

# Pre-Construction Information

Office Refurbishment  
First Floor  
Bregenz House  
Quay Street  
Bangor  
BT20 5ED

On behalf of M.C.A

Date: September 2019  
Our Ref: ARW/CC/2019/07/0009 (GB12034)

Amended revision A : September 2019



## **Contents**

- 1.00 Preface/Dutyholders
- 2.00 Project Details and Description
- 3.00 Client's considerations and management requirements.
- 4.00 Environmental Restrictions and On Site Risks
- 5.00 Significant Design and Construction Hazards Site Risks
- 6.00 Health and Safety File

## **Appendices**

- 1.00 Pre-Construction Information Check-list.
- 2.00 Risk Assessments

This Pre-Construction Information Summary has been prepared in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015), and from the guidance provided in the HSE publication "Managing Health and Safety in Construction" Construction (Design and Management) Regulations 2015, L153.



## 1.00

# Introduction

### **Preface**

This Pre-Construction Information Summary has been prepared to provide information to the Principal Contractor regarding health, safety and environmental issues that need to be considered during the construction phase of the office refurbishment works to the First Floor Office at Bregenz House, Quay Street in Bangor.

The information included in this summary document should be considered by the Principal Contractor prior to commencement. Where information is incomplete this should be brought to the attention of the Principal Designer for resolving immediately.

An adequately developed Construction Phase Plan must be in place prior to the works commencing. The Construction Phase Plan is considered a live document which must be developed as the works progress on site.

### **Project Duty Holders**

#### Client

M.C.A (Maritime & Coastguard Agency)  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Contact: Matthew Taylor  
Tel: 020381 72235

#### Principal Designer

Graham + Sibbald  
Chartered Surveyors  
233 St Vincent Street  
Glasgow  
G2 5QY

Contact: Alastair Welch  
Tel: 0141 332 1194  
Email: Alastair.welch@g-s.co.uk

#### Designers (Architects)

Graham + Sibbald  
Chartered Surveyors  
233 St Vincent Street  
Glasgow  
G2 5QY

Contact: Cameron Straker  
Tel: 0141 332 1194  
Email: Cameron.straker@g-s.co.uk



Mechanical and Electrical Engineers

N/A

Structural Engineers

N/A

2.00

## Project Details and Description

### Project Location

The property is a three-storey office building built within the Marina to the front of Bangor at Quay Street. There is adequate parking available adjacent to the property.

The first floor office accommodation is accessed via the main stair. There is also a secondary escape stair from the office accommodation.

The building is of steel frame with concrete slab floor construction. Internally the office has lowered suspended ceiling with recessed light fittings, the partitions and wall linings are predominantly of plasterboard. The floor covering is carpet.

The layout of the office accommodation is shown on the working drawings prepared as part of the specification package.

### Project Description

Internal strip out and downtakings.

Office refurbishment including new suspended ceilings and new light fittings.

Removal of an internal partition.

Sub-dividing the large conference suite.

Forming new reception.

Re-wiring and new data cabling.

Redecoration.

New carpet floor coverings.

All refurbishment works are internal.

### Workplace, (Health, Safety and Welfare) Regulations

During the works the property will be considered a workplace under The Workplace (Health, Safety and Welfare) Regulations 1992.



### Programme Details

|  |                 |
|--|-----------------|
| Intended Start Date:   | 21 October 2019 |
| Duration of the Works:   | 8 weeks         |
| Time allowed for Principal Contractor to plan and prepare for the works: | 6 weeks         |

## 3.00 Client's considerations and management requirements.

### Arrangements for Planning and Managing the Works

The Principal Contractor is to liaise direct with the Principal Designer over issues of Health and Safety as the project develops.

Graham + Sibbald, as Principal Designer, shall ensure good communication between Dutyholders, making sure that information is passed between the project team, including Designers, the Principal Contractor and others whose Health and Safety may be affected. Design, Pre-start and Progress meeting shall be arranged and chaired by Graham + Sibbald as the Project develops.

It is the aim that no accidents or injuries occur during the construction phase of this project, or in the future maintenance of the building.

### Monitoring Procedures

The Principal Contractor must identify in the Construction Phase Plan their arrangements for monitoring the management of health and safety on site, this includes the monitoring of the health and safety performance of subcontractors on a regular basis.

### Client Rules for Contractors Working in the Premises

Principal Contractor's site operatives including subcontractors must identify themselves by wearing ID badges or company logos displayed on their clothing.

All RAMS must be provided to the Client 7 days in advance of works being undertaken.

The ground and first floor office suites will remain occupied during the works.

### Site Security

The Principal Contractor shall ensure operatives and visitors to his site are made familiar with site rules, welfare and toilet provision and fire safety and emergency evacuation procedures and current hazards on site - through induction process or similar with records maintained.

The Principal Contractor will be responsible for the security of the site and all plant, tools and work equipment during and outwith working hours. Arrangements must be detailed for the prevention of unauthorised access to the site.



Circulation routes must be clearly defined and separated from members of the public and occupiers of other floors. The Principal Contractor shall make arrangements and implement safe working practices when operating in/over circulation routes. The arrangements should be detailed in his method statement(s) and risk assessment(s).

#### Welfare Provisions

Existing welfare provisions are available at the property.

#### First Aid

Display the name of the First Aider (certified appointed person) for the Principal Contractor. Location of First Aid Kits and Eye Wash Stations should be displayed.

#### Safety Planning and Co-ordination

Provide details of health and safety management arrangements, including identifying those with Health and Safety roles (including contact details) and their responsibilities; health and safety goals and planning and managing of the works. Arrangements to ensure cooperation between trades and sub-contractors and co-ordination of their work, site inductions, tool box talks etc.

Subcontractors shall be informed of all risks within the workplace/site and its environment.

Notification will also be given where changes in the method of work, might occur during the construction phase.

#### Accident and Emergency Procedure

The Principal Contractor will devise a site fire safety/emergency evacuation plan for the site. The Assembly Point should be identified as part of the plan.

Should an accident or other serious incident occur on site which requires the attendance of emergency services the person responsible for ensuring that the necessary emergency services have been notified and that the following key personnel are also notified;

Site Agent/Supervisor  
Client  
Principal Designer

Subcontractors will be required to notify the Site Agent/Supervisor of all accidents, injuries, diseases and dangerous occurrences relating to their operations on the project.

#### Site Transport arrangements and Vehicle Movement Restrictions

The Principal Contractor must give due consideration when planning and managing the works to others making use of vehicle circulation routes, emergency and local authority services (eg fire service, ambulance and refuse collection).



The Principal Contractor should provide a sketch layout of their site set up which should take into account and include (where applicable):-

- Materials storage area.
- Drop off/delivery zones.
- Traffic management
- Waste storage and collection.
- Indicate the extent of any fenced off area and muster point in the event of Fire/emergency.

## 4.00

## Environmental Restrictions and On Site Risks

### Site Safety Hazards

The Principal Contractor must consider the following hazards and establish safe methods of enabling the works to be carried out. The information provided does not necessarily represent all hazards arising from the site and works. The Principal Contractor is required to carry out his own risk assessments under the Management of Health and Safety at Work Regulations 1999.

Specific measures must be identified within the Construction Phase Plan concerning works involving the following particular risks (CDM 2015 – Regulation 12(2)):

1. Site location on busy Marina and public car park.
2. All neighbouring offices in occupation throughout contract of the works.
3. Downtakings.
4. Asbestos (assumed Asbestos Containing Materials on site)
5. Reinstatement of all services in accordance with new layout.
6. Connection to Live Services and alike.

### Adjacent Land and Access Issues

The surrounding land is either public or in the ownership of the Marina.

The building does have a private car park. This private car park will be given over to customer's car spaces only.

The contractor must not block the car park nor access to the adjacent properties, shops nor Marina at any times.

### Existing Storage of Hazardous Materials

No hazardous materials are currently stored or to be stored on site.

### Existing Services

The Principal Contractor should satisfy himself of the location of services/utilities around the site.



It is envisaged services/utilities present near the site will include:-

- Electricity and associated distribution
- Water and associated distribution
- Drainage
- Gas
- Telecoms
- Data (via the 2<sup>nd</sup> floor server room).

The Principal Contractor shall exercise great care in identifying, locating and protecting, as necessary, existing services.

## 5.00

### Significant Design and Construction Hazards

#### Design and Construction Hazards

There are no significant Design or Construction hazards identified for this project. Works are of a nature and scale that would be common place to an experienced and competent contractor.

#### Hazards from Client Activities

The Principal Contractor should take cognisance in particular when planning deliveries.

## 6.00

### Health and Safety File

#### Issue of the File

The Health and Safety File is the responsibility of the Principal Designer. There is a requirement for Clients, Designers and the Principal Contractor to provide information for the file, to allow the Principal Designer to hand the Health and Safety File over to the Client on completion of the project.



**Appendix 1.00**

**Pre-Construction Information Check-list.**

| PRE CONSTRUCTION INFORMATION  | ITEM APPLIES |   | DETAILS OF INFORMATION AND WHERE IT CAN BE FOUND   |
|---|--------------|---|--|
|   | Y            | N |  |
| Is there an existing Health and Safety File/Operation & Maintenance Manual relevant to the works. |              | ✓ |  |
| Is there an Asbestos Management Plan/ Register or an Asbestos Survey Report?                      | ✓            |   | ABS Report dated 2019.   |
| Have design drawings been issued.   | ✓            |   | Contained in tender package.   |
| Is there Engineers or Consultants information about the buildings and/or the works.               |              | ✓ |  |
| Are Schedule 3 Work involving particular risks, relevant to this project?                         |              | ✓ |  |
| Welfare arrangements for the works.   | ✓            |   | On site facilities.  |
| Working with services existing and new.   | ✓            |   | Operate safe working practices e.g. isolate and lock off process.  |
| Ground condition reports available or required?   |              | ✓ | N/A  |
| Will site hoardings/heras fencing be required?  | ✓            |   | N/A  |
| Traffic management arrangements.  | ✓            |   | Consider deliveries to the site and other vehicles (not contractors vehicles) with public vehicles to the building and Marina. |
| Vehicle parking restrictions.   | ✓            |   | Adhere to parking restrictions/rules that apply around the site on public roadways and adjacent car park.                      |
| Permit to Work procedures.  |              | ✓ |  |
| Fire and Emergency evacuation arrangements for the site.  | ✓            |   | Contractor responsible.  |
| Likely impact on fire escape routes and existing detection/alarm system in the facility.          | ✓            |   | Prepare and implement site fire risk assessment/emergency evacuation plan.   |
| Working in occupied building.   | ✓            |   | The ground and second floor offices will remain occupied during the refurbishment works.                                       |
| Site Safety Hazards -Refer to Item 3 in this report.  |              | ✓ |  |
| Rules for Contractors working on site.  | ✓            |   | Site induction/rules (CDM Regs 2015).  |
| Environmental/Hygiene Issues.   | ✓            |   |  |
| Other contractor works  | ✓            |   | Ensure subcontractors and other contractors RAMS are received and reviewed prior to starting the works.                        |



Appendix 2.00

Risk Assessments

GRAHAM + SIBBALD

| HAZARD   | RISK ASSESSMENT   | PROTECTIVE MEASURES  |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |
|--|---|--|-----|------------|-----|-----|-----|------------|-----|-----|-----|-------------------|--|--|--|---|
| <p>Element of Design/Activity</p> <p>WORK AT HEIGHT AND ACCESS TOWERS</p>  | <p>SEVERITY</p> <p><input checked="" type="checkbox"/> <b>H</b> Fatality, Major injury or illness causing long term disability</p> <p><input type="checkbox"/> <b>M</b> Injury or illness, causing short term disability</p> <p><input type="checkbox"/> <b>L</b> Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> <b>H</b> Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> <b>M</b> Reasonably likely to occur</p> <p><input type="checkbox"/> <b>L</b> Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="width: 30%; font-size: small;">           Plot assessment of severity against likelihood and highlight value obtained<br/><br/>           H/H: To be avoided when possible<br/><br/>           L/L: Of very low importance<br/><br/>           All other values: control or minimise risk         </td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="text-align: center;">L/M</td> <td style="text-align: center;">M/M</td> <td style="text-align: center;"><b>H/M</b></td> </tr> <tr> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td colspan="4" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> <p style="font-size: x-small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained<br><br>H/H: To be avoided when possible<br><br>L/L: Of very low importance<br><br>All other values: control or minimise risk | L/H | M/H        | H/H | L/M | M/M | <b>H/M</b> | L/L | M/L | H/L | <b>LIKELIHOOD</b> |  |  |  | <ol style="list-style-type: none"> <li>1. Ensure all access equipment erected by competent qualified scaffolders with all necessary materials for their purpose.</li> <li>2. Lifting of materials to be undertaken in a safe manner.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained<br><br>H/H: To be avoided when possible<br><br>L/L: Of very low importance<br><br>All other values: control or minimise risk | L/H   |  | M/H | H/H        |     |     |     |            |     |     |     |                   |  |  |  |   |
|  | L/M   |  | M/M | <b>H/M</b> |     |     |     |            |     |     |     |                   |  |  |  |   |
|  | L/L   | M/L  | H/L |            |     |     |     |            |     |     |     |                   |  |  |  |   |
| <b>LIKELIHOOD</b>  |   |  |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |
| <p>Hazard Identification</p> <p>Collapse<br/>Struck by Materials<br/>Manual Handling<br/>Falls from Height<br/>Struck by Mobile Plant</p>  |   | <p>Specify Measures required to avoid or minimise the risk</p>   |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>   |   |  |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>  |   | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 1 of 8</p>  |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>   |   | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>  |     |            |     |     |     |            |     |     |     |                   |  |  |  |   |



| HAZARD   | RISK ASSESSMENT  | PROTECTIVE MEASURES  |            |     |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
|--|--|--|------------|-----|-----|-----|----------------------------------|--|-----|------------|-----|-----------------------------|--|-----|-----|-----|--|--|-------------------|--|--|--|
| <p>Element of Design/Activity</p> <p>BUILDER WORKS</p>   | <p>SEVERITY</p> <p><input type="checkbox"/> H Fatality, Major injury or Illness causing long term disability</p> <p><input checked="" type="checkbox"/> M Injury or Illness, causing short term disability</p> <p><input type="checkbox"/> L Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> H Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> M Reasonably likely to occur</p> <p><input type="checkbox"/> L Very seldom or never occur</p>   | <ol style="list-style-type: none"> <li>1. Works to be carried out from a safe platform.</li> <li>2. Working area to be adequately cordoned off and protected.</li> <li>3. Work to be sequenced to avoid collapse with adequate support afforded at all times.</li> <li>4. Adequate labour and PPE to be provided when manual handling undertaken.</li> <li>5. Provide protection to work force from falling and moving objects/debris.</li> <li>6. Provide adequate PPE when in contact with hazardous substances.</li> <li>7. Provide adequate PPE when noise and vibration are likely to occur.</li> </ol> |            |     |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
| <p>Hazard Identification</p> <p>Falls from Height<br/>Collapse<br/>Manual Handling<br/>Struck by Falling or Moving<br/>Objects/Debris<br/>Hazardous Substances<br/>Noise and Vibration</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">L/H</td> <td style="width: 10%; text-align: center;">M/H</td> <td style="width: 10%; text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td></td> <td style="text-align: center;">L/M</td> <td style="text-align: center;"><b>M/M</b></td> <td style="text-align: center;">H/M</td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td></td> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td></td> <td colspan="3" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> | Plot assessment of severity against likelihood and highlight value obtained  |            | L/H | M/H | H/H | H/H: To be avoided when possible |  | L/M | <b>M/M</b> | H/M | L/L: Of very low importance |  | L/L | M/L | H/L | All other values: control or minimise risk |  | <b>LIKELIHOOD</b> |  |  | <p style="text-align: center;">Specify Measures required to avoid or minimise the risk</p> |
| Plot assessment of severity against likelihood and highlight value obtained  |  | L/H  | M/H        | H/H |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
| H/H: To be avoided when possible   |  | L/M  | <b>M/M</b> | H/M |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
| L/L: Of very low importance  |  | L/L  | M/L        | H/L |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
| All other values: control or minimise risk   |  | <b>LIKELIHOOD</b>  |            |     |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>   | <p>Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p>   |  |            |     |     |     |                                  |  |     |            |     |                             |  |     |     |     |  |  |                   |  |  |  |

|  |                             |   |
|--|-----------------------------|---|
| Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED | AIMS:2019/07/0009 (GB12034) | Sheet No. 2 of 8                            |
| <b>RISK ASSESSMENT RECORD</b>                                      | Date: SEPTEMBER 2019        | Assessment carried out by: GRAHAM + SIBBALD |



| HAZARD   | RISK ASSESSMENT  | PROTECTIVE MEASURES   |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
|--|--|---|-----|-----|-----|----------------------------------|------------|-----|-----|-----------------------------|-----|-----|-----|--|-------------------|--|--|---|
| <p>Element of Design/Activity</p> <p>JOINER WORK</p>   | <p>SEVERITY</p> <p><input type="checkbox"/> H Fatality, Major injury or illness causing long term disability</p> <p><input type="checkbox"/> M Injury or illness, causing short term disability</p> <p><input checked="" type="checkbox"/> L Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> H Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> M Reasonably likely to occur</p> <p><input type="checkbox"/> L Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td style="text-align: center;"><b>L/M</b></td> <td style="text-align: center;">M/M</td> <td style="text-align: center;">H/M</td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td colspan="3" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> <p style="font-size: x-small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained | L/H | M/H | H/H | H/H: To be avoided when possible | <b>L/M</b> | M/M | H/M | L/L: Of very low importance | L/L | M/L | H/L | All other values: control or minimise risk | <b>LIKELIHOOD</b> |  |  | <ol style="list-style-type: none"> <li>1. Works only to be carried out from a safe working platform. Where any type of access plant is used.</li> <li>2. Adequate labour and PPE to be provided where manual handling undertaken.</li> <li>3. Hart hats to be worn by workforce at all times when on platform or similar.</li> <li>4. Provide adequate PPE when noise and vibration are likely to occur.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained  | L/H  | M/H   | H/H |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| H/H: To be avoided when possible   | <b>L/M</b>   | M/M   | H/M |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| L/L: Of very low importance  | L/L  | M/L   | H/L |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| All other values: control or minimise risk   | <b>LIKELIHOOD</b>  |   |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| <p>Hazard Identification</p> <p>Falls from Height<br/>Collapse<br/>Manual Handling<br/>Struck by falling or moving object/debris<br/>Noise and vibration<br/>Confined Spaces</p> |  | <p>Specify Measures required to avoid or minimise the risk</p>              |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>   |  |   |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>  |  | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 3 of 8</p>                         |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>   |  | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>     |     |     |     |                                  |            |     |     |                             |     |     |     |  |                   |  |  |   |



| HAZARD   | RISK ASSESSMENT  | PROTECTIVE MEASURES   |            |     |     |     |     |     |     |     |            |   |
|--|--|---|------------|-----|-----|-----|-----|-----|-----|-----|------------|---|
| <p>Element of Design/Activity</p> <p>WORKS AT HEIGHTS</p>                                    | <p>SEVERITY</p> <p><input checked="" type="checkbox"/> <b>H</b> Fatality, Major injury or illness causing long term disability</p> <p><input type="checkbox"/> <b>M</b> Injury or Illness, causing short term disability</p> <p><input type="checkbox"/> <b>L</b> Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> <b>H</b> Certain or near certain to occur</p> <p><input type="checkbox"/> <b>M</b> Reasonably likely to occur</p> <p><input checked="" type="checkbox"/> <b>L</b> Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="text-align: center;">L/M</td> <td style="text-align: center;">M/M</td> <td style="text-align: center;">H/M</td> </tr> <tr> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;"><b>H/L</b></td> </tr> </table> <p style="font-size: small;">H/H: To be avoided when possible</p> <p style="font-size: small;">L/L: Of very low importance</p> <p style="font-size: small;">All other values: control or minimise risk</p> <p style="font-size: small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained | L/H        | M/H | H/H | L/M | M/M | H/M | L/L | M/L | <b>H/L</b> | <ol style="list-style-type: none"> <li>1. All operatives to wear adequate personal protective clothing, footwear, hard hats, safety glasses, gloves etc.</li> <li>2. All operatives to be suitably qualified and trained.</li> <li>3. Lifting of materials to be undertaken in a safe manner.</li> <li>4. Provide banksmen if required.</li> <li>5. Provide tower access as necessary.</li> <li>6. Induct all site personnel with safe working and manual handling methods to prevent lifting injuries and ensure all lifting of materials is undertaken in a safe manner.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained                  | L/H  |   | M/H        | H/H |     |     |     |     |     |     |            |   |
|  | L/M  |   | M/M        | H/M |     |     |     |     |     |     |            |   |
|  | L/L  | M/L   | <b>H/L</b> |     |     |     |     |     |     |     |            |   |
| <p>Hazard Identification</p> <p>Manual Handling<br/>Moving Objects<br/>Falls from Height</p> |  |   |            |     |     |     |     |     |     |     |            |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>   |  | <p>Specify Measures required to avoid or minimise the risk</p>              |            |     |     |     |     |     |     |     |            |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>                    |  | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 4 of 8</p>                         |            |     |     |     |     |     |     |     |            |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>   |  | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>     |            |     |     |     |     |     |     |     |            |   |



| HAZARD  | RISK ASSESSMENT  | PROTECTIVE MEASURES   |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
|---|--|---|-----|-----|-----|----------------------------------|-----|------------|-----|-----------------------------|-----|-----|-----|--|-------------------|--|--|---|
| <p>Element of Design/Activity</p> <p>PLUMBER WORK</p>   | <p>SEVERITY</p> <p><input type="checkbox"/> H Fatality, Major injury or illness causing long term disability</p> <p><input checked="" type="checkbox"/> M Injury or Illness, causing short term disability</p> <p><input type="checkbox"/> L Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> H Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> M Reasonably likely to occur</p> <p><input type="checkbox"/> L Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td style="text-align: center;">L/M</td> <td style="text-align: center;"><b>M/M</b></td> <td style="text-align: center;">H/M</td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td colspan="3" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> <p style="font-size: x-small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained | L/H | M/H | H/H | H/H: To be avoided when possible | L/M | <b>M/M</b> | H/M | L/L: Of very low importance | L/L | M/L | H/L | All other values: control or minimise risk | <b>LIKELIHOOD</b> |  |  | <ol style="list-style-type: none"> <li>1. Adequate labour and PPE to be provided where manual handling undertaken.</li> <li>2. Provide adequate PPE when noise and vibration likely to occur.</li> <li>3. Provide adequate PPE when in contact with hazardous substances.</li> <li>4. Adequate personnel to be provided and suitably trained in all aspects of work.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained   | L/H  | M/H   | H/H |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| H/H: To be avoided when possible  | L/M  | <b>M/M</b>  | H/M |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| L/L: Of very low importance   | L/L  | M/L   | H/L |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| All other values: control or minimise risk  | <b>LIKELIHOOD</b>  |   |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| <p>Hazard Identification</p> <p>Manual Handling<br/>Hazardous Materials<br/>Noise and Vibration<br/>Confined Spaces</p> |  | <p>Specify Measures required to avoid or minimise the risk</p>              |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>  |  |   |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>   |  | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 5 of 8</p>                         |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>  |  | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>     |     |     |     |                                  |     |            |     |                             |     |     |     |  |                   |  |  |   |



| HAZARD  | RISK ASSESSMENT  | PROTECTIVE MEASURES  |  |                             |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
|---|--|--|--|-----------------------------|------------------|-------------------------------|----------------------------------|---|-----|-----|------------|-----------------------------|--|-----|-----|-----|--|--|-------------------|--|--|---|
| <p>Element of Design/Activity</p> <p>ELECTRICAL WORK</p>  | <p>SEVERITY</p> <p><input checked="" type="checkbox"/> <b>H</b> Fatality, Major injury or illness causing long term disability</p> <p><input type="checkbox"/> <b>M</b> Injury or Illness, causing short term disability</p> <p><input type="checkbox"/> <b>L</b> Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> <b>H</b> Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> <b>M</b> Reasonably likely to occur</p> <p><input type="checkbox"/> <b>L</b> Very seldom or never occur</p>   | <ol style="list-style-type: none"> <li>1. Working area to be adequately cordoned off and protected.</li> <li>2. Electrical services to be accurately located, highlighted and disconnected where possible when contact is likely.</li> <li>3. Adequate labour and PPE to be provided where manual handling undertaken.</li> <li>4. Provide adequate PPE when noise and vibration are likely to occur.</li> <li>5. Provide adequate PPE when in contact with hazardous substances.</li> </ol> |  |                             |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| <p>Hazard Identification</p> <p>Manual Handling<br/>Electricity<br/>Fire<br/>Noise and Vibration<br/>Hazardous Substances</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">L/H</td> <td style="width: 10%; text-align: center;">M/H</td> <td style="width: 10%; text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td></td> <td style="text-align: center;">L/M</td> <td style="text-align: center;">M/M</td> <td style="text-align: center;"><b>H/M</b></td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td></td> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td></td> <td colspan="3" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> | Plot assessment of severity against likelihood and highlight value obtained  |  | L/H                         | M/H              | H/H                           | H/H: To be avoided when possible |   | L/M | M/M | <b>H/M</b> | L/L: Of very low importance |  | L/L | M/L | H/L | All other values: control or minimise risk |  | <b>LIKELIHOOD</b> |  |  | <p style="text-align: center;"><b>Specify Measures required to avoid or minimise the risk</b></p> |
| Plot assessment of severity against likelihood and highlight value obtained   |  | L/H  | M/H  | H/H                         |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| H/H: To be avoided when possible  |  | L/M  | M/M  | <b>H/M</b>                  |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| L/L: Of very low importance   |  | L/L  | M/L  | H/L                         |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| All other values: control or minimise risk  |  | <b>LIKELIHOOD</b>  |  |                             |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</td> <td style="width: 20%;">AIMS:2019/07/0009 (GB12034)</td> <td style="width: 40%;">Sheet No. 6 of 8</td> </tr> <tr> <td><b>RISK ASSESSMENT RECORD</b></td> <td>Date: SEPTEMBER 2019</td> <td>Assessment carried out by: GRAHAM + SIBBALD</td> </tr> </table>   |  | Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED | AIMS:2019/07/0009 (GB12034) | Sheet No. 6 of 8 | <b>RISK ASSESSMENT RECORD</b> | Date: SEPTEMBER 2019             | Assessment carried out by: GRAHAM + SIBBALD |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED  | AIMS:2019/07/0009 (GB12034)  | Sheet No. 6 of 8   |  |                             |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |
| <b>RISK ASSESSMENT RECORD</b>   | Date: SEPTEMBER 2019   | Assessment carried out by: GRAHAM + SIBBALD  |  |                             |                  |                               |                                  |   |     |     |            |                             |  |     |     |     |  |  |                   |  |  |   |



| HAZARD  | RISK ASSESSMENT  | PROTECTIVE MEASURES   |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
|---|--|---|-----|-----|-----|----------------------------------|-----|-----|-----|-----------------------------|------------|-----|-----|--|-------------------|--|--|---|
| <p>Element of Design/Activity</p> <p>HEATING &amp; VENTILATION</p>  | <p>SEVERITY</p> <p><input type="checkbox"/> H Fatality, Major injury or illness causing long term disability</p> <p><input type="checkbox"/> M Injury or Illness, causing short term disability</p> <p><input checked="" type="checkbox"/> L Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> H Certain or near certain to occur</p> <p><input type="checkbox"/> M Reasonably likely to occur</p> <p><input checked="" type="checkbox"/> L Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td style="text-align: center;">L/M</td> <td style="text-align: center;">M/M</td> <td style="text-align: center;">H/M</td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td style="text-align: center;"><b>L/L</b></td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td colspan="3" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> <p style="font-size: x-small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained | L/H | M/H | H/H | H/H: To be avoided when possible | L/M | M/M | H/M | L/L: Of very low importance | <b>L/L</b> | M/L | H/L | All other values: control or minimise risk | <b>LIKELIHOOD</b> |  |  | <ol style="list-style-type: none"> <li>1. All operatives to wear adequate personal protective clothing, footwear, etc.</li> <li>2. All operatives to be suitably qualified and trained.</li> <li>3. Installation to be carried out from a safe working platform.</li> <li>4. All machines and hand held equipment to be used within a safe controlled environment with all precautions taken. All tools to be 100V supply.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained   | L/H  | M/H   | H/H |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| H/H: To be avoided when possible  | L/M  | M/M   | H/M |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| L/L: Of very low importance   | <b>L/L</b>   | M/L   | H/L |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| All other values: control or minimise risk  | <b>LIKELIHOOD</b>  |   |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| <p>Hazard Identification</p> <p>Manual Handling<br/>Noise and Vibration<br/>Falls from Height<br/>Electricity<br/>Confined Spaces</p> |  | <p>Specify Measures required to avoid or minimise the risk</p>              |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>  |  |   |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>   |  | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 7 of 8</p>                         |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>  |  | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>     |     |     |     |                                  |     |     |     |                             |            |     |     |  |                   |  |  |   |



| HAZARD  | RISK ASSESSMENT   | PROTECTIVE MEASURES   |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
|---|---|---|------------|-----|-----|----------------------------------|-----|-----|------------|-----------------------------|-----|-----|-----|--|------------|--|--|---|
| <p>Element of Design/Activity</p> <p>DISCOVERY OF ASBESTOS</p>                                      | <p>SEVERITY</p> <p><input checked="" type="checkbox"/> <b>H</b> Fatality, Major injury or Illness causing long term disability</p> <p><input type="checkbox"/> <b>M</b> Injury or Illness, causing short term disability</p> <p><input type="checkbox"/> <b>L</b> Other injury or illness</p> <p>LIKELIHOOD</p> <p><input type="checkbox"/> <b>H</b> Certain or near certain to occur</p> <p><input checked="" type="checkbox"/> <b>M</b> Reasonably likely to occur</p> <p><input type="checkbox"/> <b>L</b> Very seldom or never occur</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Plot assessment of severity against likelihood and highlight value obtained</td> <td style="text-align: center;">L/H</td> <td style="text-align: center;">M/H</td> <td style="text-align: center;">H/H</td> </tr> <tr> <td style="font-size: small;">H/H: To be avoided when possible</td> <td style="text-align: center;">L/M</td> <td style="text-align: center;">M/M</td> <td style="text-align: center;"><b>H/M</b></td> </tr> <tr> <td style="font-size: small;">L/L: Of very low importance</td> <td style="text-align: center;">L/L</td> <td style="text-align: center;">M/L</td> <td style="text-align: center;">H/L</td> </tr> <tr> <td style="font-size: small;">All other values: control or minimise risk</td> <td colspan="3" style="text-align: center;">LIKELIHOOD</td> </tr> </table> <p style="font-size: x-small;">Note: Where H/H or L/L Assessment occurs seek confirmation from Partner/Project Architect</p> | Plot assessment of severity against likelihood and highlight value obtained | L/H        | M/H | H/H | H/H: To be avoided when possible | L/M | M/M | <b>H/M</b> | L/L: Of very low importance | L/L | M/L | H/L | All other values: control or minimise risk | LIKELIHOOD |  |  | <ol style="list-style-type: none"> <li>1. Check the Asbestos Register/Report prior to start of works.</li> <li>2. All operatives to be provided with and wear Personal Protective Equipment.</li> <li>3. Tests to be undertaken by specialists prior to stripping or removal.</li> <li>4. Adequate wash facilities to be provided.</li> <li>5. No consumption of food or drink to be undertaken prior to personal cleaning.</li> <li>6. Air testing to be adopted in confined spaces.</li> <li>7. Method statements for operation to be provided and approved.</li> <li>8. Work area to be cordoned off and protected immediately.</li> </ol> |
| Plot assessment of severity against likelihood and highlight value obtained                         | L/H   | M/H   | H/H        |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| H/H: To be avoided when possible  | L/M   | M/M   | <b>H/M</b> |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| L/L: Of very low importance   | L/L   | M/L   | H/L        |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| All other values: control or minimise risk  | LIKELIHOOD  |   |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| <p>Hazard Identification</p> <p>Manual Handling.<br/>Hazardous Substances.<br/>Confined Spaces.</p> |   | <p>Specify Measures required to avoid or minimise the risk</p>              |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| <p>Related Documents/Drawings</p> <p>Drawing No.</p>  |   |   |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| <p>Project: FIRST FLOOR, BREGENZ HOUSE, QUAY STREET, BANGOR, BT20 5ED</p>                           |   | <p>AIMS:2019/07/0009 (GB12034) Sheet No. 8 of 8</p>                         |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |
| <p><b>RISK ASSESSMENT RECORD</b></p>  |   | <p>Date: SEPTEMBER 2019 Assessment carried out by: GRAHAM + SIBBALD</p>     |            |     |     |                                  |     |     |            |                             |     |     |     |  |            |  |  |   |