Safety First (Cornwall)
Because your safety matters

PRE-CONSTRUCTION INFORMATION DOCUMENT

Client Name	Assentech Sales Limited
Site Address	Land Adjacent to – Glen View Trispen Truro TR4 9AU
Activity/area	The renovation and refitting of an existing commercial premises and with associated (localised) external works (hard and soft landscaping)
Date Completed	07/05/2024

Version	Amendment	Amended by	Date
V1	Original Document	Daniel Hunt	07/05/2024

CONTENTS

Pre-construction Information

The Pre-construction Information forms part of the tender documentation for the appointment of the Principal Contractor; it describes the project, construction work and timing, identifies hazards and risks, required standards for health, safety and welfare and identifies interfacing activities.

Designers and Contractors may use this information in conjunction with other contract documentation to plan their work. It is a responsibility of the Client (or clients' representative) to ensure its preparation and they must provide this document as soon as practicable to each designer and contractor (including Principal Contractor) being considered for appointment.

The purpose is to highlight the main health and safety issues in connection with the construction work in the project and to form a basis for tenderers to explain their proposals for managing the risk inherent in the project.

Construction Phase Plan

The appointed Principal Contractor will develop the Pre-construction Information as part of his duties (under Regulation 12) to produce a Construction Phase Plan, in particular taking reasonable steps to ensure co-operation between all Contractors to achieve compliance with the Regulations together with any specific rules and recommendations set down within the Plan.

No construction work will be allowed to commence until the Client is satisfied that a Construction Phase Plan has been prepared in accordance with Regulation 12.

1 DESCRIPTION OF THE PROJECT

1.1 Project Team

Client	Name: Assentech Sale Limited Address: Mount Pleasant Farm, St Austell PL26 6LR Tel: 01726 844707 Email: kim.kilty@assentech.co.uk Ewart@assentech.co.uk art.newlin@assentech.co.uk
Principal Designer	Name: Safety First (Cornwall) Address: Advent House, Station Approach, Victoria, St Austell PL26 8LG Contact: Daniel Hunt Telephone: 07426 1986540 E-mail: dan@safetyfirstcornwall.co.uk
Designers/Architect	Company: Lilly Lewarne Practice Address: No.1 Victoria Wharf, Malpas Road, Truro, TR1 1QH Tel: 01872 261000 Email: jamesM@lillylewarne.co.uk patrickC@lillylewarne.co.uk
Principal Contractor	Name: TBC Address: TBC Tel: TBC Email: TBC
Structural & Civil Engineers	Company: MBA Consulting Address: Boscawen House, Chapel Hill, Truro, Cornwal Tel: 01872 260962 Email: david.stanforth@mbatruro.co.uk mark.powell@mbatruro.co.uk

1.2 The Site

The site location is:

Land Adjacent to –
Glen View
Trispen
Truro
TR4 9AU

1.3 Project Description

The renovation and refitting of an existing commercial premises and with associated (localised) external works (hard and soft landscaping).

1.4 Timescale for the Construction Work

Planned Start Date	TBC
Estimated completion time	TBC

The permitted hours during which works may be undertaken on site are: -

- Not before 7.30am or after 18.00pm Monday to Friday
- At no time on Saturdays, Sundays or Bank Holidays unless agreed by the client.

1.5 Surrounding Land Use

The site s situated within rural area. There are both residential and commercial premises nearby . There is good access from the A39 junction at Bodrean Lodge to Trispen.

1.6 Extent and Location of Any Existing Records and Plans

1.6.1 Existing Drawings

Existing plans, drawing and documents will be attached to this document. A register of all documents can be found in annex 1 of this document.

1.6.2 Health & Safety File

The Health & Safety file is going to be collated and managed by the Principal Contractor and Project Manager.

Where projects involve more than one contractor, the CDM Regulations require the client ensures the principal designer prepares a health and safety file so that, at the end of the project, the client is in possession of information anyone carrying out subsequent work on the building will need to know to plan and carry out that work safely.

Documents will be collated as the project progresses. The following elements will make up the Health & Safety File;

- A description of the project carried out, along with details of the location of the site;
- Information on residual hazards which remain and how they have been dealt with;
- Safe working loads of the structure and other key structural principles;
- Details of any hazardous materials used;
- Health and safety information relating to operation and maintenance of the structure including information required for safe cleaning and maintenance of the structure;
- Health and safety information relating to installed plant and equipment such as information regarding removal or dismantling;
- The location and nature of significant services, particularly hidden services;
- As built drawings of the structure, its plant and equipment.

On completion of the project, the Health & Safety will be presented to the client.

1.6.4 Existing Services

1. Water/Drainage - South West Water
2. Electricity – National Grid
3. Telephone - BT Openreach

1.6.5 Asbestos Information

An R & D survey has been completed. This document can be found in the Appendixes of this document. All Asbestos Containing materials must be removed prior to demolition works taking place.

All site operatives must have completed an asbestos awareness course within the past 12 months until demolition is completed.

1.6.6 Existing fire plan

There is no existing fire plan in place.

The principal contractor must ensure that a fire plan is prepared to ensure that safe evacuation of the building can be completed safely in the event of an emergency.

The principal contractor must ensure there is a means of warning of fire and extinguishing fire as well as suitable fire exit signage, fire action notices and a fire assembly point marked on the fire plan.

1.6.7 Existing Structures

The Contractor should be aware that they will be responsible for the coordination of the demolition/partial demolition of any existing structures to facilitate the proposed works as part of this Contract.

This shall be deemed to include demolition/partial demolition of existing structures, removal of roof coverings, grubbing up/excavation of existing ground floor slabs, localised excavation for strip footings, foundations, hard standings, reduced level dig, etc, removal of Asbestos

1.6.8 Site Conditions

The site of the proposed works comprises the existing commercial premises situate on land adjacent to, and formerly known as, Glen View, Trispen, Truro, TR4 9AU.

The Contractor should pay particular attention to the location of the site from the main highways and surrounding rural and arterial road infrastructure, access to the site and nearby residential and other commercial property outside the client's ownership.

1.7 Project Constraints

1.7.1 Other Projects

It is important that the access road outside of the premises is not blocked and remains accessible at all times. Parking will be made available on site during construction. Parking on the road within the industrial should be avoided to prevent obstructions both to the site and to other businesses within the estate.

This must be managed by the principal contractor at all times.

1.7.2 Information from representatives of the client

No information is available.

2 CLIENT'S CONSIDERATIONS

2.1 Arrangements for planning form and managing the construction works#

The works are instructed by Assentech Sales Ltd, other appointed duty holders are detailed in Section 1.1. An outline of the arrangements for planning and managing Health and Safety during the construction phase of the project is listed below:-

- The Principal Contractor is responsible for health and safety within the construction site and those that might be affected by construction operations.
- The client shall have the right to suspend the construction work if they believe that a person's safety is at risk.
- The client require that all work is undertaken in accordance with all statutory requirements with respect to health and safety. In addition, all relevant approved codes of practice and guidance notes shall be adhered to.
- The Principal Designer shall review drawings and design changes throughout the project and raise any associated issues with respect to health and safety considerations with the design team.
- The Principal Contractor is responsible for developing the Construction Phase Plan and maintaining it on site throughout the duration of the project. The Client requires that the Construction Phase Plan before work commences on site, the client will assess the plan to ensure it is suitable and sufficient.
- All personnel on site must have received adequate training to undertake their work in a safe and competent manner. Information on the training of personnel, refresher training and statutory training certification should be held by the Principal Contractor and must be available for inspection at the site.
- All persons on site should be given a site-specific induction to familiarise themselves with emergency procedures, management requirements and specific site details.
- Any training needs identified as being required during the course of the project shall be undertaken. These may be in the form of toolbox talks or other suitable methods.
- The Principal Contractor shall be responsible for the management and implementation of health and safety on site.
- Health and safety shall be included on the agenda of all site meetings and significant items recorded and distributed to all relevant parties.
- A system of monitoring the construction works to ensure the effective management of safety throughout the project duration shall be implemented by the Principal Contractor.
- Such monitoring shall include:-
  - Workplace inspections – general site safety
  - Statutory inspections – scaffold, plant, equipment, etc.
  - Sub-contractors – the monitoring of sub-contractors
- The Principal Contractor is responsible for the production of all required method statements and risk assessments with respect to his undertakings. In addition, the Principal Contractor shall review the method statements and risk assessments of all subcontractors on site and ensure that their content is suitable and sufficient before permitting any relevant activities to commence.
- Details of all accidents on site and the findings of such investigations shall be forwarded promptly to the Client.

The principal contractor is reminded of their duties under CDM 2015 and should refer to the various industry guidance when planning and carrying out construction work.

2.2 Health and Safety Goals for the Project

The client Safety Rules for Contractors will be incorporated by the Principal Contractor into the Construction Phase Plan. The Principal Contractor to ensure that they are communicated, understood and enforced throughout the duration of the contract.

The client 'Safety Rules for Contractors' are included in the appendices

The primary objective of all duty holders is to remove and minimise the risk of injury or incident and ensure that the legal standards for safety and health, guidance and best practice are achieved at all times and that all works are undertaken safely.

"Every person to return home safely every day."

2.3 Communication and liaison between Client and others;

As well as on-going liaison using established communication techniques, formal liaison will be maintained through project team meetings where health and safety performance will be discussed as an agenda item. The frequency of these meetings will be determined on a project-by-project basis and attended by key duty holders as appropriate.

There will be a number of instances throughout the duration of the project lifecycle where additional communication is required. Some examples of this are detailed below with supporting guidance as to how the issue should be resolved and the appropriate lines of communication.

Unforeseen health and safety issues

In the event of discovery of any significant health and safety issues during the construction phase which is not specifically referred to in this document, the principal contractor shall advise the principal designer and client immediately.

Liaison with client representatives

Notwithstanding communication with the client and principal designer, the principal contractor shall also liaise with other client appointed persons including all members of the design team.

Instructions

Design instructions and instruction relating to variance outside of the client requirements to carry out works shall only be taken through the client in consultation with the principal designer and principal contractor.

Activity schedules

Activity schedules shall be agreed with the client in advance of work. Vehicular movements for material delivery and waste disposal shall also be identified, along with any temporary storage required.

Information for employees, contractors, sub-contractors, etc.

The principal contractor is to ensure that all sub-contractors, contractors, operatives and the self-employed are made aware of the contents of this document and all other relevant information appropriate to the project.

2.4 Security of the site

The Principal Contractor is entirely responsible for the security of the site. The principal contractor is to ensure that there is an adequate hoarding to prevent access to the site of all un-authorised persons.

Particular account is to be taken of unauthorised persons straying into work areas while construction activities are taking place.

The Principal Contractor is to provide within the Construction Phase plan for the project a marked-up site plan showing location of the site compound including welfare and proposed location of skips.

2.4.1 Hoarding Design

Hoarding should not be required, however, if hoarding erected, the nature of the hoarding must be unoffensive and innkeeping with the local area. .

2.5 Welfare provision

The Principal Contractor shall be required to provide his own facilities in this regard that shall comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015. These are to be established before any construction activity commences on site and maintained in a hygienic manner for the duration of the project.

2.6 Site transport arrangements or vehicle movement restrictions.

The client requires a full traffic management plan to be submitted. At no point must emergency access for the fire and rescue services to the building and adjacent properties within the industrial estate be blocked by contractor's vehicles or work. Banksmen shall be used if necessary for deliveries in order to protect both pedestrians and vehicles on site. Vehicles should not increase the risk of danger to others. Emergency access may be required to the substation and as such it must be maintained at all times.

Vehicle movement on site should benefit from best practise planning and management. The contractor should take consideration of the following points taken from HSG144 which should be used as a reference. Other regulations, ACOP's and guidance should also be referred to.

- Planning for safety
- Pedestrian and vehicle separation
- Loading and storage areas
- Public protection
- Information
- Vehicle selection
- Vehicle inspection and maintenance
- Reversing - one way traffic desirable
- Loading of vehicles
- Drivers
- Signallers
- Safe working practises
- Risk assessment and safety management

2.7 Permit-to-work systems

The Principal Contractor shall, implement a permit to work system for higher risk works activities.

2.8 Fire precautions

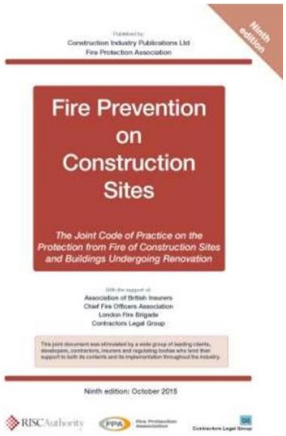
The contractor shall comply with the requirements of 'Fire Prevention on Construction Sites' published by the Loss Prevention Council (9th edition 2015). The contractor shall develop a fire safety strategy based around the existing fire evacuation procedure for the building including means of raising the alarm, escape routes and muster points. The contractor will be responsible for providing adequate signage and familiarisation training with regards to primary and secondary means of escape from the works area in the event of an emergency including fire, chemical alerts and bomb scares.

The fire safety strategy should include the following information as a minimum:

- Reducing ignition sources and potential fuel sources
- means of evacuation from work areas, including those at height or within basement areas
- means of evacuation whilst works are being undertaken in common parts and stairwells designated as emergency escape routes

- means of protection and evacuation of those working in confined spaces
- requirements for instruction and training of operatives and fire safety duty holders
- relocation of assembly points impacted by construction activities.

Operatives working on-site shall take part in any fire drill organised by the contractor, client or his representatives during the period of works. The contractor is to ensure that full firefighting measures and means of escape are available within areas under the control of the contractor. Basic instructions for staff should be provided. Instructions in prevention and action in any emergency are the responsibility of the Principal contractor.



2.9 Emergency procedures and means of escape

Generally, the Principal Contractor shall ensure that emergency procedures and means of escape are maintained throughout the Construction Phase and any additional measures as a result of the works or erection of scaffolding/hoarding, etc. on site are put in place and maintained as required.

This includes the physical protection of routes, floors and other types of surfaces, access/egress points, locks and door furniture and emergency and safety lighting and signage for escape routes, etc.

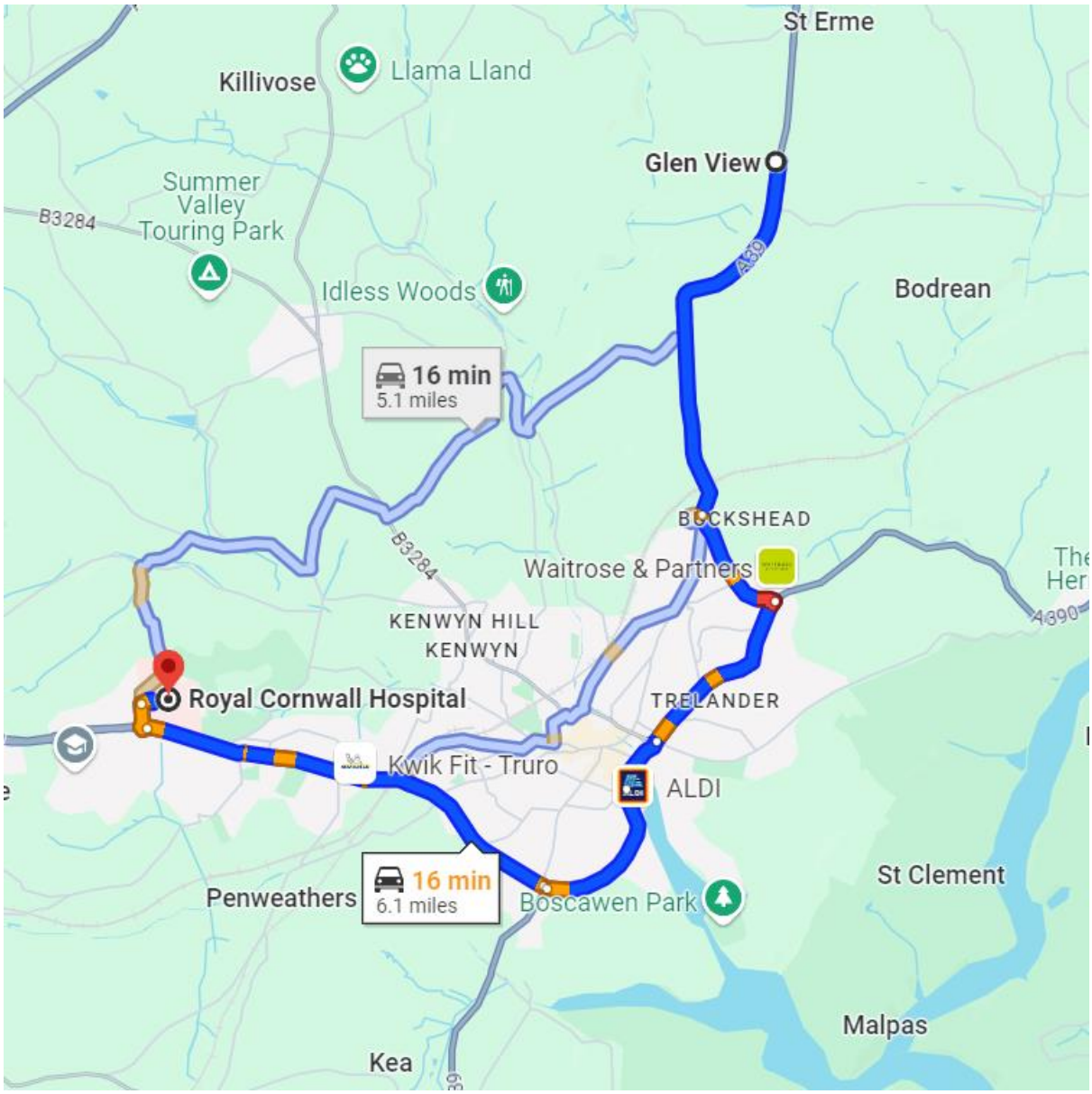
Site address:

Land Adjacent to –
Glen View
Trispen
Truro
TR4 9AU

The contractor shall make arrangements for dealing with accidents on site in line with current legislation. This shall include provision of first aid equipment and appropriately trained personnel e.g., first aiders or appointed persons.

The nearest hospital with emergency facilities is:

Roay Cornwall Hospital Treliske
Approximate Distance: 6.1 miles
Dial: 999



2.10 No-go' areas or other authorisation requirements for those involved in the project;

N/A

2.11 Any areas the Client has designated as confined spaces;

All works involving work on or entry into confined spaces shall be carried out in accordance with the requirements of the regulations and shall be subject to a safe system of work and the issue of a confined spaces permit to work, as appropriate.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety hazards, including:

3.1.1 Boundaries and access, adjacent land uses, including means of access;

The property is situated in a rural area with industrial and residential premises nearby.

The premises is accessed by a two-way road that is in constant use.

The A39 is in close proximity and allows good access to the site.

3.1.2 Any restrictions on deliveries or waste collection or storage;

All waste is to be securely stored prior to removal or cleared daily. No waste is to be stored within the building.

Waste and arising shall be removed from the site on a regular basis to ensure the site remains clean and clear and hazards are avoided. Where any waste or flammable waste is required to be stored on site, it shall be stored in a lockable fireproof container/skip and be removed from site as soon as reasonably practicable.

3.1.3 Existing storage of hazardous materials;

None Known.

3.1.4 Location of existing services, particularly those that are concealed – water, electricity, gas, etc;

Information on existing services, particularly those that are concealed (e.g., buried water, electricity, gas, drainage, etc.) will need to be ascertained by the Principal Contractor. The Principal Contractor shall ensure that the site of the works is surveyed to locate buried underground and/or concealed services and, where necessary, shall safely locate, expose, identify, isolate and protect services as required before commencing any works.

3.1.5 Information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved);

Refer to drawings and specification of works

3.2 Health hazards, including:

3.2.1 Contaminated land, including results of surveys;

A Preliminary Ground Investigation Report (PIR) and Ground Investigation Report (GIR) have been carried out by Karn Geo in addition to an accompanying Mining Survey.

There is a fuel pump and associated vent piping adjacent to and mounted upon the eastern elevation of the subject 'At Cost' building. It is understood that the buried fuel tanks are beneath the concrete apron immediately surrounding the area of the fuel pumps.

Please note that other buried tanks may be present on the site that the employer is not aware of and accordingly contractor is to remain vigilant if excavating in the surrounding forecourt areas.

Tanks to be fully decommissioned and made safe prior to the vent pipes being removed to reclad the building

3.2.2 Existing structures containing hazardous materials;

An asbestos R & D survey has been completed. This must be removed by qualified personnel prior to mechanical demolition.

All site staff during the demolition phase must have complete an asbestos awareness course within the past 12 months.

3.2.3 Health risks arising from Client's activities.

None Known.

4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant Design Assumptions.

The Principal Contractor shall address the following significant hazards associated with the design. It is essential that the Construction Phase Plan properly addresses the issues in the Risk assessment, method statements/safe systems of work, before the specific work actually commences on site.

Appendix - Designer Risk Register

4.2 Suggested Work Methods / Sequences

The design risk register contains hazards identified by the Designers, which cannot be avoided and may constitute a risk to the Health and Safety of construction workers. The list contained within the design risk register is not intended to be exhaustive and may be amended as a result of further discussions with the Design and Construction team members as additional information becomes available.

4.3 Arrangements for the co-ordination of on-going design work

All ongoing design and design changes shall be co-ordinated through the design team (KASA Architects), the Principal Designer and Client.

4.4 Arrangements for handling design changes throughout the project

If, due to unforeseen circumstance there are aspects of design which require modification post tender and these significantly affect health and safety the following procedure shall apply.

Designers and/or the Principal Contractor: -

- As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified and provided with relevant information.
- Each modification shall be developed on the basis of Regulation 13 and the “principles of prevention” regarding execution, maintenance, repair and subsequent demolition and dismantling.
- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety by all parties.
- The Principal Contractor shall be required to update, amend and modify as necessary their Construction Phase Plan to address change.
- Designers are to highlight significant health and safety issues due to change advising the Principal Designer and Principal Contractor.

5 THE HEALTH AND SAFETY FILE

The Principal Contractor shall comply with his duties under the CDM Regulations 2015 and obligations set out in the contract documents to ensure that the Principal Contractor receives all the information required to complete the Health and Safety File within four weeks of issue of the Certificate of Practical Completion by the Contract Administrator. Operation and Maintenance Manuals must be available before the building is handed over to the Client.

5.1 Information Delivery Format

The client Health & Safety File format (see Appendix 2). The file shall be provided in a single indexed electronic document format (including all manufacturers' data, drawings, etc). In addition, separate electronic copies of drawings in AutoCAD, and editable word / excel documents shall be provided.

APPENDICES

Appendix 1

Client Site Rules for Contractors

- No smoking on site (smoking is only permitted at designated areas)
- Site safety wear: Safety boots, high viz, hard hat. (When applicable)
- Where other PPE is required, the site manager will inform all operatives and there will be adequate signage.
- No drugs, unless prescribed, or alcohol are permitted on site at any time.
- Ensure your health and safety at all times and those who may be affected by your work including other contractors.
- Always be courteous and polity to members of the public.
- Manual handling must be kept to minimum use mechanical aid first.
- You must understand your company's method statement and risk assessment covering the work you undertake and follow them closely.
- Keep work areas tidy at all times.
- Do not block the fire exits.
- Do not leave any hazardous materials lying around.
- Any spillage must be cleared immediately.
- No disposal of substances to drains, be aware of COSHH assessments when handling chemicals.
- Observe all signage around the site.
- Minimise noise.
- No offensive behaviour or horse play.

Appendix 2

Health and Safety File Format

The principal contractor will compile the Health & Safety file.

Details of construction methods/materials used, (may be included on as built drawings), including names and addresses of specialist suppliers.

- All as built drawings, including routes of all cabling, pipework etc.
- Details of locations, and nature of utilities and services
- List of all contractors/specialist plant and suppliers including addresses, telephone numbers and contact names.
- All manufacturers' Warranties and Guarantees etc
- All manufacturers technical 'Operating and Maintenance' manuals
- All test and commissioning certification
- Any other health and safety information which may help to avoid risk to those carrying out
- maintenance operations for the client, such as known major hazards.
- All other relevant details and information as required by the Construction (Design & Management) Regulations 2015

LILLY LEWARNE PRACTICE CHARTERED ARCHITECTS TRURO CORNWALL **DESIGNERS RISK ASSESSMENT**

	ACTIVITY / DESIGN ELEMENT Describe with reference to dwgs	**HAZARD / RISK SUMMARY** Outline the potential to cause harm of the activity or element	**INITIAL RISK RATING** From matrix	**DESIGNER'S ACTION TAKEN TO REDUCE RISK** A - Is the Risk Rating >1? If yes, consider the need to reduce risk. B - Can the risk be avoided or reduced by changing the design? C - If the Risk Rating is still >1, then explain why and what others need to do to minimise the risk.	**FINAL RISK RATING** If >1, info required for HS File/Plan.	**IS THE RISK RATING 3 OR HIGHER?** If yes, state in what form relevant information been passed to the Principal Designer.
1	All stages of the project.	The public have access to all areas around this site. The Public Highway, a private residential property and an adjacent commercial yard surround the site and will continue to operate throughout the contract period. Access to the site from the public highway is along the A39 and the main car parking and yard area are accessed directly off this road across a pedestrian pavement. There is a risk of injury to pedestrians along these roads and damage to cars if site traffic and deliveries are not managed carefully. Construction Phase Risks	**6**	Caution must be exercised by the contractor, their workforce and subcontractors to manage vehicle movements and deliveries. Proper risk assessed precautions and traffic management must be applied to all construction traffic entering and leaving site.	**3** Construction traffic management plan. Site security plan and risk assessment for the site area and access to and egress from site for deliveries, visitors and operatives.	Yes. Traffic management to be discussed and agreed at the pre-contract meeting to ensure all measures are ascertained, pre agreed and risk assessed prior to any works commencing on site. A construction traffic management plan is to be prepared by the contractor prior to start on site. Principal contractor(s) also to refer to site plan showing general site layout.

LIKELIHOOD SEVERITY LIKELIHOOD RISK RATING

SEVERITY

	H(3)	M(2)	L(1)
H(3)	9	6	3
M(2)	6	4	2
L (1)	3	2	1

H (3) Fatality, major injury causing long term disability
M (2) Injury or illness causing short term disability
L (1) Other injury or illness

H (3) Certain or near certain
M (2) Reasonably likely
L (1) Very seldom or never

6-9 High risk: Action required
3-4 Medium risk: Action required, unless good reason
1-2 Low risk: No action required

						- Banksman. - No reversing onto road or pathway. - Separate pedestrian and vehicular access. - Signage. - Instruct operatives. Formal and regular lines of communication / activities briefings between contractor and the design team are to be set up and maintained for the duration of the project.
2	Enclosure of contractor's compound and site security.	Public intrusion into dangerous construction site. A normal level of site security is required, however this must be monitored continually and carefully due to the intense public surveillance of the immediate surroundings (the site being adjacent to a very busy road) and likely interest in the project work from members of the public using the adjacent highway. It should be presumed that the adjoining residential property might accommodate children in the immediate vicinity of the construction site. Construction Phase Risks	**5**	Specifying complete hoarding of the site and identifying this risk to the contractor / Principal Designer.	**3** Hoarding arrangements + description of security arrangements.	Yes. Hoarding is to be identified on the site compound drawings to be prepared following the pre contract meeting and agreement outlined in item 1 above. Clear signage. Clear and robust strategy in place for keeping the site secure.
3	Working from height – external	Risk to the public and site operatives.	**6**	Principal contractor to ensure: (a) That the site is fully enclosed and secured to prevent public access. (b) Scaffolding to prevent unauthorised access to scaffolding. Access points / routes to be securers by a combination of perimeter fencing and local fencing to	**3**	YES Clear signage. Clear and robust strategy in place for keeping the site secure. With adequate pedestrian protection of

				areas and ladder removal out of working hours, or securing ladders using suitable ladder guard to make them unclimbable. (c) All scaffolding is to be complete with safety guards at rail and toe board positions.		items falling from height. All arrangements and provisions that have been put in place/shall be put in place regarding access, party wall, and wider consents required (scaffold/hoarding licences, compound areas on the highway, highways work, etc.) to be confirmed by the client's representative in liaison with the Principal Contractor. Findings to be included in the pre-construction plan and as part of the construction programme where matters have a programme implication.
4	Working from height – internal	Risk to site operatives. Any scaffolding and staging erected internally to work at height.	**6**	Principal contractor to ensure: (a) That only trained personnel are working at height and that fall prevention/safety measures are in place. (b) That the scaffolding/staging is erected by specialists and that same is certified for use and inspected at regular intervals thereafter in accordance with the contractors H&S Plan. (c) That the scaffolding is only erected for the amount of time necessary to complete the required tasks and then removed to prevent same being used for any other purposes for which it was not designed/intended.	**3**	YES - H&S Plan needed before works commence. - Signage.
5	Excavations and work in the ground	There are live services situated around the site. Some are in a very poor state of repair and it is presumed that services will cross the site	**6**	The existing statutory service providers have been consulted and they have provided their record plans showing the location of their respective	**3** All relevant	Yes. All services records +

		underground. Given the historic use of the site and services that will have likely served the existing commercial premises, and subsequent adaptations to the site over the years, the presence of unrecorded and private service runs cannot be completely ruled out. There is a high risk of injury to contractors operatives should these services be accidentally cut or broken. There are buried tanks (understood to be fuel storage tanks) known to exist within the ground and there may be other tanks buried that are presently unknown. Construction Phase Risks		services on/near the site. Past experience has dictated that whist it is best practice to obtain such information, the accuracy of the plans can be questionable. Accordingly, the contractor (including all other site operative operating upon the contract site) must proceed with caution, liaise with the statutory service providers and put in place all other precautionary measures to ensure recorded services are not disturbed and that, where necessary, all live feeds at the site are terminated by the service providers, temporary site services installed and certification to that effect issued in advance of works taking place. A survey of the existing access chambers/inspection covers should be carried out to ascertain if other buried tanks exist within the ground. All relevant information relating to the services on site must also be conveyed to the subcontractors by the main contractor before starting work.	services records, any further surveys undertaken and results compiled, plus records of work undertaken to live services throughout the contract period.	ongoing recording discussions of services related matters at site meetings with actions and decisions arising therefrom.
6	Existing underground services	Risk to site operatives. There are existing underground services serving the site. There will therefore be some disconnection of existing services and reconnection to the main point identified on the edge of the site. Construction Phase Risks	**6**	Principal Contractor to ascertain and check position of all existing services and notify the design team of any discrepancies. If services are not diverted prior to works starting on site the Principal Contractor to develop phased work plan. No excavation or building work to be carried out within the exclusion zone around existing electrical services until all is made safe.	**3** Appropriate risk assessments are to be undertaken by the relevant subcontractors	Yes. -Principal Contractor to check services prior to starting on site. - H&S Plan needed before works commence. - Signage. - Induction.
7	Below ground services	Risk to site operatives. There is a risk of uncovering unrecorded below ground services on the site. Construction Phase Risks	**6**	Disconnection of all live services to be implemented by the main contractor/demolition contractor in liaison with the main service providers. Contractor(s) to fully satisfy themselves as to site conditions and be cautious of all mains services, features and hazards. Existing services information to be issued to the Principal Contractor.	**3** Appropriate risk assessments are to be undertaken by the relevant subcontractors	Yes. Isolation Certificates required from Utility Companies before works commence. Principal Designer recommends; - H&S Plan to consider.

8	Above ground services	Risk to site operatives. There are existing above ground services on and adjacent to the site. Construction Phase and Occupation Phase Risks	**6**	Disconnection of all live services to be implemented by the main contractor/demolition contractor in liaison with the main service providers. Contractor(s) to fully satisfy themselves as to site conditions and be cautious of all mains services, features and overhead hazards.	**3** Appropriate risk assessments are to be undertaken by the relevant subcontractors	Yes. Isolation Certificates required from Utility Companies before works commence. Principal Designer recommends; - H&S Plan to consider.
9	Delivery of Materials and plant to point of use.	Risk to the public and site operatives. The site is only accessed off the busy main road. Construction Phase Risks	**6**	Principal contractor to ensure: (a) All delivery traffic is carefully planned and timed to suit the variable traffic density of the road network – avoiding busy times. (b) All delivery traffic does not present any risk to persons. (c) Maintain dedicated safe access and egress points with secure gated access. (d) The security of the site is not compromised by delivery and access to the site. Dedicated Banksmen are appointed to help manage and monitor the vehicular movement on site and as they enter and exit the site compound ether across the public highway.	**3** Appropriate risk assessments are to be undertaken by the relevant subcontractors	Yes. - H&S Plan needed before works commence. - Signage. - Banksman. - Monitor and liaise with public.
10	Assembly of large heavy components on site (roof purlins/panels, cladding, steel frame, glazing panels) and moving these components into position.	Public access to neighbouring dwelling close to the site. Construction Phase Risks	**5**	It is not possible to design these hazards out. Contractor must ensure appropriate cordons for public safety as appropriate.	**3** Appropriate risk assessments are to be undertaken by the relevant subcontractors	Yes. The Principal Designer must be notified of the contractor's arrangements for working in these conditions.
11	Craning operations / moving large or bulky items / storage of loose materials / securing temporary installations.	Site exposure. The site is in an exposed elevated location, regularly subjected to high winds, particularly in winter but possible at any time of year. Winter storms can be disruptive to normal working and	**6**	It is not possible to design these hazards out. The contractor must take account of the conditions likely to be encountered and plan accordingly.	**3** Appropriate risk assessments are to be	Yes. The Principal Designer must be notified of the contractor's arrangements for

		potentially dangerous. Hazards likely to be encountered during periods of high winds: 1 Instability of cranes and other high sided vehicles. 2 Instability and loss of control of items being moved by crane during periods of high winds. 3 Loose material and goods being blown around or off the site. 4 Hoardings being blown over and across the surrounding area. Construction Phase Risks		Hoarding and security fencing must be capable of withstanding high wind loads.	undertaken by the relevant subcontractors	working in these conditions.
12	Demolition of existing	Risk of collapse of existing structure Construction Phase Risks	**6**	Demolitions Contractor/Demolitions Contractor appointed SE to carry out full report of existing structure and the methods and sequence of safely demolishing same. All temporary works provisions are the responsibility of the Principal Contractor and the Principal Contractor should procure specialist design input and temporary works advice/support from suitably experienced and qualified persons to ensure that all demolitions are carried out safely.	**3**	Yes. Inspections must be made. Main Contractor to have relevant risk assessments and method statements. All to be included in the Health and Safety file.
13	Contaminated Ground	Risk to the public and site operatives. Known underground flue storage known to exist on site – pumps visible in the north west corner of the front yard/forecourt. Construction Phase Risks	**6**	Ground Investigation Reports have been carried out by Karn Geo in addition to an accompanying Mining Survey. Please refer to the entire reports and pay particular attention to the specific risk assessment and remarks contained within same. There is the residual risk that localised contamination may be present on the site that haven't been exposed as part of the invasive ground investigation works. Contractor to make sure that his operatives are aware and should remain vigilant especially where areas of disturbed/made ground and demolition areas are encountered.	**3**	Yes. Survey & reports to be included in Health and Safety Plan. Key measures are outlined within the reports, whilst not exhaustive, will provide a framework for the Contractor to take appropriate steps in managing risks during the construction stage.
14	Fall Arrest System and roof access	Risk to the public, site operatives and future maintenance personnel.	**6**	A specialist fall arrest system has been specified as part of the Architectural works due to the exposure	**3**	Yes. Survey & reports to be

		Occupation Phase Risks		and presently foreseen maintenance commitments on the unguarded roof areas – notably the routine maintenance of flat roof areas, gutters, weir outlets, roof lights and (in the absence of any specific risk assessments for the future maintenance of the solar installation) the clients requirements for roof mounted solar installations. The same has been designed by specialists (Latchways – MSA the Safety Company) the design of which has been provided and is to be installed by specialists, certified and provided with all fixtures, fittings, hardware, harnesses, instructions on use and statutory commitments. Depending on the frequency of roof top maintenance the provision of a full scaffold could be considered.		included in Health and Safety Plan. End Users to retain information related to the safe operation of the system for the use of future maintenance personnel, training to be maintained, the system and equipment subject to periodic inspection and testing all in accordance with the specialist manufacturers recommendations and statutory obligations.
15	Lightning Protection	Risk to the public. Construction Phase and Occupation Phase Risks	**6**	A specialist 'Strike Test Report' is to be obtained by the Contractor/employer (from St Ives Steeplejacks) and a full Lightning Protection System should be independently specified in accordance with relevant current legislation.	**3**	Yes. Survey & reports to be included in Health and Safety Plan. See Design specifications prepared by specialist consultants.
16	Solar Panels	Risk to the public, site operatives and future maintenance personnel. Construction Phase and Occupation Phase Risks	**6**	The solar panels are a specific client request and this has been designed by others directly on behalf of the employer. These specialist designers will produce their own designers risk assessments in connection with the complete solar installation that will encompass ALL associated risks, including but not exclusive of, risks to installers, contractors and site personnel during the course of the works as well as ongoing risks in connection with the maintenance of the installed system which should include some confirmation of the anticipated frequency of maintenance – see note above under item 12 concerning frequency of maintenance.	**3**	Yes. Please refer to design information and risk assessments as prepared by specialists. Risk assessments and all related information – including ongoing maintenance commitments – to be included within the O&M file for ease of future reference.
17	Risk of Slips Trips and Falls	Risk to the public. Occupation Phase Risks	**6**	Brush off entrance matting is specified to main entrance points, in consultation with manufacturers, to ensure adequate dirt and water removal from footwear.	**3**	Yes. See Design specifications prepared by specialist consultants.

				All vinyl areas with PTV slip ratings/manufacturers recommendations in terms of proposed use. Good visual contrast maintained at all material junctions with careful consideration of LRV in relation to all specified materials in terms of H&S as well as for those with a disability.		
18	Radon	Risk to the public Occupation Phase Risks	**6**	The proposed development will require the installation of basic radon protection measures in line with the Building Research Establishment, Report BR211.	**3**	Yes. See Design specifications prepared by specialist consultants.
19	Maintenance of Cladding.	Risk to site operatives and future maintenance personnel. Occupation Phase Risks	**6**	Architectural specification utilises a combination of self-finished rain screen cladding and proprietary insulated cladding system. This will dramatically reduce the requirements for external maintenance of the facades. Where feature render areas (white) have been specified a specialist proprietary silicon render system has been chosen to reduce the likelihood of lichen, moss, algae growth and therefore reducing the frequency of maintenance.	**3**	Yes. See Design specifications prepared by specialist consultants.
20	Maintenance of the roof	Risk to site operatives and future maintenance personnel. Occupation Phase Risks	**6**	The Architectural specification utilises a combination of compatible self-finished built up roofing systems – for all new roof areas – which will dramatically reduce frequency of maintenance when compared to more traditional roofing systems. The repair to the southern area of flat roof over offices is to be replaced with as self-finished monolithic roof covering.	**3**	Yes. See Design specifications prepared by specialist consultants.
21	Manual Handling	Risk to site operatives. Construction Phase Risks	**6**	Where possible the requirements for manual handling have been minimised within the design strategy for the building. The design stage risks associated with these decisions are encompassed within the design work of all the consultants – but broadly encompass but not exclusive of – steel frame and cladding systems on sheeting rails as opposed to masonry, precast concrete planks in lieu of beam and block for intermediate floors, predominant use of light weight partitioning and lining systems in lieu of blockwork – apart from	**3**	Yes. See Design specifications prepared by specialist consultants.

				where blockwork is required to meet other performance criteria.		
22	Roof/Overhead Glazing	Risk to the public, site operatives and future maintenance personnel. Construction Phase and Occupation Phase Risks	**6**	Throughout the design of the building it is understood that the roof glazing will need to be robust to a standard commensurate with the periodic maintenance traffic on the roof. From the client brief and subsequent design it has been understood by all designers that the roof glazing will not be walked on. Accordingly all roof glazing has been designed/specified to conform to/achieve a minimum standard of Non-Fragility to ACR [M]001: 2014 Class B.	**3**	Yes. See Design specifications prepared by specialist consultants. Despite the design accounting for the standard of robustness required for periodic maintenance (i.e. ACR[M]001:2014 Class B in accordance with the "Test for Non-Fragility of Large Element Roofing Assemblies" [fifth edition], known as the 'Red Book') ALL glazing should be clearly and physically signed in situ and considered/recorded fragile within the O&M information and any future instructions provided by the client/employer in relation to future maintenance personnel accessing the roof area.
23	Glazing	Risk of injury lifting / installing glazing Construction Phase Risks	**6**	Principal Contractor's specialist glazing subcontractor to ensure that glazed panels are a suitable size and weight to be lifted in to position. Contractor / sub-contractor to be adapt safety procedures to prevent falling from height during installation. Works should only be carried out when wind conditions permit.	**3**	Yes. Not possible to ascertain wind conditions, contractor to assess wind conditions at time of carrying out works. contractor to access and provide method statements for manual / mechanical lifting requirements to LOLER

						satisfaction, to be included in the Health and Safety Plan
24	Asbestos	Risk to all concerning the presence of asbestos Construction Phase and Occupation Phase Risks	**6**	An asbestos demolitions survey to be carried out. There is the risk that asbestos material may be present in areas that haven't been exposed as part of the demolitions survey. Contractor to make sure that his operatives are "asbestos aware" and should remain vigilant.	**3**	Yes. Not possible to ascertain potential locations of further currently concealed asbestos based materials, until further intrusive opening up works are progressed. Refurbishment / demolitions survey & reports to be included in Health and Safety Plan.
25	Temporary Works	Risk of collapse of existing structure/ground movement. Temporary Works Design - Along with permanent works design, temporary works design must be effectively managed under CDM 2015. Construction Phase Risks	**6**	Demolitions Contractor/Demolitions Contractor appointed SE to carry out full report of existing structure and the methods and sequence of safely demolishing same. Also specialist temporary works designs to be prepared by suitability qualified and insured persons to ensure that all works requiring temporary propping are carried out safely. A temporary works design, as per the principles of BS5975 2008, should be in place before any temporary works takes place on site, including: • Appointment of a Temporary Works Co-ordinator (TWC); • Completion and maintenance of a temporary works register; • Preparation of design briefs for elements identified in register; • Production of temporary works designs; • Preparation of risk assessments/method statements; • Independent checking of the temporary works design. Principal Contractor to ensure a temporary propping plan is in place and approved by a Structural Engineer prior to temporary props being	**3**	Yes. The Principal Designer must be notified of the contractor's arrangements for working in these conditions. Checks to be made to ensure that the temporary works have been erected in accordance with the design, and an issue of a formal "permit to load", where necessary. Inspections must be made. Main Contractor to have relevant risk assessments and method statements. All to be included in the Health and Safety file.

				installed and that it is held on site within the Construction Phase Plan.		
26	Hot Works	Risk of fire Hot works. Hot work: all hot work generating heat, sparks or flame can cause a fire.	6	Hot works carried out internally associated with plumbing etc to be carried out with safety procedures in place to prevent / control, eliminate, reduce and control ignition sources on site. Protective coverings and scaffold sheeting may add to fire risk. This can be reduced by use of flame-retardant materials; Risk can be reduced by controlling the amount of combustible material in the work area until it is needed. Combustible materials should ideally be stored outside buildings under construction. Hot works should not be carried out at the end of the working day and should be carried out as early as possible in any shift to enable site detection of any combustion.	3	YES Contractor Precautions to include: Clearing the area of combustible materials; Provide suitable fire extinguishers; and maintain a careful watch throughout the work. Requirement form site security measures to be assessed eg lighting out of hours security / CCTV. Contractor to provide written risk and method statements which are to be included in the Health and Safety Plan.
CDM Schedule 3 Risks	CDM Schedule 3 Risks	1. Risk from earthfalls and working from height. 2. Asbestos and historic building materials used and Contaminated Ground. 3. N/A. 4. Relocation of existing services required 5. N/A 6. N/A 7. N/A 8. N/A 9. N/A 10. New Steelwork / Timbers /roof glazing/ windows/cladding/ formwork etc.	**6**	All CDM schedule 3 Risks are to be reviewed and controls defined by the Principle Contractor.	**3**	Schedule 3 Risks to be reviewed and controls defined. To be included in the Construction Phase Health and Safety Plan.

Appendix 4 Asbestos Report

Appendix 5 Drawing Register

Appendix 6 Existing O&M / Health and Safety File.

N/A

Appendix 7 Ground Investigation Report

PLEASE SEE ATTACHED

Appendix 8 Mining Report

PLEASE SEE ATTACHED