

**Construction (Design and Management)
Regulations 2015:
Pre-construction Information for**

Shire House Flat Roof, Bodmin Town Council

Job Ref: 15475/CDM

February 2019

Version control:

Issue 4: Asbestos Report received. PCI Updated for issue with tender package - 2019

Construction (Design and Management) Regulations 2015:
Pre-construction Information

Project: Shire House Flat Roof, Bodmin Town Council, Mount Folly, Bodmin, Cornwall, PL31 2DQ

Job Ref: 15475

1. Description of Project:

a. Project description and programme details:

Re-covering of flat roof to the modern rear extension of a historic building. Works will comprise replacement of the flat roof covering, new roof lights, rainwater goods adjustments and alterations to kitchen ventilation. Initial survey works have been carried out prior to detailed design. The contract dates for the project are estimated at this point in time and will be updated accordingly.

Contract dates (provisionally):

Commencement date: Late March/early April 2019 (TBC upon tender process)

Completion date: 3 to 5 weeks provisionally (TBC upon tender process)

Sufficient overall preparation time has been allowed by allowing two weeks planning time. The Construction Phase Plan (Contractor's Health and Safety Plan) is to be presented by the Principal Contractor to the client representatives at least one week before starting works, so that the documents can be reviewed by/for the client.

The project is not expected to be notifiable under CDM Regulations 2015.

b. Details of parties:

The client, designers and Principal Designer details are given below.

The client is:

Bodmin Town Council
Shire House
Mount Folly
Bodmin
Cornwall
PL31 2DQ

Contact: Peter Martin/ Anne Banks
Telephone: 01208 76616/ 01208 265984
Email: Peter.martin@bodmin.gov.uk/ Anne.banks@bodmin.gov.uk

The Principal Designer and Contract Administrator is:

RTP Surveyors
9 Mount Folly Square
Bodmin
Cornwall
PL31 2DF

Contact: Sue Wilton
Telephone: 01208 892020
E-mail: swilton@rtpsurveyors.co.uk

The Roofing Designer/Specifier is:

The Garland Company UK Limited
Second Way Centre
Second Way
Avonmouth
Bristol
BS11 8DF

Contact: Justyn Irons
Telephone: 01174 401050 or 07903 637728
E-mail: jirons@garlandukltd.co.uk

c. Workplace requirements:

The finished property will remain with current usage as kitchens, public assembly/council meeting rooms and ancillary facilities. The Workplace (Health, Safety and Welfare) Regulations 1992 apply to the completed works specifically being addressed within this contract. This includes the provision of safe cleaning access for the rooflights (fixing points for ladders and guarding to prevent falls from height).

The Principal Contractor should ensure that all new plant or equipment should be easily accessible for the users of the building and for future maintenance. Details of all isolation facilities and safety mechanisms must be supplied in the Building Manual to be produced by the Principal Contractor and as information for the Principal Designer, for inclusion in the Health and Safety File.

d. Existing records and plans:

The premises have been subject to an Asbestos survey in the past (attached Report in Appendix A). A Management Asbestos Survey of the Shire House Suite was carried out in August 2010. The Report confirms that there is **Chrysotile asbestos in the external cement wall/roof cladding tiles (and soffit at eaves) and internally in vinyl flooring within WC and store areas**. All contractors should be made aware of these areas and suitable HSE compliant safe systems of work must be put in place before any work is undertaken to disturb/remove these items. **Method Statements will be required.**

The client has provided original construction drawings for review. These show the mansard style cladding as “dark grey A/C slates”, with lead flashing details (extract from Building Regulations and Planning Drawing – Elevations 8331/14/B, by Donald Whitfield & Associates, dated 16/11/84). Further details of the whole roof construction are found on drawings 8331/15 (Sections) and 8331/16 (Details). These record drawings are appended, as they refer to the detailed construction of the roof, including the layers of finishes to the current flat roof areas. The roof plan confirms the structure being of 175x50 GS/MGS joists at 400 centres on steel rafters, to the upper level flat roof, and a combination of 150x50 and 175x50 GS joists to the lower level flat roof (at 400 centres). 19mm exterior grade plywood decking is cited on the Section and Detail drawings.

A Refurbishment Asbestos Survey was undertaken to review the areas covered by the planned roofing and ventilation works. This is also attached in Appendix A. **Additional areas of asbestos containing materials were found within the work areas. The positive findings of cement roof tiles and putty to the extract plant on the roof need to be included within the Principal Contractor’s tender and work plan. HSE Guidance and all Asbestos Regulations need to be followed in order to carry out this work in accordance with safe systems of work. Waste removal notices are required for all disposal of ACM.**

Note: the Asbestos Report does not extend to concealed areas and specifically the rooflights were not opened-up. Prior to their removal, gaskets and seals must be presumed to be asbestos unless tested to confirm otherwise. Principal Contractor to include for this work within their tender.

No edge protection is provided to the roof and therefore suitable Certified scaffolding/edge protection must be provided for the works to be carried out.

There is no current information regarding concealed services and the safety of any stripping out/renovations should be considered with this in mind at planning stage by the Principal Contractor. **Checks for Electrical isolation must be made before commencing works.**

The specification and detailed roof design are being carried out by The Garland Company UK Ltd, who will issue their product and safety data information to the Principal Contractor upon appointment.

The premises abut the public highway, with adjacent premises to one side. The single storey part of the building lies to the rear of the main building and access to this will need to be maintained. This results in difficult manual handling and access constraints. **The Principal Contractor needs to plan safe works with these constraints in mind.**

The Specification and contract documents highlight specific risks that the contractor should be aware of, with particular note of working at height for roof works, rooflight replacement and pipework/RWG replacement.

2. Client's Considerations and Management Requirements:

a. Arrangements for planning and managing the construction work:

- i. Arrangements for planning and managing the construction work are to be carefully considered prior to the start of the works. The Principal Contractor is required to carry out appropriate liaison with the Contract Administrator (CA) (RTP). The project aim is to maintain a good safety standard as expected by the client and Principal Designer. Weekly site meetings are required. The Contractor and the CA will be in attendance at this and other additional site meetings as required throughout the project. The times and dates of the site meetings are to be arranged and agreed with the CA. It is expected that the client will only be contacted by the Principal Designer or CA in their respective roles and the Contractor should raise any questions with the CA in the first instance. Equally the client body will not expect to instruct the Contractor directly, but through the CA.
- ii. Details of health and safety issues shall be submitted to the Principal Designer and designer, including the results of appropriate risk assessments. In the event of any unforeseen circumstances, the designer and the Principal Designer are to be informed immediately by the Principal Contractor, including any related health and safety issues. In the event that any re-design is required for whatever reason, the health and safety implications are to be submitted for consideration and acceptance by the Principal Designer and designer in due time for execution.
- iii. The security of the site is important for safety as well as property protection. The client expects that appropriate protection measures will be taken at all times to avoid unauthorised access to the property or works. Scaffolds and rooflight openings are to be specifically protected at the end of each working day and materials secured safely (in accordance with CDM 2015). The client expects that the Contractor will retain one set of keys for their access to the part of the building they are working in, whilst they are in possession of the site (during the contract period). The Contractor will be responsible for locking the building and securing the site at the end of each working day. Specific reference should be made to the tender documents in this respect. Security is a significant risk issue and it should be noted that children will be accessing areas nearby. **Providing for the exclusion of children from the site is imperative.**
- iv. The Principal Contractor is to provide their own temporary site facilities in their compound. **Proposals for precise temporary accommodation will be agreed at commencement of the contract, when the contractor will be given a designated area in the public car park to the rear of the premises.** The site area which can be occupied by the contractor is limited, as noted in the Specification documents. The Contractor is to provide at least 1 No toilet unit (to suit operative numbers) consisting of toilet plus hand washing and drying facilities with hot and cold water (or warm water) to be provided. Welfare provision is needed from day one of

the contract and the Contractor must provide their own welfare facilities from this time. Secure storage areas are also to be provided.

b. Health and safety of the client's employees or customers:

- i. The premises in general will be occupied during the course of the works, but bookings to the public rooms will be limited by prior arrangement with the client body, as specific safety needs require it. Neighbouring properties include the council offices (to the front of the premises), and RTP Surveyors offices (to the side), which will remain in operation throughout the works. **The Principal Contractor must incorporate safe continued access and egress within the Construction Phase Plan, including ongoing liaison with the occupiers of adjacent properties.**
- ii. The Contractor should allow for statutory requirements for fire precautions, emergency procedures and means of escape throughout the project (under CDM 2015 and RR(FS)0 2005). **The client has a system of hot works permits in place (refer to Appendix D).** This must be used if hot works cannot be avoided.
- iii. The fire precautions and means of escape for the building should not change but if temporary adjustments are needed for the duration of the project then these must be agreed in advance with the CA, Principal Designer and the client, followed by appropriate protection and signage to enable occupiers to continue to use the premises safely. **The client's Fire Evacuation Procedure is attached and must be followed (see Appendix E).**

iv. Segregation of public from work areas/hazards:

The Principal Contractor is responsible for erecting all suitable fencing around the site and compound areas to prevent unauthorised entry. Warning/directional signs and safety notices will be posted to the scaffold and site boundary to advise people of dangers. At the end of each day, ladders giving access to scaffolding will be removed or boarded so that access is not possible. Plant will be effectively immobilised and locked in the compound if possible. If weather conditions require it, loose materials will be properly secured.

The contractor should install appropriate sheeting and protection to work areas inside and outside the premises, to prevent dust or debris affecting occupiers or passers-by.

v. Site transport arrangements or vehicle movement restrictions:

Due to the proximity of the site compound area and vehicle access routes to adjacent properties, public highways and footpaths, a Banksman must be present at all times when deliveries are in progress. The adjacent premises must also be considered. Congestion is likely in nearby streets and access for vehicles should be considered prior to the Contractor making arrangements for delivery and site transport. In particular, at

school start times and leaving times, the roadways are extremely busy and deliveries of materials/collections of waste should be avoided during these peak hours (i.e.: 8:30am-9:30am and 2:30pm-4:00pm). Any concerns with regard to this should be discussed in advance with the Principal Designer or the CA.

- vi. Restricted work areas in this project relate to the ceiling and roof voids, and ducts where specific safety precautions must be taken. Appropriate safe working practices should be planned, programmed and adopted prior to any work proceeding in those parts of the premises.

The Principal Contractor must inform the Principal Designer of such procedures before implementing them. This information should be included within the Construction Phase Plan (CPP) and relevant Risk Assessments and Method Statements (RAMS).

- vii. Smoking is not permitted internally on site or externally where there are risks due to other hazards such as materials stored or used externally. Please be respectful of neighbouring car park and building users in choosing a location to smoke.
- viii. The client requests that the Contractor is considerate to neighbours' parking needs. Parking of vehicles used by persons employed on the site can be arranged with the client in advance of the project, to take two or three ticketed places within the public car park behind the building.

3. Environmental Restrictions and Existing On-site Risks:

a. Safety hazards:

- i. Site hazards and requirements are noted in the Specifications and Preliminaries. Operatives need to be appropriately skilled and experienced for the type of work. Relevant CITB Certificates of Competence and CSCS cards (or equivalent) should be evidenced within the Construction Phase Plan. Site staff responsible for supervision and control of the project must be experienced in the assessment of risks involved and methods of construction to be used. It is important to prevent fire and/or explosion caused by gas or oil and/or vapour from tanks, pipes. It is important to reduce dust by periodically spraying with an appropriate wetting agent, or contain the dust for disposal within equipment used for the purpose. Submit method statements for control, containment and clean-up regimes for all dust and specifically potential lead dust. Protect all operatives and the public from vibration, dangerous fumes and dust arising during the course of the works.
- ii. The site is located in a busy commercial/retail area which requires sensitivity to neighbours' needs as far as not blocking access to gates/driveways/other vehicles/entrances/exits. Access and storage restrictions are noted in this document and use of any areas outside of the work areas must be agreed in advance with the CA and client.

- iii. The Contractor should be aware of the COSHH requirements for all materials/substances brought to site and take necessary precautions. Risk Assessments must be undertaken prior to the use of chemicals, treatments and finishes, and safe systems of work agreed. Such information should be included within the Contractor's Health and Safety folder on site. Copies should be provided in advance to the Principal Designer and client.
- iv. Services such as concealed/underground services or those aspects being worked upon, including the electrical system, gas, plumbing and drainage, all need special consideration by the contractor. A "dial before you dig" policy should be enforced as approximate locations are not provided. No investigations have been undertaken to locate existing services, therefore the Contractor needs to undertake this work. A policy of using safe detection devices prior to carrying out any demolition or opening up works should be enforced. Such information should be provided to the Principal Designer and CA prior to works going ahead and included within the Contractor's health and safety folder on site. Drawings/records with precise locations of facilities should be made available for the client on completion for the health and safety file. The Contractor must provide safe systems of work and record this suitably with their Construction Phase Plan.
- v. Structural aspects of the existing property should be considered for material storage and prior to opening-up/construction works. **The existing rooflights are of fragile material and unguarded they pose a hazard to operations, as there is a high risk of falling from height in these locations. Additionally, there are risks to building users below, as objects/building materials/tools could fall through and on to them. Guarding is needed during the works.** The works require prior planning to ensure a safe system of work for removal, temporary support and installation of new elements and fabric of the building. This should be submitted to the Principal Designer and client prior to the works proceeding (for approval). The records should also be retained in the Contractor's health and safety folder on site.

b. Health hazards:

- i. Ground conditions and contamination are not relevant to this project.
- ii. Asbestos; **The client has provided Asbestos Reports for this location (included in Appendix A). This confirms that there are Asbestos Containing Materials adjacent to work areas at roof level (and in internal areas not expected to be disturbed).** As there is potentially asbestos in the concealed areas of the building elsewhere (for example in rooflights/gaskets), the level of risk is considered to be medium. There will always be a need for the Contractor and operatives to be aware of the risk prior to entering or working in concealed spaces or removing partitions/ floors/other elements of the building. **A method statement is required for this from the Contractor and assurance is sought that all**

operatives will have had asbestos awareness training. This information will also be required in the Construction Phase Plan and in the Contractor's health and safety folder on site.

- iii. Any unusual or potentially hazardous materials found by the Contractors are to be notified to the Principal Designer prior to continuing with work in these locations.
- iv. Weil's disease poses a risk when working with drainage. This must be included in the relevant RAMS and processes. PPE and suitable hygiene measures are required.

4. Significant Design and Construction Hazards:

a. Significant design assumptions and control measures:

Section 4c below notes some expected work processes. **The Principal Contractor must consider Health and Safety risks and controls in evaluating their programme and make necessary safety arrangements.**

Of note is the client's expectation of access and security, in that the client expects that the site use and the programme of works will allow for the premises to remain secure at all times (see Section 2a). The priority of the contract at the initial site set-up stage will be to provide the exclusion zones, to prevent access to the construction areas by the general public and children. Control measures will need to remain in place throughout the contract period to ensure that safe access/egress routes are maintained for public access and occupiers of the remaining parts of the building and adjacent premises.

Working at height will need to be planned for safe roof covering works and rooflight installation, RWG replacement and ventilation duct works. For removal work to be carried out by hand, manual handling aspects need to be considered by the Contractor. To reduce manual handling risks, mechanical assistance and hoists should be used where appropriate. **The Principal Contractor should provide a risk assessment and method statement for working at height and for the clearance for this project. These need to be provided in advance to the Principal Designer and client for review.**

b. Co-ordination of ongoing design work:

The Principal Contractor should liaise with the Principal Designer regarding any ongoing needs for design during the contract. Any changes will need to receive prior approval from the CA and client, with any health and safety issues raised as a consequence requiring discussion with the Principal Designer.

c. Significant risks identified during design:

The Designers (RTP) have identified the following significant residual risks:

- i. Asbestos; **The Asbestos Reports indicate Asbestos Containing Materials within and adjacent to work areas.** The Contractors will still need to remain vigilant and operate safe working procedures should any further

suspect materials be found. **HSE guidance and safe procedures must be followed. Confirmation of these arrangements is required in the Health and Safety Plan.**

- ii. **Fragile roof;** the rooflights require guarding and boarding over to prevent falls from height. **Suitable and secure guarding needs to be provided at every rooflight in the work area during the project to protect operatives and those using facilities below.**
- iii. Restricted/enclosed spaces; there will be a risk of unidentified hazards/hazardous material/dust from these areas, including possible Asbestos and Radon. Prior consideration is needed from the Contractor for operatives and safe processes for working, including the use of suitable PPE. **Such provision should all be provided for within the Construction Phase Plan and RAMS for the works.**
- iv. Demolition/dismantling risks; relate to the care needed by the Principal Contractor in removal processes /use of machinery /access/protection of operatives and passers-by from dust/hazardous materials/falling, materials/falling from heights. For stripping out and replacement works it should be noted that rooflights (with sharp edges and dust from cutting) and Lead (with consequential toxicity risks) give rise to strict hygiene requirements and PPE (see attached product literature in Appendix C for an introduction to these issues). **The Contractor is to provide a written demolition procedure in advance of the work and RAMS.** This will be included in the Construction Phase Plan. The relationship to services is to be considered in advance of any works as detailed earlier in this report. **Avoidance of skin diseases, exposure to lead and inhalation of dust should be considered in advance by the Principal Contractor and welfare facilities should be provided from day one.**
- v. Finishing and cleaning work; this will require consideration for future contracts and maintenance at roof level, particularly for accessing plant for maintenance and cleaning rooflights. **Prior consideration is needed for operatives and process for safe working.** Such details should be provided for the Health and Safety File at completion of the project.
- vi. Ground conditions and sources of pollution; no contaminated land surveys have been conducted. Timber treatment for new timbers should be carried out off site in order to reduce risks to the operatives and environment. The Contractor should bear in mind that this is a known radon area. **The risks from Weil's disease should be evaluated prior to working with drainage.**
- vii. Concealed services all need special consideration by the Contractor. A "dial before you dig" policy should be enforced as approximate locations are not given. Isolation of electricity/other services should be double checked and safe procedures should be set in advance for each location and service. The Principal Contractor must ensure that suitable liaison is carried out and that the information is included in the Construction Phase Plan and RAMS. Services risks for the Contractor's operatives include

work to strip the existing roof covering and ventilation ducting. Rainwater drainage is being renewed externally to the property. **All of these elements should be included with risk assessments and method statements from the Contractor prior to commencement of the work on site and included in the Construction Phase Plan.**

- viii. Work from heights; **no edge protection is currently provided to the flat roof areas.** Suitable and certified safe scaffolding or scaffold towers are required to reduce falling at height/objects falling risks. This needs to be designed by suitable and competent persons. Registered (NASC) Scaffold companies are recommended for any scaffolding works. The reduction of noise and dust at this level is also required. **This should be detailed within the risk assessments and method statements produced by the Principal Contractor and cross reference to general protection measures and procedures cited in the Construction Phase Plan.**
- ix. Noise, vibration and dust should be controlled carefully on site and consideration given to occupiers of other parts of the premises and adjacent neighbours. Operatives should be suitably trained and provided with PPE suitable to the tasks. All risks from exposure should be reduced by controls using the hierarchy advised by HSE, with changing in work methods where possible and PPE being a last resort. **This should be provided for within the risk assessments, method statements and Construction Phase Plan.**
- x. Manual handling risks; due to the nature of the project with stripping out and difficult access, manual handling should be reduced in risk as far as possible by making all redundant elements and fabric as small as possible before being carried off site. If mechanical equipment is proposed, operatives are to follow good practice, with suitable consideration of environment and location. **A method statement is required from the Contractor for review by the Principal Designer and client. The documentation regarding manual handling should be provided within the Health and Safety Folder and CPP kept on site.**
- xi. Hot Works; the client's permit system needs to be used for all hot works proposed and a suitable fire watch process implemented.

5. The Health and Safety File:

- i. The client has yet to advise of any specific requirements for the format of the Health & Safety File. This will include the usual requirements under CDM 2015, with both electronic and paper copies of each relevant document being provided by the Principal Contractor to the Principal Designer during the project. The Building Manual documentation will be needed as each element of work has been completed within the contract.
- ii. A detailed contents sheet will be developed by the Principal Designer as the work progresses, in liaison with the client, designer and Contractor. COSHH sheets for cleaning/decorative materials, chemical treatment

products and Leadwork must be provided by the Principal Contractor for the Health and Safety File.

- iii. The Contractor should note that all information required for the Health and Safety File should be provided to the Principal Designer at least two weeks before Practical Completion is achieved and all necessary certification with regards to services and completion of building work need to be included at handover stage.

Appendices:

Appendix A - Asbestos Survey Reports

Appendix B – Record drawings

Appendix C - Slate and Lead product safety information

Appendix D – Hot Works Permit and Procedure

Appendix E - Fire Evacuation Procedure for Bodmin Town Council Premises – Shire House Suite

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