

APPENDIX "D"
DOOR SCHEDULE

Door Schedule

LOCATION	DOOR DIM			Type	Fire Rating	Closer	Hinges	Mortice Latch (ML)	Mortice Lock (DL)	Door Stop	Yale 81	Security Chain	Door Viewer	Door Numeral	Locking Snib & indicator	Top/Bottom Door Bolts	Other
	Width	Height	Thick														
Houses 1 and 2																	
Entrance Door	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	YES	YES	YES	NO	NO	N/A
Living Room	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Dining Room	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Kitchen	826	1981	44	Solid	FD30	YES	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Understair Storage	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	NO	NO	NO	NO	NO	NO	N/A
Kitchen Cupboard Door	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	NO	NO	NO	NO	NO	NO	N/A
Rear door	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	NO	YES	NO	NO	NO	N/A
Bedroom 1	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Bedroom 2	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
WC	726	1981	44	Solid	FD20	NO	1.5 prs	NO	NO	YES	NO	NO	NO	NO	YES	NO	N/A
Hallway Cupboard Door	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	NO	NO	NO	NO	NO	NO	N/A
Bathroom	726	1981	44	Solid	FD20	NO	1.5 prs	NO	NO	YES	NO	NO	NO	NO	YES	NO	N/A
Bedroom 3	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Bedroom 4	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Flats 1 and 2																	
Entrance Door	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	YES	NO	YES	NO	NO	N/A
Bedroom 1	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Bathroom	726	1981	44	Solid	FD20	NO	1.5 prs	NO	NO	YES	NO	NO	NO	NO	YES	NO	N/A
Cupboard Storage	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	NO	NO	NO	NO	NO	NO	N/A
Bedroom 2	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Understair Storage	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	NO	NO	NO	NO	NO	NO	N/A
Kitchen/Living Room/Diner	826	1981	44	Solid	FD30	YES	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Rear door	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	NO	YES	NO	NO	NO	N/A
Masonettes 1 and 2																	
Entrance Door	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	YES	NO	YES	NO	NO	N/A
Living Room	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Kitchen	826	1981	44	Solid	FD30	YES	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A

Door Schedule

WC	726	1981	44	Solid	FD20	NO	1.5 prs	NO	NO	YES	NO	NO	NO	NO	YES	NO	N/A
Hallway Cupboard Door	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	N/A						
Hallway Cupboard Door	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	N/A						
Bedroom 1	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Bathroom	726	1981	44	Solid	FD20	NO	1.5 prs	NO	NO	YES	NO	NO	NO	NO	YES	NO	N/A
Cupboard Storage	686	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	NO	N/A						
Bedroom 2	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
Bedroom 3	826	1981	44	Solid	FD20	NO	1.5 prs	YES	NO	YES	NO	NO	NO	NO	NO	NO	N/A
<u>Communal Areas</u>																	
Entrance Door to Flat 1 and Maisonette 1	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	YES	YES	YES	NO	NO	N/A
Entrance Door to Flat 2 and Maisonette 2	826	1981	44	Solid	FD30S	YES	1.5 prs	NO	YES	NO	YES	YES	YES	YES	NO	NO	N/A

APPENDIX "E"

PRE-CONSTRUCTION INFORMATION

CDM Pre Construction Information

40-46 Sweyn Road, Cliftonville, Margate CT9 2DF



FOREWORD

The purpose of this document is to collate all appropriate health and safety information that may affect the construction phase of the proposed structure(s). This document must be read in conjunction with the contract documents. Unless otherwise stated, the Regulations referred to hereunder are the "Construction (Design and Management) Regulations 2015" which came into force on April 6th 2015

Under Regulation 4(5), the Client shall ensure that the construction phase does not start until a Construction Phase Plan is drawn up by the contractor if there is only one contractor, or by the principal contractor.

Under Regulation 11 of the Construction (Design & Management) Regulations 2015, the CDM Adviser/Principal Designer must plan, manage and monitor the pre-construction information from the Client and provide it to the design team and the Principal Contractor to enable them to fulfil their duties under those regulations. The Principal Designer shall also facilitate good communication and co-operation between project team members and ensure proper co-ordination of all health and safety aspects of the design.

Regulation 9 (1) states that "*A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations*".

Regulation 9 (2) states that "*When preparing or modifying a design the designer must take into account the general principals of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person –*

- (a) Carrying out or liable to be affected by construction work;*
- (b) Maintaining or cleaning a structure; or*
- (c) Using a structure designed as a workplace.*

Under Regulation 13 (1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety.

Under Regulation (5) the principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

Regulation 12 (1) states that during the pre-construction phase, and before setting up a construction site, the principal contractor **must** draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up which includes items for CDM Regulation compliance.

Regulation 12 (4) says that throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out so far as is reasonably practicable, and without risks to health or safety.

It is important to ensure that the information contained within this document is both relevant to the project and appropriate to its size and complexity. This will enable duty holders to focus on the significant hazards and make arrangements for the management and/or reduction of the risk levels of those hazards. Please use PPE as a last resort to mitigate risk but enforce the wearing of PPE as advised by the Contractor's own health and safety adviser.

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Regulation 12 (5) states that during the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which are likely to be needed during any subsequent project to ensure the health and safety of any person. It follows on in Regulation 12 (7) that during the project, the principal contractor **must** provide the principal designer with any information in the principal contractor's possession relevant and for inclusion in the health and safety file.

Design often continues throughout the demolition and construction phases of a project and where these designs have a significant health and safety implication the CDM Adviser/Principal Designer will liaise with the Principal Contractor and the design team to ensure that adequate regard is given to those implications. This is reflected in the continual updating of the Principal Contractor's Demolition or Construction Phase Plan throughout the relevant phases of the project, with the changes being brought to the attention of all those who will be affected by them.

The absence of reference in this pre-construction information to a hazard does not mean that such a hazard does not exist or may not arise. Any 'method of working' described within the pre-construction information, as prescribed by the principal designer, may be varied by the contractor as long as he provides an acceptable alternative method to the principal designer prior to works commencing.

The Site:

The site is located in Sweyn Road which runs between the Eastern Esplanade and Northdown Road which is a busy high St populated with small retail outlets, cafes. There is an Aldi superstore in close proximity. Personal Protective Equipment can be purchased at Riggers on this High St.

The site is in an area of high unemployment, and also of tourism with its proximity to the sea promenade and beaches of Margate, and consequently the roads and footpaths can be very busy. Both young and elderly people enjoy the promenade and seaside play areas and care should be taken to segregate construction vehicles and to secure the site. Car parking is available on the side roads and on Sweyn Road however there is a considerable number of residential vehicles competing for car parking spaces.

There is a Pharmacy located in Northdown Road and the nearest GP surgery is located half a mile from the site in Union Row, Margate, Kent CT9 1PP unionrowsurgery.org.uk Tel: 01843 296980.

The nearest A & E Hospital is located in St Peter's Rd, Margate, Kent CT9 4AN Tel:01843 225544

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Statement of Intent

The pre-construction information within this document has been developed to provide information to contractors on health, safety and welfare matters that they need to take into account when planning for the site works detailed in contract documents and on drawings.

This information provides a general description of the project, the proposed project organisation, and the design philosophy relating to construction health and safety issues. It also provides details of the project health and safety management and the information that is required to be provided by the contractors within their construction phase plan in order to demonstrate that appropriate account will be taken of the project health and safety arrangements during construction.

The prospective contractor shall review the information included or referred to in this document, and provide the relevant information in their construction phase plan to demonstrate appropriate health and safety arrangements which will be implemented during the construction works.

Failure to provide this information within the required period, or to the required standard, may result in a rejection of the construction phase plan.

Any conflict between the details contained in this document and any other contract document should be brought to the attention of the project manager or the principal designer for resolution prior to the tender submission.

When the principal contractor is appointed the information contained within this document will be developed into a construction phase plan, before commencement of the project and after discussions between the principal designer and the principal contractor on their method statement for constructing this project.

The principal contractor must ensure that his health and safety policy is in accordance with, as a minimum:

- a. Construction (Design and Management) Regulations 2015
- b. The Health and Safety at Work etc. Act 1974
- c. Management of Health and Safety at Work Regulations 1999.

The principal contractor is to be reminded that Regulation 8 states that:

- (1) No person on whom these Regulations place a duty shall;
 - (a) Appoint or engage a principal designer, designer, principal contractor or contractor unless they have taken reasonable steps to ensure that the person to be appointed or engaged has the necessary skills, knowledge and experience,
 - (b) Accept such an appointment or engagement unless they have the necessary skills, knowledge and experience,
 - (c) Arrange for or instruct a worker to carry out or manage design or construction work unless the construction worker has;
 - i) the necessary skill, knowledge and experience,
 - ii) is under the supervision of a person who has the skills, knowledge and experience.

The Principal Contractor may be required to provide evidence of checks on the skills, knowledge and experience carried out on his designers and contractors.

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1.	Description of Project
1.1	Project Description & Programme
	<p>The works involve investigation works, remedial fire damage, clearance and strip out followed by internal and external refurbishment works as detailed in the contract documents</p> <p>A full list of the scope of works and contact addresses can be found within the Contract Documents. A programme is to be agreed with the Principal Contractor on appointment.</p>
1.2	Key Dates
	<p>Mobilisation Period; approximately 4 weeks</p> <p>Planned start date; March 2016</p> <p>Practical Completion Date; February 2017</p>
1.3	Project Directory
	A directory containing the details of the Client and appointed consultants can be found in Appendix 2.
1.4	Extent and Location of Surveys, Existing Records and Plans
Structural	
Existing H&S File	None available for this contract.
Building Condition	The Principal Contractor is advised to carry out condition surveys before works commence on site.
Access into Properties	<p>The Principal Contractor will be responsible for maintaining the security of the premises during the working day and also access to common areas of the flats.</p> <p>Security is a main priority within these properties.</p>
Asbestos	<p>It is likely that asbestos will be found. The Clients asbestos team will arrange for R&D Surveys in advance and the contents of any documents prepared by the asbestos team must be followed.</p> <p>The Principal Contractor is to ensure that all operatives have undergone 'asbestos awareness training'. The Principal Contractor may be asked to produce evidence of the training.</p> <p>The Principal Contractor is to be aware that historically pipe lagging, soffits, fascia's, rainwater goods, thermoplastic floor tiles and roof tiles (Eternite), have contained asbestos.</p>
Confined Space	Lift pits, lift shafts and motor rooms can be defined as enclosed spaces. The Principal Contractor is to demonstrate, within their Construction Phase Health and Safety Plan how this will be managed.
Site	
Rights of Way	Not applicable to these works.

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Access to the Site	By way of existing highways and estate roads and footpaths. Care must be taken when both entering and leaving the estate as entrance and exit points are shared with pedestrians. Banksmen may be required in the method statement depending on the outcomes of risk assessments. However recent experience in another property at Trinity Square suggests that the risk assessment should take into account the possibility of a pavement closure as a suitable control measure to segregate the public from waste removal and delivery activities. See contract documents
Existing Boundaries	To be observed. Access into neighbouring properties cannot be gained without permission from the occupiers.
Adjacent Structures	The flats are within residential roads but a close to a 'high street' environment.
Party Walls	The Principal Contractor is to check with the Clients Representative where the Party Wall Act will need to be established and advance notice given by the Client's representative.
Adjacent Land Use	Primarily residential.
Wayleaves	None identified.
Ground	
Soil investigations	Not relative to this contract.
Habitat/Environment	Where cement and/or gypsum products are used, the Principal Contractor is to remove from site any waste. The cleaning of tools and equipment shall not be carried out over or in any drainage runs or waste water pipe work.
Tree Preservations Orders	Not applicable to these works.
Archaeological	Not applicable to these works.
UXB/UXO	Not applicable to these works.
Site Contamination	Not anticipated, but there is the potential for lift pits to contain or be subjected to debris such as used hypodermic needles and other drug paraphernalia.
Flood Risk Assessments	Not necessary for these works.
Service Disconnections	
Gas	The Principal Contractor is to determine the position and the condition of incoming gas pipe runs and take suitable precautions to avoid both damaging and disrupting the supply of gas to any property.
Electricity	Where works need to be undertaken to the electricity supplies, then the Principal Contractor is to ensure that the works are carried out by a competent person (qualified to at least Part P) and in line with the IET Wiring Regulations 17 th Edition (BS 7671:2008).

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Sewerage	Adequate welfare facilities are to be agreed with the Principal Designer before works commence on site.
Telephone	Care must be taken when works are undertaken which may cause disruption to any communication system.
Other Comm's	Not applicable to these works.
Health Hazards	The principal Contractor will provide a plan for the identification and control of health and safety hazards and residual risks for any internal or external works including, but not limited to:
COSHH (Chemical)	COSHH Data sheets must be obtained and kept available for the referencing of 'Workplace Exposure Limits'. Where a safer alternative is available this must be considered. These documents will be checked for their suitability once the site has been established.
Legionella (Water)	Not anticipated.
Weils (Rodents)	There is a possibility that there may be rodent infestation in certain areas and therefore suitable welfare facilities are to be established before works commence on site. Discarded food and wrappers are to be disposed of at the end of each working shift and removed from the working areas.
Ornithosis (Pigeons)	There is the possibility of pigeon fouling and therefore suitable eye and mouth protection is to be provided to operatives working in this environment.
Limes Disease (Sheep and Deer)	Not applicable to these works.
Actions After Vacant Possession	The appointed Principal Contractor will make provision for the following
Secure Holding	Any compounds or storage holding areas established by the Principal Contractor must be made secure where reasonably practicable.
Lockable Access Gates	Not applicable to these works unless referencing 'Secure Holding'.
Cautionary Signage	The Health & Safety (Safety Signs & Signals) Regulations 1995 should be adopted and this must be reflected within the Principal Contractors Construction Phase Plan. This matter will be subject to scrutiny on site.
Remediation	Not applicable to these works.
Site Clearance	The Principal Contractor is to be aware that tools and materials will not be stored within occupied premises overnight. Debris and arisings will be removed on a regular and frequent basis. Tripping hazards must be avoided at all times. Occupiers may be partially sighted, frail and less ambulant than others.

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2.	Clients Considerations & Managements Requirements
2.1	<p>Clients H&S Goals & Objectives</p> <p>The Client maintains high standards of health and safety throughout its organisation. These standards, and the relevant statutory requirements, are expected to be achieved and maintained during all phases of the project.</p>
2.2	Project arrangements for the monitoring and review of health & safety
2.2.1	The appointed Principal Contractor must be able to demonstrate how they would manage the health & safety of those working on the site, and develop strategies that recognise current Government and Health and Safety Executive Strategies for the reduction of accidents on construction sites and to equal or better these targets.
2.2.2	<p>Furthermore they should be able to demonstrate how they intend to show:</p> <p>Commitment - to higher standards of health and safety. Competence - ensuring everyone is trained and competent to do his or her work. Communication - ensuring the health and safety messages permeate throughout the project - involving workers as well as managers in solving problems that arise. Co-operation - building up relationships of trust and partnership so that things are done right first time, every time.</p>
2.2.3	The Client expects, as part of the Principal Contractors progress reporting, the submission of a Health & Safety report that details site performance against national targets and trends and the number of reportable accidents / incidents in the period.
2.3	Permits and Authorisation Requirements:
	The Principal Contractor must put in place appropriate permits to work system to ensure the safety of those undertaking construction works. These permits need to be regularly reviewed and updated as the works progress to ensure that they are job specific.
2.4	Emergency Procedures and Means of Escape
	<p>The Principal Contractor must prepare a suitable Emergency Plan detailing the procedures to be taken in the event of serious and imminent danger (fire and/or explosion).</p> <p>The procedures may require evacuation of the site or involve the rescue of an injured person. Details should be included in the Health and Safety Plan. A sufficient number of competent persons should be nominated to implement those procedures.</p> <p>These procedures need to be co-ordinated with the Clients current procedures, and communicated to those responsible within both parties</p>

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2.5	Security Arrangements
	<p>The Principal Contractor is responsible for the security of the 'site', the area where construction works is taking place, for those working within it and the public.</p> <p>Further advice can be referenced from (HSG 151 Protecting the Public – Your Next Move, and the New Roads and Street Works Act)</p>
2.6	Site Welfare Facilities
	<p>The Principal Contractor must ensure that suitable and sufficient welfare facilities are provided for the duration of the construction phase and that they comply with Schedule 2 of the Construction (Design & Management) Regulations 2015. Further guidance can be obtained from L153 Guidance on the CDM Regulations</p>
2.7	Site Rules to be provided, implemented, monitored and controlled by the Principal Contractor. Suitable PPE should be provided and worn.
	<p>To be confirmed with both the Clients Representative and the Principal Designer. The following schedule must be a consideration;</p> <ol style="list-style-type: none"> 1. No unauthorised person is allowed on any scaffold or access equipment. All scaffold and access equipment is to be disabled at the end of each shift/day to prevent the abuse of equipment over night. 2. All temporary electrics are to be 110 Volt supply and to conform to the HSE Publication HS(G) "Electrical Safety on Construction Sites". It will need to be demonstrated that PAT testing of tools and equipment has been carried out. 3. Ladders on site should be Class 1: Industrial. 4. There shall be no use of lasers of Class 3 or above on site without the prior agreement of the Principal Designer. The Ionising Radiation Regulations 1999 should be considered. 5. The Principal Contractor is to: <ol style="list-style-type: none"> a) Send a copy of their assessments under the COSHH Regulations 2002 to the Principal Designer. b) Inform the Principal Designer if any material or substance to be used is listed under the "Approved Supply List" or "Approved Carriage List" of the Chemicals (Hazard, Information and Packaging for Supply) (Amendment) Regulations 2002 or is comparable in hazard. COSHH assessments of manufacturer's safety data sheets are to be included with the notification. c) Notify the Principal Designer of any accident or occurrence on site that involves any employee in medical treatment or time off. Any notification to the Health and Safety Inspectorate under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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	<p>6. The Principal Contractor is to satisfy himself that all machine operatives have passed CITB or equivalent training prior to them starting work on site.</p> <p>7. For the avoidance of doubt, it is stressed that the Statutory Authorities, when working on site, are classed as contractors and are to be treated as such and are subject to site rules.</p> <p>8. The Principal Contractor is also to fully implement "The Provision and Use of Work Equipment Regulations 1998" (PUWER), and the "Lifting Operations and Lifting Regulations 1998" (LOLER).</p> <p>9. Where noisy plant and equipment is to be used consideration must be given to controlling the noise. The "Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002" must be consulted.</p> <p>10. The Principal Contractor is to fully implement the "Confined Spaces Code of Practice (ACoP), Safe Work in Confined Spaces".</p> <p>Fire. Emergency fire-fighting and evacuation procedures are to be agreed prior to the start of construction. These should comply with the recommendations on the Joint Code of Practice 'Fire Prevention on Construction Sites' (8th Edition) issued by the Construction Confederation and the Fire Protection Association. A copy of the Principal Contractor's Fire Plan is to be issued to the Principal Designer and the Client's Representative.</p>
3.	SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS
3.1	Design assumptions and control measures:
	<p>Since the project is a design and build contract, during the design and/or pre-construction stage the Principal Designer will, with the Principal Contractor, identify significant and or abnormal hazards, work sequences and precautions which should be addressed. These are to be recorded and brought to the attention of the Contractors during the induction process.</p>
3.2	Arrangements for co-ordination of on-going design work and handling design changes:
	<p>The Principal Contractor is to ensure compliance with the Construction (Design and Management) Regulations 2015 during the design development or construction stage of this project.</p> <p>Where relevant, information regarding design alterations or design development which may have an impact on health and safety in the "Construction, Maintenance, Alteration or Demolition" of the structure, should be passed to members of the Design Team including the CDM Adviser/Principal Designer for comment, prior to the operation commencing. This information <u>must</u> include Designers Risk Assessments.</p>

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3.3	Information on significant risks identified during design (health and safety risks):
	<p>The following significant risks have been identified:</p> <ul style="list-style-type: none"> • Working at Height • Manual Handling • Lone Working • Site security (Arson or Burglary) and emergency escape plans • Leprotosis, Weils and Ornithosis • Asbestos • Stability and unsafe works in adjacent and existing structures The above list is not exhaustive.
3.4	Construction materials requiring particular precautions:
	<ul style="list-style-type: none"> • Cement and gypsum based products, • Wet concrete/cement, • Hardwood & Softwood dust, MDF & HDF Board dust, • Timber preservation treatments, • Any product or materials containing (eg adhesives), • Lead sheet flashings & lead based products, • Vermiculite unless it is established as being fibre free, • Glass – large sections, • Glass wool or similar mineral fibre insulation, • Bitumen based products – see HSE publication H5(B)4 “Skin Cancer caused by Pitch and Tar”, • Urea Formaldehyde Solvent based products (Stains, Adhesives, etc.), • Diesel fuel and lubrication oil for use in mechanical plant, • Chemical paint strippers, • Polyisocyanate Foam (fire stopping or hot water cylinders) • Any product that contains or uses the current Montreal Protocol listed CFC gasses in its manufacture, • Cavity wall ties must be selected to ensure no sharp edges, <p>The above list is not exhaustive.</p>
4.	The Health & Safety File
4.1	Format and Content
	<p>The CDM Adviser/Principal Designer has a duty to assist in the preparation of the Health and Safety File. The Principal Contractor has a duty to provide the Lead Designer and CDM Adviser/Principal Designer with the requested information for inclusion within the Health and Safety File.</p> <p>To aid the Principal Contractor Appendix 4 contains a template that outlines the information that should be provided to the CDM Adviser/Principal Designer and the format it is to be provided in. All health and safety information required is based upon the guidance provided within L153.</p>
4.2	Collection of Information
	<p>As defined within the Preliminaries to the Tender documentation the Principal Contractor should collect relevant information from Contractors, Designers, and other relevant parties as the works proceed.</p>

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Appendix 1

Design Risk Assessments

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Appendix 2
Project Directory

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Consultant	Company Name & Address	Contact	Telephone Number Email Address
Client	Thanet District Council PO Box 9 Cecil Street Margate Kent CT9 1XZ	Annette Claudel	T: 01843 577 710 M: Email: Annette.claudel@thanet.gov.uk
CDM Adviser/Principal Designer	Potter Raper Partnership Duncan House, Burnhill Rd Beckenham, Kent BR3 3LA	Ken Hannah	T: 020 8658 3538 M: 07970-126269 e: ken.hannah@prp.gb.com
Contract Administrator	Potter Raper Partnership Duncan House, Burnhill Rd Beckenham, Kent BR3 3LA	James Dutton	T: 020 8658 3538 M: E: james.dutton@prp.gb.com
Principal Contractor	T.B.C.		T: M: E:
Electrical & Mechanical Engineers	T.B.C		T: M: E:
Structural Engineer	T.B.C		T: M: E:
Quantity Surveyor	Potter Raper Partnership Duncan House, Burnhill Rd Beckenham, Kent BR3 3LA	Dan Walls	T: 0208 658 3538 M: Email: daniel.walls@prp.gb.com

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Appendix 3
Principal Contractor's
Construction Phase Plan

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The Construction Phase Health & Safety Plan:

The Principal Contractor is required by Regulation 12 of the Construction (Design and Management) Regulations 2015 to ensure that the Construction Phase Plan is:

- prepared before construction work begins, paying adequate regard to the information contained within this document
- as appropriate reviewed, revised and refined to reflect the changing site conditions and procedures
- implemented in a way as to ensure as far as reasonably practicable the health and safety of those carrying out construction work and those who may be affected by it.
- Able to identify the risks to health and safety arising from the construction work and includes suitable and sufficient measures to address those risks.

This information is required until the end of the construction phase.

The Construction Phase Plan should contain, but not be restricted to, the information detailed in Appendix 3 of L153 Guidance Notes

The Principal Contractor must present a sufficiently developed copy of this Plan to the CDM Adviser/Principal Designer, who must advise the Client on the suitability of its content and that arrangements have been made to ensure that welfare facilities are available from the start. The developed Health and Safety Plan should include Method Statements and Risk Assessments for the **“early work packages”**.

Health & Safety Executive Construction Health & Safety Priorities

It is anticipated that when examining risk control measures for projects (from design to completion) the HSE will concentrate on the steps taken to minimise the impact of the following:

Health Priorities

Safety Priorities

Contractors should note that the HSE are conducting a major review of constructions sites, in order to establish the steps taken regarding CDM design and planning requirements prior to the project starting on site.

This review covers the points listed above and may require further demonstration of the following by the Client Team and Contractor:

Where do you anticipate hazards arising during the project?
What is the assessment of the risk arising from these hazards?
What steps have been taken to eliminate the risk by design?
What significant residual risks remain and how will they be controlled?
What other significant risks have been identified?
How will the CDM Adviser/Principal Designer oversee on going design?
How will the Principal Contractor manage the construction work?

B Health & Safety Executive Site Inspections

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The HSE have advised that they will continue to target during site inspections:

- asbestos removal work
- small sites/projects
- refurbishment
- major projects/large contractors and clients
- local priorities

The following generic issues will also be considered where appropriate during site visits:

- work at height
- asbestos risks
- provision of welfare facilities
- site conditions (good order)
- respiratory risks and adequacy of PPE use

C Health & Safety Executive Management Review

The HSE will also consider:

Leadership

- How effective directors & other senior managers are at leading health and safety

Management of Health Risks

- Raising awareness and promoting knowledge of health risks in construction

Worker Involvement

- Encouraging effective worker involvement, so every worker plays an active role

Contractor Competence

- Placing particular emphasis on the competence of organisations and individuals.

Temporary Works

- Raising awareness of managing temporary works effectively and ensuring that adequate management arrangements are in place.

D Guidance Publications:

The following publications provide specific guidance on some of the potential hazards associated with this site (This list is NOT considered to be exhaustive);

- HSG 33 – Health and Safety in Roof Work
- HSG 47 – Avoiding Danger from underground services
- HSG 141 – Electrical Safety on Construction Site
- HSG 150 – “Health and Safety on Construction Sites”
- HSG 151 – “Protecting the Public your next Move”
- HSG 168 – “Fire Safety in Construction Work”
- HSG 185 – “Health & Safety in Excavations – Be safe be shore”
- S 6187 : 2000 – “Code of Practice for Demolition”

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Appendix 4
Health & Safety File
Content & Format

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INFORMATION REQUIRED FOR INCLUSION WITHIN THE HEALTH AND SAFETY FILE

The Principal Contractor is required by Regulation 12 of the Construction (Design and Management) Regulations 2015, to "**promptly** provide the CDM Adviser/Principal Designer with any information which is in the possession of the Principal Contractor or which he could ascertain by making reasonable enquiries of a Contractor, and it is reasonable to believe the CDM Adviser/Principal Designer would require in the Health and Safety File in order to comply with the requirements imposed on him in respect thereof

It is generally recommended that 1 hard copy and 1 electronic copy is provided to the Client. However, the Client may wish to have additional copies, which will be made known during the pre-construction phase and or within the Employer's Requirements. The Principal Contractor should liaise with the Principal Designer to ascertain the format and content of the Health and Safety File which should be developed throughout the construction phase.

The following information is detailed in L153 for issue to the CDM Adviser/Principal Designer as requested.

- (a) A brief description of work carried out;
- (b) Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services);
- (c) Key structural principles incorporated in the design of the structure (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- (d) Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off);
- (e) Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements);
- (f) Health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) The nature, location and markings of significant services, including fire-fighting services;
- (h) Information and as-built drawings of the structure, its plant and equipment (egg, the means of safe access to and from service voids, fire doors and compartmentalisation).

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Appendix 5
Health and Safety
Considerations

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1. Asbestos.

An asbestos survey will need to be commissioned **before** works commence on any of the properties. Although the survey results will be available, the premises still have the potential for asbestos being discovered.

If any asbestos containing materials are found, the Principal Contractor must ensure that all works with regard the removal of asbestos are carried out in full accordance with the following Regulations:

The Control of Asbestos Regulations 2012,
Health and Safety Executive Approved Code of Practice (ACoP) "Work with Materials Containing Asbestos": Control of Asbestos Regulations 2012" L143,
The Pollution, Prevention and Control Act 1999,
The Pollution, Prevention and Control (England and Wales) (Amendment) Regulations 2002,
The Collection and Disposal of Waste Regulations 1988,
All current British Standards,
All relevant Health and Safety Guidance notes, including, in particular, HSG 248,
Integrated Pollution, Prevention and Control (IPPC) Regulations 1996 (EC Directive 96/61),
Health and Safety at Work etc. Act 1974.

Operatives must be adequately trained in 'Asbestos Awareness' and proof of training obtained.

Risk Assessments must be prepared together with Method Statements (RAMS) and Safety Procedures.

2. Access and Egress to and from the Working Area.

Suitable precautions must be taken when entering and leaving the working area to avoid accidents to occupants, some of who may be elderly and/or frail, others who are not involved with the works (pedestrians) and road users.

3. Site Services.

The Principal Contractor is to ascertain the location of all on site services prior to any excavation or 'opening up' commencing and confirm their disconnection where necessary. Reference shall be made to HSE Publication HSG47 "Avoiding danger from Underground Services". The locations on any LV or HV cables are to be marked prior to any works commencing.

4. Protection of Non-Construction Personnel.

In the event of a phased handover or works within occupied premises, the Principal Contractor is to make suitable arrangements for the protection of non-construction personnel whilst works are in progress. A Method Statement outlining protective measures will be required.

5. Protecting the Public.

The sites are within residential areas and attempts at entry by children and/or unauthorised persons **are** expected. The principal Contractor is to maintain adequate precautions to prevent entry and injury by others in accordance with HSE Publication HS(G)151 "Protecting the Public – Your Next Move" and its recommendations therein are expected to be adopted.

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6. Falling from Heights/Falling Objects

The working over, within and adjacent to lift shafts and access to roof plant rooms create the potential for falling and similarly the falling of tools and materials onto others at lower levels.

The Principal Contractor is to show, within their Construction Phase Health & Safety Plan, how this is to be managed.

7. Ladders

Ladders should, ideally, only be used as a means of access if no safer means is available. Where a ladder is used as access between two places of work it must be secured to prevent slipping. Where a ladder is over 3m high it must be fixed where possible or otherwise footed. Ladders should only be used as a working place for light work such as short periods of maintenance or painting. The working position should not be less than five rungs from the top of the ladder.

8. Scaffolding

Scaffolding must be erected and maintained in compliance with Regulation 8(1)(2)(3), and Regulation 17 (1)(2)(3)(4) of the Construction (Design and Management) Regulations 2015. The Principal Contractor is advised to use only scaffold contractors who are members of "The National Association of Scaffold Contractors" as a means of proving competency.

9. Designed Scaffold

Details of any specially designed scaffold are to be sent to the Principal Designer.

10. Competency of Designers

The Principal Contractor is responsible for the appointment of various designers, therefore details of enquiries and responses in respect of competency and resources with regard to Health and Safety Matters shall be submitted to the Principal Designer as early as possible for information and record.

11. Liaison

Details of your proposals in respect of liaison between your appointed designers and the Principal Designer in respect of Health and Safety matters (in accordance with Regulation 13(5)) shall be submitted and agreed prior to commencement of the construction works.

12. Distribution of Design Risk Assessments

Proposed procedures are to be agreed for distribution of Designers Risk Assessments to the Principal Designer for information and record with regards to Health and Safety hazards.

13. Site Access

The Principal Contractor is responsible for providing security of the common areas and lift motor rooms during the working shift. How this is to be achieved must be reflected within the Construction Phase Health and Safety Plan.

14. Hours of Working

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The Principal Contractor is to agree working hours with the Client.

15.Welfare Facilities

Details of welfare facilities such as drying rooms, canteen and toilets are to be included within the Construction Phase Health and Safety Plan together with a proposed installation programme, maintenance and cleaning arrangements.

16.Manual Handling Risk Assessments and Method Statements (RAMS)

Details of Risk Assessments and Method Statements in respect of manual handling are to be provided. The Principal Contractor is to be aware of the HSE Publication HS(G)149 "Backs for the Future", and its contents followed.

The Principal Contractor is to include within the Construction Phase Health and Safety Plan details of how materials are to be off loaded and distributed. Should mechanical means be envisaged then management procedures should be included of driver and equipment safety and training. Risk Assessments and Method Statements should include consideration of scaffold load capacity and loading towers.

17.Cleaning Roads etc.

Measures are to be specified for keeping roads, walkways, paths and stairs clean from debris and dirt and free from possible trip hazards.

18.Signage

All signage is to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

19.Location of Temporary Site Accommodation

The location of any temporary site accommodation is to be agreed prior to commencement. Details are to include fire prevention precautions. Buildings must not constitute a fire risk to adjacent properties and therefore should be located accordingly. Burning of debris on site is not permitted. Notice should be taken of the document 'INDG 308 – The Safe Use of Gas Cylinders'.

20.Traffic/Pedestrian Routes

The Principal Contractor should endeavour to keep pedestrian and vehicle routes apart, especially where loading/unloading or movement of vehicles may take place.

21.Procedures for dealing with unforeseen eventualities and conditions during the Construction Phase resulting in substantial design change, which may affect resources

Should unforeseen eventualities or conditions change during the construction phase which may affect the agreed procedures in respect of Health and Safety matters, this must be brought to the attention of the Contract Administrator and the Principal Designer immediately these become apparent. Details to include known health and safety implications. Risk Assessments and Method Statements where appropriate.

22.Procedure for considering the Health and Safety implications of design elements of Principal Contractor and/or other Contractors

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Detail design and final as-built drawings should preferably include appropriate comments on Health and Safety implications, together with advice on maintenance, dismantling and alterations. Drawings and details must be submitted to the Principal Designer for comment.

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