**HEALTH & SAFETY**

**PRE CONSTRUCTION INFORMATION**

1.0 **GENERAL REQUIREMENTS**. The works are subject to the Construction (Design & Management) Regulations 2015. Specifically, Part 4 – General Requirements for all construction sites.

The principal contractor will be required to comply with the relevant regulations contained in part 4. The project will be notifiable under those regulations.

The Contractor will be required to operate as the ’Principal contractor’ under those regulations and co-ordinate and manage Health & Safety issues during construction work, and, liaise with the Contract administrator during the course of these works.

Prior to commencement the contractor must ensure a construction phase health and safety plan has been produced, and that adequate provision is made on site for provision of welfare. The Contractor will be responsible for ensuring that subcontractors employed by him operate in a safe manner appropriate to the work they are employed to undertake.

Special attention is to be paid to the scaffold work, not only the design of same, but also the erection and dismantling sequence and methodology.

2.0 **INFORMATION ON BUILDING/ENVIRONMENT/RISKS**. The following aspects of the work are considered to represent a risk, either to the person engaged in undertaking that work directly, or to other persons in the area of the works. These are to be addressed in the Principal Contractor’s Construction Phase Plan.

2.1 **Proximity to premises occupied or in use.**

Access to the roof will be via scaffold erected on Southwest corner of the Civic Hall. This area is peripheral to a busy pedestrian route Connecting the Market Street bus station frontage and the main car park serving the center of the town via a passageway flanking the Peter Wilson sale rooms.

2.2 **MAINTAINED ACCESS**

The pedestrian walkway between the Civic Hall and Peter Wilson Sale rooms is to be maintained, thus requiring appropriate protection for the public at the base of the scaffold,

2.2 **Checking/Handling and Site Storage of Materials and Components**

The contractor is to pay attention to how materials are transported from ground level to the high-level working area. Specific provisions for safe storage and handling must be identified and allowed for by Contractor.

2.3 **scaffold DESIGN** It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds, the scaffold should be designed by bespoke calculation, by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

At the start of the planning process, the user should supply relevant information to the scaffold contractor to ensure an accurate and proper design process is followed. Typically, this information should include: -

* Site location
* Period the scaffold is required to be in place
* Intended use
* Height and length and any critical dimensions which may affect the scaffold
* Number of boarded lifts
* Maximum working loads to be imposed and maximum number of people using the scaffold at any one time
* Type of access onto the scaffold e.g. staircase, ladder bay, external ladders
* Whether there is a requirement for sheeting, netting or brickguards
* Any specific requirements or provisions e.g. pedestrian walkway, restriction on tie locations, inclusion/provision for mechanical handling plant e.g. hoist)
* Nature of the ground conditions or supporting structure
* Information on the structure/building the scaffold will be erected against together with any relevant dimensions and drawings
* Any restrictions that may affect the erection, alteration or dismantling process.

Prior to installation, the scaffold contractor or scaffold designer can then provide relevant information about the scaffold. This should include: -

* Type of scaffold required (tube & fitting or system)
* Maximum bay lengths
* Maximum lift heights
* Platform boarding arrangement (ie 5 + 2) and the number of boarded lifts that can be used at any one time
* Safe working load / load class
* Maximum leg loads
* Maximum tie spacing both horizontal and vertical and tie duty
* Details of additional elements such as beamed bridges, fans, loading bays etc, which may be a standard configuration (see note 1 ref TG20:13) or specifically designed
* Information can be included in relevant drawings if appropriate
* Any other information relevant to the design, installation or use of the scaffold
* Reference number, date etc. to enable recording, referencing, and checking

All scaffolding must be erected, dismantled, and altered in a safe manner. This is achieved by following the guidance provided by the NASC in document SG4 'Preventing falls in scaffolding' for tube and fitting scaffolds or by following similar guidance provided by the manufacturers of system scaffolding.

All employees should be competent for the type of scaffolding work they are undertaking and should have received appropriate training relevant to the type and complexity of scaffolding they are working on.

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold. Competence may have been assessed under the CISRS or an individual may have received training in inspecting a specific type of system scaffold from a manufacturer/supplier.

2.4 **HIGH LEVEL WORKING**. All work on roofs is highly dangerous. Proper precautions are needed to control the risk.

Those carrying out the work must be trained, competent and instructed in use of the precautions required. A 'method statement' is the common way to help manage work on roofs and communicate the precautions to those involved.

2.5a **SAFE ACCESS** Safe access to a roof requires careful planning, particularly where work progresses along the roof.

Typical methods to access roofs are: -

* general access scaffolds.
* stair towers.
* fixed or mobile scaffold towers.
* mobile access equipment.
* ladders; and
* roof access hatches.

2.5b **ROOF EDGES** Flat roofs: falls from flat roof edges can be prevented by the parapet edge protection already in place. Operatives should remain within the area always protected by the parapet.

2.6 **Risk Assessments and Method Statements** The Contractor shall provide, with his tender, an outline Method Statement setting out how the work is to be approached, organized and monitored in order to ensure the works are undertaken both efficiently and safely.

2.7 **Construction phase plan**. Before works commence on site, the Principal contractor must draw up a Construction Phase Plan. This must set out the health and safety arrangements and site rules, taking account of the nature of the site and use of the building. Throughout the construction phase the principal contractor is to ensure the plan is reviewed, and updated, or revised so that it continues to be sufficient to ensure construction work is so far as is reasonably practicable carried out without risks to health or safety. The ‘Principal Designer’ for this project is Martin Greenwood Bower Edleston Architects. The Principal contractor shall liaise and cooperate with the Principal designer in preparing the plan and providing information for inclusion into the Health and safety File

2.9 **Health & Safety File** The Principal Contractor will prepare the Health and Safety file. Such information is likely to include, but not be limited to a. The contractor’s risk assessment and method statements. b. Copies of manufacturer’s current technical literature and COSHH data sheets for all materials, plant and equipment selected by the contractor.

3.0 **EXISTING SERVICES:** The location of existing services on the roof is apparent due to visible termination points. It is intended that disconnection of all services will be arranged by the employer prior to commencement of the roofing contract.