comply with the Joint Code of Practice *Fire Prevention on Construction Sites*, 5th Edition;
12. All site operatives and personnel, including visitors, shall be aware of the evacuation procedures in the case of an emergency.

2.8 Activities on or adjacent to the Site during the Works

There are numerous commercial and domestic properties within the vicinity of the site; the Principal Contractor shall take all necessary precautions to minimise disturbance particularly with respect to any noisy and dusty works. It is to be noted that use of mechanical tools is permitted only between the hours of 0830 and 1700 Monday to Friday unless by prior arrangement.

2.9 Arrangements for Liaison between Parties

The Principal Contractor is to detail how co-operation between contractors on site for health and safety purposes will be ensured e.g.:

- Pre Start Meetings
- Weekly Site Meetings
- Formal and Informal Inspections
- Safety Improvement Notices
- Two week look ahead program
- Tool Box Talks

This section should address: -

- How the contractor will ensure co-operation
- When these procedures will take place
- Who will undertake these tasks on behalf of the Principal Contractor

The Principal Contractor is to detail arrangements for the management of meetings and initiatives by which the Safety, Health and Environment (SHE) objectives of the project are to be achieved e.g. provide a meeting schedule, defining the type, purpose and frequency of each meeting.

2.10 Security Arrangements

The Principal Contractor is to ensure that unauthorised access to the site is prevented for the duration of the works. All work areas must be securely segregated to prevent access. Please refer to HS(G) 151 protecting the Public – Your Next Move for guidance.

The phasing and segregation requirements of all works undertaken should be agreed with the Client / Clients Agent prior to the commencement of works on-site. All current Health

and Safety at Work Regulations and Construction (Design and Management) Regulations must be observed.

The contractor's attention is drawn to the fact that the site lies within a wider residential area and as such sufficient security fencing will be necessary to prevent unauthorised access and ensure the safety of all members of the public.

2.11 Location of Access / Egress

Access to the site is via Morrab Road, it should be noted that no right turn is permitted when travelling in a westwards direction on Alverton Road and that access from all directions is somewhat convoluted. All routes to the site form or adjoin the main access/egress roads to the centre of Penzance with heavy vehicular and pedestrian traffic, particularly in the summer months. In addition traffic lights are located immediately adjacent to the building. Buriton row, a single lane road, lies to the southern border of the site, whilst this forms a through road it is extremely restricted in terms of both width and turning radii.

The Contractor should give careful consideration to the management of deliveries to site which should avoid periods of peak pedestrian and vehicular flows.

2.12 Location of Temporary Lay down and Storage Areas

The Principal Contractor will be required to liaise with the Client and Clients Agent to identify areas for the location of a site office, material storage etc within the site boundaries. Whilst sufficient space is considered available for such purposes, the Principal Contractor should make themselves aware of any restrictions and plan the works accordingly. As noted above there are no areas of external space available upon the site and as such all provisions must be made within the building itself.

Rubbish and waste materials shall, where possible, be bagged up and removed from site on a rolling basis. Waste must not be allowed to accumulate, in addition only temporary loading and unloading of vehicles is permitted to the fore of the property.

2.13 Welfare Arrangements

Welfare arrangements are to be in accordance with Regulation 4 (1) (b), 13 (4) (c) and 15 (11) of the Construction (Design and Management) Regulations 2015 and commensurate with the site undertaking.

The Principal Contractor must ensure adequate welfare facilities are provided on-site in line with the following:

2.14 Sanitary conveniences

1. Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

2.15 Washing facilities

4. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

5. Washing facilities shall be provided—

(a) In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and

(b) In the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.

6. Washing facilities shall include—

(a) A supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);

(b) Soap or other suitable means of cleaning; and

(c) Towels or other suitable means of drying.

7. Rooms containing washing facilities shall be sufficiently ventilated and lit.

8. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

9. Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

10. Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only.

2.16 Drinking water

11. An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.

12. Where necessary for reasons of health and safety every supply of drinking water shall be conspicuously marked by an appropriate sign.

13. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

2.17 Changing rooms and lockers

14. 14. — (1) Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if—

(a) A worker has to wear special clothing for the purposes of his work; and

(b) He cannot, for reasons of health or propriety, be expected to change elsewhere,

Being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

(2) Changing rooms shall—

(a) Be provided with seating; and

(b) Include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.

(3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away—

(a) Any such special clothing which is not taken home;

(b) Their own clothing which is not worn during working hours; and

(c) Their personal effects.

2.18 Facilities for rest

15.— (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

(2) Rest rooms and rest areas shall—

(a) Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;

(b) Where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;

(c) Include suitable arrangements to ensure that meals can be prepared and eaten;

(d) Include the means for boiling water.

(e) Be maintained at an appropriate temperature

3. ENVIRONMENTAL RESTRICTIONS & ASSOCIATED HAZARDS

3.1 Construction Site Boundaries

It is expected that the works will fall entirely within the site boundaries, however, removal of debris and works to existing services may necessitate localised working areas outside the confines of the site boundaries. As above, a detailed method statement must be approved by the Principal Designer prior to the commencement of all work activities outside of the site boundaries. This must cover the sequence of work to be undertaken and the method of segregation to be implemented during these activities.

The construction site boundary must be securely hoarded. Adequate warning signage must be in place and appropriate measures implemented to prevent unauthorised access.

3.2 Planning Restrictions

None applicable. Please refer to Certificate of Lawfulness PA21/07487 for full details.

3.3 Existing Services

The Principal Contractor's attention is drawn to the WWU and National Grid searches included within the appendices which identify existing services surrounding the site, consisting of low pressure gas mains and LV electricity supplies. However, it is incumbent on the Principal Contractor to obtain all relevant information regarding the precise locations of existing services before work commences.

Suitable Risk Assessments and Method Statements are to be put in place prior to any works commencing on existing services.

3.4 Parking and Delivery Restrictions

The site is located within an existing commercial and residential area consequently neighbouring businesses and residents will require uninterrupted access to their properties at all times. Deliveries should be co-ordinated to avoid disruption to neighbouring users of the shared network.

It should be noted that Buriton Road is subject to double yellow lines whilst the section of Morrab Road directly to the fore of Morrab Road is has single yellow lines with no parking permitted between 8am and 7pm. The property lies within easy walking distance of several public car parks. At no time should the surrounding road network become blocked or obstructed by construction vehicles.

If required the Principal Contractor may visit the site, with the prior agreement of the Client and Clients Agent, to establish the precise nature and identify any prevailing restrictions with regards to parking, deliveries, unloading and loading restrictions around the site.

The Client is keen to avoid parking of contractor's vehicles on the surrounding public roads and as such the Principal Contractor is required to submit proposals to mitigate this issue.

3.5 Existing Structures

The site is entirely occupied by existing structures, the majority of which is formed of the three storey Unionist Club building whilst a small, two storey retail unit lies to the North.

Suitable Risk Assessments and Method Statements are to be put in place prior to any works commencing on existing structures.

3.6 Dust

Generation of dust must be kept to a minimum. A suitable and sufficient risk assessment must be undertaken, and appropriate control measures implemented to limit dust escaping into the surrounding environment.

Dust must not be left to build up in work areas especially if there are hot works in operation. Please note the close proximity of occupied dwellings during the construction phase.

3.7 Noise and Vibration

Appropriate consideration must be given to neighbouring dwellings and commercial properties in close proximity to the site when undertaking noisy activities that involve excessive vibration from cutting equipment or from mechanical plant or equipment. Local residents should be given at least twenty four hours notice of any proposed works of a noisy nature. It is to be noted that no mechanical aids are to be used outside of the hours of 0830-1700, Monday to Friday without prior agreement.

Noise levels of equipment, manpower, etc must be kept to an absolute minimum and use of excessively noisy equipment must be approved in advance and in any event not exceed levels stipulated in Noise at Work Regulations – 2005.

3.8 Hazardous Materials

The Principal Contractor must be fully conversant with the Control of Substances Hazardous to Health Regulations and is expected to be aware of hazards associated with building materials and take all proper precautions in their use.

This includes any material not normally used in construction that may be regarded as hazardous. If this is not practicable in the circumstances relevant safety control measures must be implemented and its use agreed prior to commencement.

Where relevant to any residual risk on completion of the project the COSHH risk assessments and material safety data sheets are to be supplied for inclusion in the Health & Safety File.

4. SIGNIFICANT CONSTRUCTION HAZARDS

4.1 Significant Hazards

Adjacent Residential Dwellings & Commercial Properties – The Principal Contractor is to ensure that all risk assessments and method statements adequately detail the control measures for effective segregation of the works from occupiers of adjacent/neighbouring facilities.

Delivery, Loading/Unloading & General Vehicular Movement - Construction traffic will need to utilise the existing shared access road throughout the works, presenting significant risk. The Contractor shall prepare a Construction Traffic Management Plan and submit this to the Project Manager for approval. The Plan shall include construction vehicle details (number, size and type), vehicular routes, delivery hours and contractors' arrangements (parking, turning, loading etc). Works are to be carried out strictly in accordance with the approved Construction Traffic Management Plan unless otherwise agreed in writing by the Project Manager.

Concurrent Works – It is expected that the ground floor will be handed over to the tenants to allow for fit out works to be undertaken prior to the completion of the overall project to which this document relates. As such the Principal Contractor is to detail how such concurrent works will be undertaken and detail provision for liaison between differing parties. It is to be noted that two separate entrances are available to the ground floor which is expected to aid in such provisions and the segregation of working areas.

Asbestos – The Principal Contractor's attention is drawn to the Refurbishment and Demolition Survey appended to this document which highlights the presence of Asbestos within the existing structure. Nonetheless the possibility of further asbestos being present remains and the Principal Contractor is required to detail the measures to be taken in the event of the discovery of further suspect materials during the construction phase.

Site Security – The proximity of residential dwellings and possible unauthorised access from adjacent roads present significant security issues and the need for construction areas to be protected/signed off from members of the public. The Principal Contractor shall detail how the site is to remain secured from intruders during and outside normal working hours.

Demolitions/Structural Integrity of Existing Structures – The Principal Contractor will need to consider the health and safety risks presented by the partial demolition of the existing structures on the site. The Principal Contractor will be required to operate and maintain a system that controls the level of airborne dust particles during the demolition phase of the works.

Damage to Adjacent Buildings & Structures – The Principal Contractor is to provide a method statement for the safe work upon elevations in closest proximity to neighbouring structures and shared boundary structures. This is to include means of access for operatives and protection of employees, public and adjacent structures from falling debris.

Collapse of Temporary Platforms and Supports – The Principal Contractor is to provide details of adequate means of ensuring temporary platforms and supports are safe from collapse. This is to cover design measures, inspections, signage etc.

Lifting Operations – The Principal Contractor is to provide detail of how any heavy lifting operations will be carried out. The method statement and risk assessment must detail the

selection criteria to ensure that any lifting equipment used is suitable and maintained and inspected, as per statutory requirements.

Work at Heights - The Principal Contractor must detail how any work at height will be carried out. The method statement and risk assessment must detail the selection criteria to ensure that any access equipment used is suitable and maintained and inspected, as per statutory requirements.

Emergency procedures - The Principal Contractor will be required to develop a specific emergency plan for the works detailing the fire precautions and arrangements for the evacuation of the site in the event of an emergency.

Services - The Principal Contractor shall detail how existing services will be located and protected prior to works commencing. Whilst services are identified within the National Grid and WWU searches appended to this document the Principal Contractor must show due diligence during the works and satisfy themselves that no further services are present. The Principal Contractor must liaise with relevant parties to identify any permit to work processes already in place for the isolation of services.

4.2 Continuing Project Liaison

Events arising during the execution of the project, resulting in substantial change and effecting resources shall be resolved according to the following procedure:

The problem will immediately be drawn to the attention of the site manager who will assess the problem and potential danger to site operatives or those persons affected by the problem. If any risk exists, the area will immediately be cleared and cordoned off. Adequate signage indicating the nature of the problem must be deployed. If necessary, the emergency services should be notified.

Upon confirmation that no immediate danger is apparent, further investigation will be undertaken to ascertain the full nature of the occurrence. Reports / sketches will be produced to illustrate as required.

If the nature of the occurrence has safety, design or financial implications, members of the professional team must be notified and input requested as to an appropriate course of action.

Temporary measures to render the situation “safe” will take precedence over any deliberations to effect a permanent solution.

Following discussions with relevant parties, suggestions will be tabled and a clear course of action established, indicating programme and financial implications to the contract.

4.3 Unforeseen Eventualities

Procedure for dealing with unforeseen eventualities during the execution of the works resulting in substantial design changes, which might affect resources.

If, after the construction phase commences, the design changes, unforeseeable circumstances arise or the Principal Contractor wishes to change the principles on which the Pre-Construction Information was prepared by the Principal Designer, the Principal Contractor needs to agree any variation with the Principal Designer to the extent that it affects design.

When urgent changes are demanded by circumstances that arise, the Principal Contractor shall attempt to contact the Principal Designer before proceeding with any changes. However, if emergency action and changes are demanded, the circumstances must be communicated to the Principal Designer as soon as practicable after the event.

4.4 Unforeseen Hazards

In the event of any unforeseen hazards or eventualities being discovered during the construction phase, the Principal Contractor must cease work immediately, take all necessary precautions to ensure the health and safety of persons and, without delay, advise the Principal Designer, the designers and any other appropriate relevant authority of the hazard. Thereafter, the above procedure will apply.

4.5 Accident Reporting Information

All injuries sustained in the workplace will be reported to the Principal Contractor's site management at the earliest opportunity. The details of the incident and extent of injuries sustained are to be recorded within the accident register held on site.

The local Health and Safety Executive area office and the Principal Designer are to be notified of any accident resulting in an absence of three or more days from work, or any injury or incident reportable under RIDDOR 1995.

The Principal Contractor is required to make adequate arrangements for First Aid, including first aid kit and suitably trained personnel, the details of which must be displayed around the site and communicated to all persons entering the site at the site safety induction. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

Employers:

Self-employed persons:

Persons in control of premises:

To report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

Telephone

The quickest and easiest way to do this is to call the Incident Contact Centre with **no need to fill in a report form.**

Just call 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority. You will be sent a copy of the information recorded which you can file - this meets the RIDDOR requirement to keep records of all reportable incidents. It's as easy as that. When you receive a copy of the information recorded, you will be able to correct any errors or omissions.

5. DEVELOPMENT OF THE CONSTRUCTION PHASE PLAN

The Principal Contractor shall provide their proposed health and safety arrangements for managing the work. The arrangements provided should include those to protect sub-contractors and any other persons that may be affected by the works and shall be sufficiently developed to demonstrate that appropriate account has/will be taken of the hazards/risks identified within this document.

5.1 The Construction Phase Plan

In order to comply with the Construction (Design and Management) Regulations 2015 and the Approved Code of Practice Managing Construction for Health and Safety, the Principal Contractor should ensure that the Construction Phase Plan is developed to include the following information:

1. Introduction / Brief Description of Project
2. Communication and Responsibilities
3. Management Arrangements
4. Information and Training for people on Site
5. Welfare
6. First Aid and Accident Reporting
7. Plant and Equipment
8. Risk/COSHH Assessments and Method Statements
9. Site Rules
10. Site Layout
11. Fire and Emergency Procedures
12. Arrangements for controlling activities with risks to safety
13. Environmental Controls
14. Updating the Construction Phase Plan and Health and Safety File

All risk assessments, method statements, policies, etc., must be completed where appropriate and signed by a senior manager from the company.

Once appointed we will wish to see your Construction Phase Plan at least one week prior to the commencement of works on-site. It is stressed that the Client will be advised not to permit any work to commence until such time as an adequate Construction Phase Plan in accordance with CDM Regulation 12 (1)(2)(4) is in place.

6. THE HEALTH AND SAFETY FILE

The Health & Safety File is to be handed over to the client upon completion of the project by the Principal Designer.

The File is to be formatted as described in Section 6.1.

The Health & Safety File Information should contain but also not limited to the following: -

1. 'As' Built Drawings
2. Operation & Maintenance Manuals
3. Project Directory

Two Copies of the information are to be forwarded to the Principal Designer within a **maximum** time frame of **4 WEEKS** after the project completion.

6.1 Health and Safety File Contents

Section 1

- 1 General / Approvals**
 - 1.1 Scope of Works
 - 1.3 Project Directory
 - 1.4 Consents – Planning & Building Control
- 2 As Built Drawings and Design Criteria**
 - 2.1 Architect/Designer
 - 2.2 Electrical
 - 2.3 Mechanical
 - 2.4 Structural
 - 2.5 Principal Contractor
 - 2.6 Miscellaneous
- 3 Residual Risks**
 - 3.1 Cleaning Strategy
 - 3.2 Plant Replacement Strategy
 - 3.3 Dismantling Procedure if Applicable
 - 3.4 Access / Egress to Roof
 - 3.5 Others
- 4 Certificates/Warranties**
 - 4.1. Electrical
 - 4.2. Emergency Lighting
 - 4.3. Mechanical
 - 4.4. Fire Alarms
 - 4.5. Smoke Detectors
 - 4.6. Plumbing
 - 4.7. Fire Certificate
 - 4.8. Others
- 5 Landlords / Developer / Developers Contractor**
 - 5.1 Health and Safety File Received
- 6 Construction Methods & Materials used (MSDS)**
 - 6.1 Floor Finishes.
 - 6.2 Ceilings.
 - 6.3 Wall Finishes.
 - 6.4 Balustrades / Handrails.
 - 6.5 Sanitary Details / Cleaners Cupboard.
 - 6.6 Signage.
 - 6.7 Doors.
 - 6.8. Glazing.
- 7 Asbestos Removal**
 - 7.1. Survey
 - 7.2. Air Test
 - 7.3. HSE Notification

APPENDIX A: PROJECT DIRECTORY

Project Directory

Client	Emily Nixon Ltd White's Warehouse, 25 Foundry Square, Hayle, Cornwall. TR27 4HH	Tel: 07595 220583
Principal Designer	Edwin Bryant + Associates No.1 The Old Smelting House Chyandour Penzance Cornwall TR18 3LS	Tel: 01736 361199 Contact: Barney Corn
Architect	PMR Architecture Minerva House, Highweek Street, Newton Abbot, Devon. TQ12 1TQ	Tel: 01626 572250 Contact: Paul Rose
Structural Engineer	JHA Consulting Mount Agar, Old Carnon Hill, Carnon Downs, Truro, Cornwall. TR3 6LE	Tel: 01872 858633 Contact: John Harding
Local Authority	Cornwall Council 3-5 Barn Lane Bodmin PL31 1LZ	Tel: 0300 1234 151
HSE (Construction Division)	Rose Court, 2 Southwark Bridge, London SE1 9HS	Tel: 0845 345 0055
Police	Camborne Police Station, South Terrace, Camborne, Cornwall. TR14 8SY	Tel: 101 Emergency 999
Fire Station	DO NOT CALL THE LOCAL STATION	Emergency 999
Accident and Emergency	Royal Cornwall Hospital Treliske Truro Cornwall TR1 3LQ	Tel: 01872 250000 Emergency 999

APPENDIX B: UTILITIES SEARCHES

APPENDIX C: ASBESTOS SURVEY

APPENDIX D: DESIGNER'S RISK REGISTERS