

Construction (Design and Management) 2015

## Project Pre Construction Information Pack

Project: Nantwich Civic Hall  
Client Nantwich Town Council  
Works **Single Storey Rear Extension to Nantwich Civic Hall**

Address Market Street Nantwich CW5 5DG  
Prepared by Lesley Turner BA (Hons) Dip Arch ARB

Reviewed BSP  
By Beverley Poole BA (Hons) Dip Arch RIBA

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This document is to be completed and issued in accordance with the requirements of the Construction (Design and Management) Regulations 2015

## Pre Construction Information

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## Pre Construction Information

### 1.0 Introduction

- 1.1 The Pre-construction information has been compiled from information provided by the Client, and is a basis for the preparation of the construction phase plan which is to be prepared by the Principal Contractor with assistance by the Principal Designer.
- The Pre-construction information is defined as information about the project that is already in the client's possession or which is reasonably obtainable by or on behalf of the client such as survey or investigation reports.

**bpArchitecture** were appointed 20th August 2020 prepare drawings for Technical Design from stage 4 for a flat roofed rear extension, internal alterations to access the extension and provide means of escape to the rear, together with alterations to the car park to facilitate the extension. This is on the basis of stage 3 design produced by Visualise UK.

**bpArchitecture** are Contract Administrator, Principal Design with Quantity Surveyors Structural Engineers and M&E consultants as part of the Team , thereby providing a full complement of construction consultancy services using the Shared Business Services Consultant Group.

### 2.0 Description of the Project

#### Location

Nantwich Civic Hall Market Street Nantwich CW5 5DG

#### Geographical Area

Cheshire

#### Local Authority

Cheshire East-  
Nantwich North & West

#### Client Team:

##### End User Client

David Thomas Facilities Manager  
david.thomas@nantwictowncouncil.gov.uk  
t. Town Council Office 01270 619224  
t. 01270 303154  
m. 07826 511288

Samantha Roberts Town Clerk  
Nantwich Town Council  
t. 01270 619224  
m. 07522273715  
[Samantha.roberts@nantwichtowncouncil.gov.uk](mailto:Samantha.roberts@nantwichtowncouncil.gov.uk)

## **Consultant Team**

### **Architect and Contract Administrator**

**bpArchitecture**

93 High Street

Biddulph

ST8 6AB

T: 01782 515 555

Beverley Poole: [Beverley@bpArchitecture.co.uk](mailto:Beverley@bpArchitecture.co.uk)

Stacey Sykes: [Stacey@bpArchitecture.co.uk](mailto:Stacey@bpArchitecture.co.uk)

### **Principal Designer**

Bp Architecture

93 High Street

Biddulph

Staffordshire

ST8 6AB

Tel 01782 515555

Lesley Turner; [Lesley@bpArchitecture.co.uk](mailto:Lesley@bpArchitecture.co.uk)

### **Quantity Surveyor – None appointed**

### **Structural Engineer**

C2C Consulting Engineers

The Old Church Offices,

Shelton New Road,

Hartshill,

Stoke on Trent

ST4 6DP

T: 01782 980 330

Karl Jarvis [Karl.jervis@c2cconsulting.co.uk](mailto:Karl.jervis@c2cconsulting.co.uk)

Steve Greatbatch [steve.greatbatch@c2cconsulting.co.uk](mailto:steve.greatbatch@c2cconsulting.co.uk)

### **M&E Consultant**

Subcontractor design.

Ventilation advice from

Perins ....

### **Contract Team**

### **Tenderers - Confidential**

TBC

## **Planning Department**

Ref 19/5836N approved 12/03/2020

Development Management PO Box 606 Municipal Buildings Earle Street  
Crewe CW1 9HP

Minor amendment to be submitted.

## **Building Control**

### **Ref 20/29301/APPL Internally raised by Nantwich Town Council 8/9/2020**

Construction Plans & Regulations Ltd Head Office: P.O Box 1948

Trentham

Stoke-on-Trent

Staffordshire ST4 8YR

t.: 01782 658929

[admin@cprbuildingcontrol.co.uk](mailto:admin@cprbuildingcontrol.co.uk)

[www.cprbuildingcontrol.co.uk](http://www.cprbuildingcontrol.co.uk)

## **Adjoining Owners:**

The Library is the closest neighbour – mini-piles not considered to be an issue

Nantwich Library

Beam St, Nantwich CW5 5LY

t. 01270 375361

Marks and Spenser Food Hall,

Beam Street Woolshops 29, Nantwich CW5 5LY

01270 629548

Peter Wilson Fine Art Auctioneers Ltd

Victoria Gallery

Market Street

Nantwich

Cheshire

CW5 5DG

Telephone: +44 (0)1270 623878

Email: [auctions@peterwilson.co.uk](mailto:auctions@peterwilson.co.uk)

Opening Times are by appointment only. Live Auction Calendar to be confirmed  
Monday-Friday 9am-5.30pm

## **Well Pharmacy**

West View, Church Rd, Aston juxta Mondrum, Nantwich CW5 5NX

01270 627565

Advertised opening 8am till 18.30 generally

## **Church View Primary Care Centre**

[01270 610181](tel:01270610181)

Dentists 01270 610686

Kiltearn Medical Centre [01270 610200](tel:01270610200)

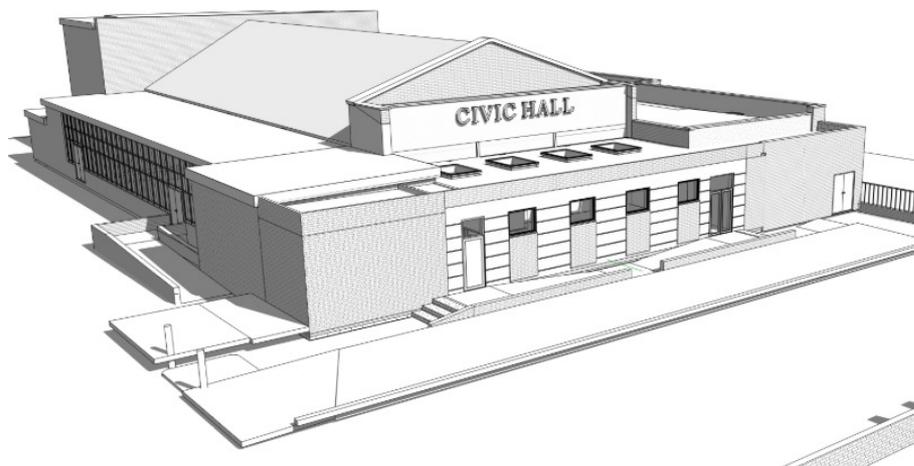
Tudor surgery 01270 610686

### 2.1.5 The nature of the Project:

- Construction of single storey extension creating a multi-purpose space with bin store and changing facilities in place of the existing rear yard area. The additional floor area to cater for the anticipated increase in usage for entertainment, leisure activities, luncheon clubs and private functions etc. Loss of one parking space within the Civic Hall curtilage and reconfiguration of parking in the adjacent car and road lining to suit.
- The structural design is to support future first floor extension.



The scheme includes the demolition of single storey 9" brick extension and a prefabricated concrete garage with a profiled metal roof.



The rear elevation is clad above the infilled area.

### 2.1.6 Key dates

Meaningful start 1<sup>st</sup> Dec with ability for the Town Hall functions to recommence as soon as practical in Jan/Feb and in full by 1 April ie all services and changing area. Rear extension works could be incomplete. Tenderers to submit proposed construction programme.

2.1.7 The site is notifiable because the project is likely to exceed 500 person-days and will have more than one contractor working at a time.

2.1.8 Like all construction projects this project will require a written construction phase plan. This plan will follow the guidance given in appendix 3 of the HSE L153 document “Managing Health and Safety in Construction. The Construction phase plan should be a document that is site specific and helpful in the delivery of the project that shows clear planning has taken place.

### 2.1.9 Site Investigations

Topographical survey has been carried out by Malcolm Hughes Chartered surveyors picking up visible features, levels and access covers, gullies and above ground services.

Two Inspection pits on 2/9/2020 by Kerl Jervis of C2C concluded that the existing kitchen extension appears to be constructed on a fairly shallow raft foundation (possibly flat slab raft).

The newer extension containing the changing rooms and toilets appeared to be a more traditional footing but the soil was very weak at 1m depth.

The rear wall to the stage was constructed using a precast concrete post and panel system and although the roof structure could not be seen, was presumably precast concrete purlins and rafters tying back to a beam on the original hall.

On this basis the design was developed as a steel framed building on piled ground beam foundations and a suspended beam and block floor slab.

Tenderers to lift all manholes and establish SW and Foul to confirm the proposal.

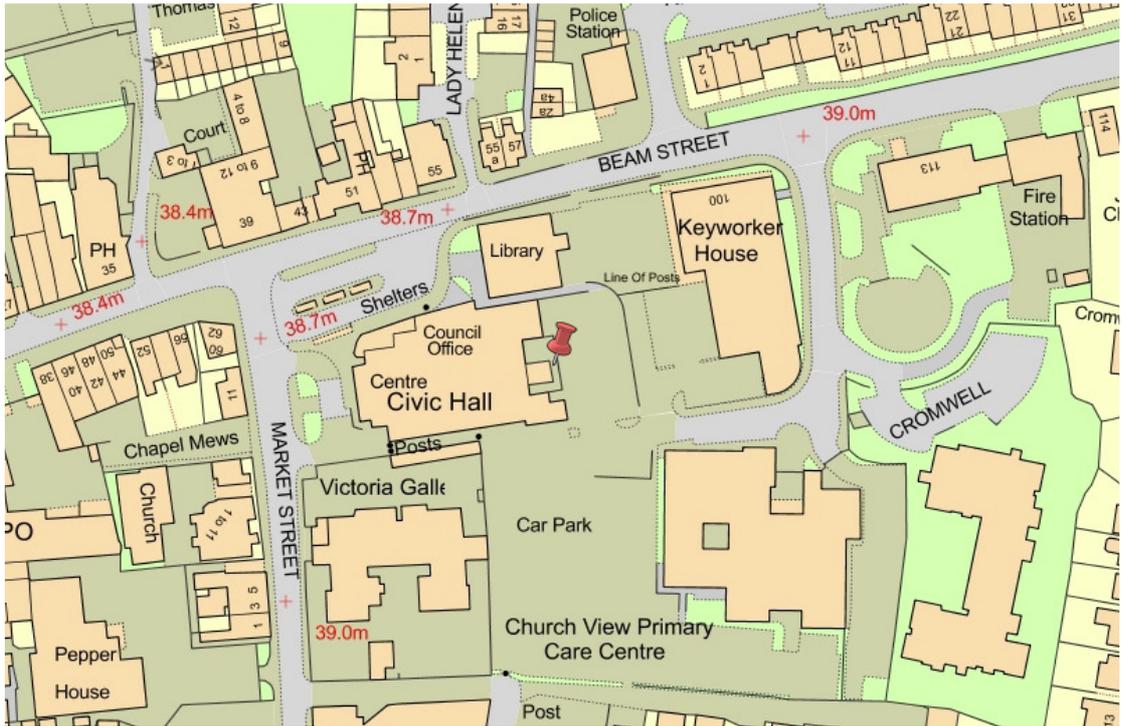
## 2.2 The Existing Site

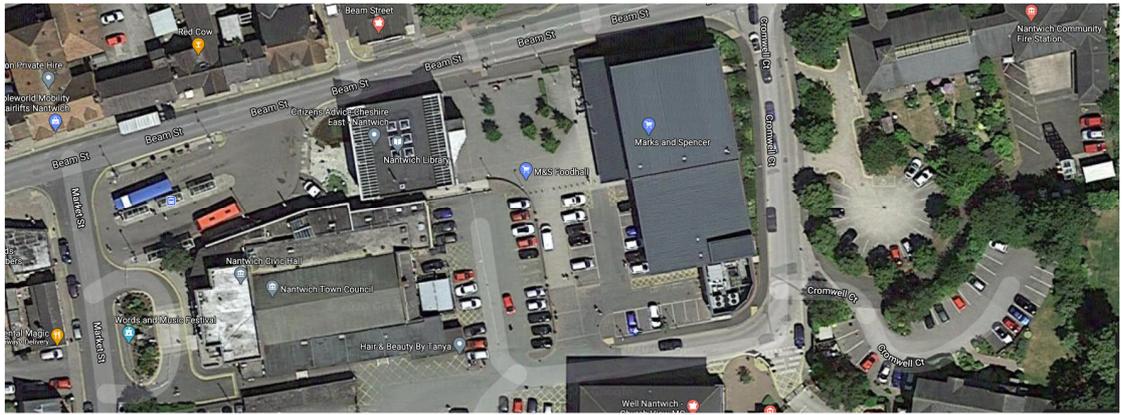
2.2.1. The site is in the heart of Nantwich Town Centre

2.2.2.



2.2.3. From Cheshire East interactive mapping – The Victoria Gallery is an Auction house operated by Peter Wilson, Keyworker house is Marks and Spencer Food Hall.



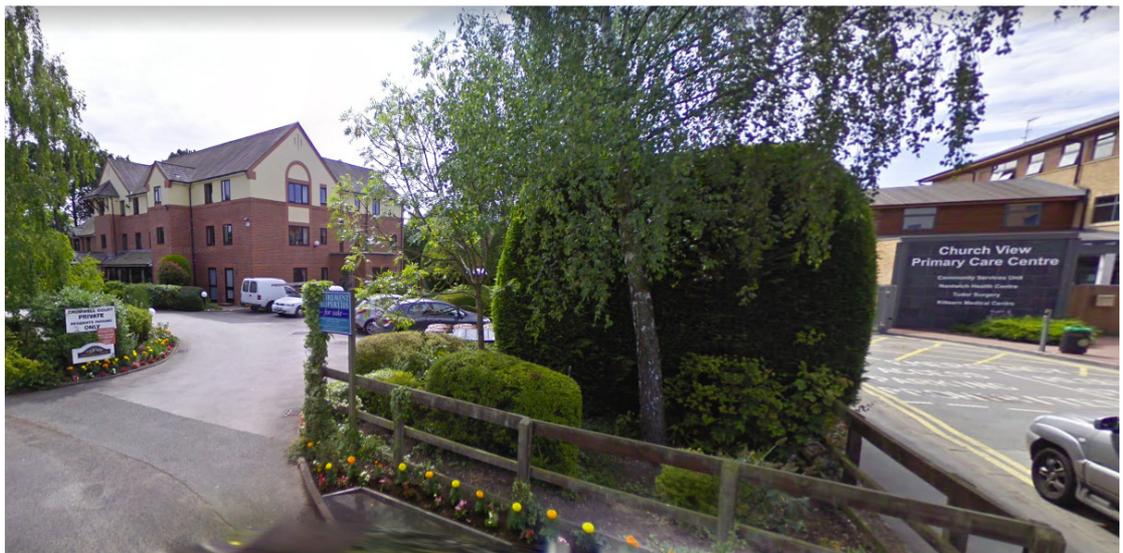


From Google maps

Access to the rear of the Civic Hall, where the extension is going, is via Cromwell Court off Beam Street. Cromwell court is a dead end access road used by cars parking in the M&S food Hall car park and the short stay public pay and display 151 space car park serving the Library and Civic Hall. It is also access to the 42 Cromwell Court retirement flats developed by MaCarthy and Stone and Peter Wilson Auctioneers. The food Hall deliveries are made to the rear of the building serviced from the shared access road.



Excerpt from Visualise Planning submission



The nearest dwellings affected at in Cromwell Court. These are shielded from the site by the health centre.



The Primary Healthcare centre has several practices including Dentists.



Peter Wilson Auctioneers' yard is accessed from Market Street it is also accessible from the public car park.



There is a bus station to the East of the Civic Hall with direct access .



The bus station is served by D&G buses routes 70,72 & 73 and Arriva buses 84 chester to

Crewe



There is a main pedestrian thoroughfare between Market St and the parking at the rear. This passes the contractor's access point so the management of pedestrians should be considered.



2.2.4. The Pay and display station on the corner of the site is to remain in operation. This is powered from the dis-board in the store – re configuring the services to the pay and display is required during the works with minimum disruption.

### 2.2.5. **Structural Strategy**

The existing kitchen extension appears to be constructed on a fairly shallow raft foundation. The newer extension containing the changing rooms and toilets appeared to be a more traditional footing but the soil was very weak at 1m depth.

The rear wall to the stage was constructed using a precast concrete post and panel system and although the roof structure could not be seen, was presumably precast concrete purlins and rafters tying back to a beam on the original hall.

It was decided that the best structural solution would be a steel framed building on piled ground beam foundations and a suspended rc slab.

2.2.6. The steel frame is designed to take an addition floor in a later extension. The roof is a concrete deck designed to become the first floor.

### 2.2.7. **Electric Supply & Lighting**

Services to demolished areas to be terminated prior to demolition.

Services design to be in accordance with IEE regulations. Adaptations to the existing dis boards pay and display etc are noted on drawings.

### 2.2.8. **Drainage**

Roof drainage is achieved by tapered insulation with RWO draining internally. Access to the flat roof is available from the first floor. The raising of the roof and the lack of parapet to the rear is addressed by a freestanding edge protection system to enable maintenance to be carried out in safety. A folding system is to be used because of the impact a permanent rail system would have on the elevation which has significant impact from the car park.

Foul drainage is to be adapted to service ground floor showers/sinks and toilets etc.

### 2.2.9. **Water Supply**

A water supply will be extended from the toilets & kitchen areas. Any dead legs to be removed.

### 2.3.0. **Contamination**

2.3.1. As part of the planning process the comments received from consultees included the following however no condition was raised on the Planning permission granted.

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#### **CONTAMINATED LAND COMMENTS**

**Rebekah Norbury**

**Tel: 07805 694792**

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The Contaminated Land team has no objection to the above application subject to the following comments with regard to contaminated land:

Should any adverse ground conditions be encountered during excavation works, all work in that area should cease and this section be contacted for advice.

#### **INFORMATIVE NCLC1**

-The applicant is advised that they have a duty to adhere to the regulations of Part 2A of the Environmental Protection Act 1990, the National Planning Policy Framework 2018 and the current Building Control Regulations with regards to contaminated land. If any unforeseen contamination is encountered during the development, the Local Planning Authority (LPA) should be informed immediately. Any investigation / remedial / protective works carried out in relation to this application shall be carried out to agreed timescales and approved by the LPA in writing. Furthermore, any soil or soil forming materials to be brought to site for use in garden areas or soft landscaping should be tested for contamination and suitability for use prior to importation to site. The responsibility to ensure the safe development of land affected by contamination rests primarily with the developer.

This section has used all reasonable endeavours to recommend the most appropriate measures regarding potential contamination risks. However, this recommendation should not be taken to imply that the land is safe or otherwise suitable for this or any other development.

2.3.2. Asbestos removal works have taken place and there is an asbestos register available for inspection in the civic hall. The main hall roof is non fragile is to be tested for asbestos.

The roof over the rear of the stage that is to be removed is corrugated cement sheeting which is believed to contain asbestos. The works should be carried out in accordance with the “Control of Asbestos Regulation 2012”. Tests are required to establish that the works do not require a licence effective measures are required.

<https://www.hse.gov.uk/asbestos/essentials/index.htm>

All works to comply with a14 documents – Appendix 6 . including all necessary PPE and double bagging.

Contractors are advised to be vigilant and wear PPE when dismantling and breaking out in the case that the previous asbestos removal omitted the removal of asbestos particularly to inaccessible areas..

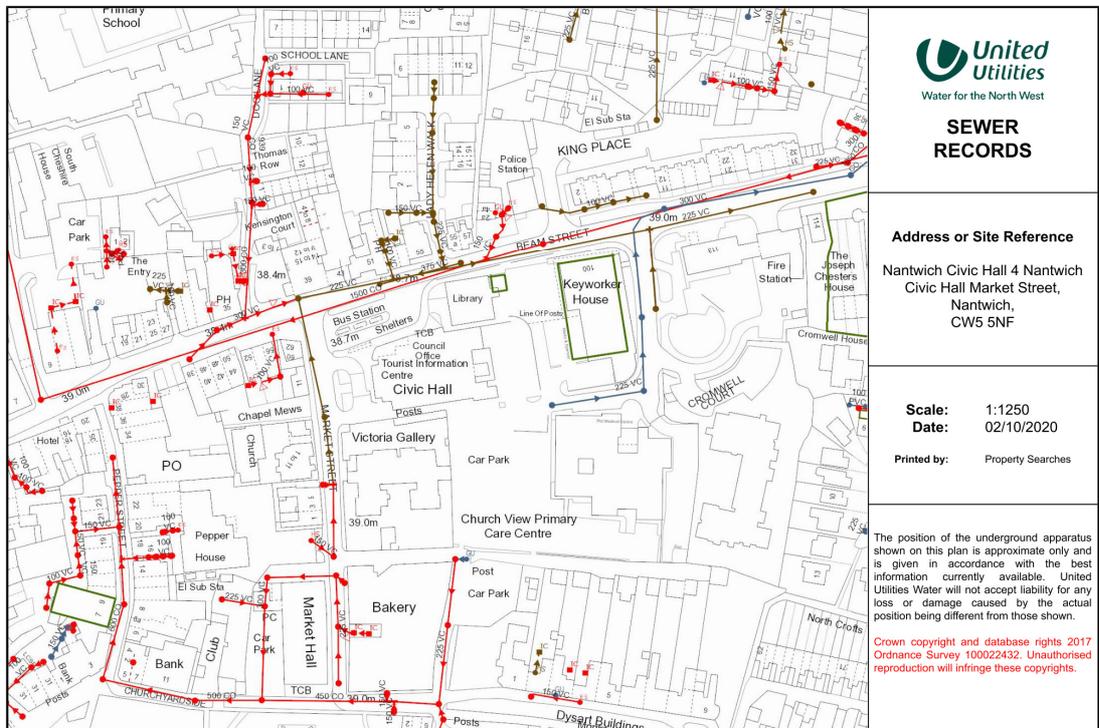
**2.3.3. Services.**

Services should be surveyed- None identified. These should be ascertained by cat scan of the area in the area of the building construction zone.

**2.3.4. Sewers.**

United Utilities has no record of any sewers affected by the proposals.

**2.3.5.**



**2.3.6. Foundation design**

Mini bore piled foundations will cause less noise and disruption – No conditions were placed on the works in terms of noise however the Environment Health consider that piling should be carried out between the following hours:

Monday to Friday 9.00 to 17.30

Saturday 9:00 to 13:00 hours

Sunday & bank holidays– no works

**2.3.7. Water Services**

There is an existing bib tap in the yard which will need to be adapted.

**2.3.8. Gas:**

There are exposed gas services at the rear of the building are to be protected until re-routed.

**2.3.9. Telecoms/Security:**

The existing services are to be reviewed and a design and phasing strategy developed to

minimise disruption.

2.3.10 The site is allocated some of the public parking allocated for welfare and storage as identified in the constraints drawing. As the access road is well used deliveries are to be programmed to minimise disruption. A Banksman will be required to assist with vehicle turning. All stakeholders should be kept informed of abnormal loads.

2.3.11 The site area incorporating compound, storage welfare and turning to be fenced with Herras and secured. This is in a very public area.

2.3.12 The pay and display is to be maintained.

2.4.0 **Welfare**

2.4.1 Full site welfare is to be provided by the Principal Contractor. This keeps contract facilities separate from the remainder of the depot and ensures that site staff can socially distance and hygienically separate themselves from the depot.

This must be in accordance with Schedule 2 of the CDM Regulations 2015 and this must include:

- Hot water for washing hands,
- Toilet,
- First aid kit,
- Seating for all working on the project,
- Method of heating food,
- Kettle,
- Fresh drinking water.
- Welfare must be separate from the work area.

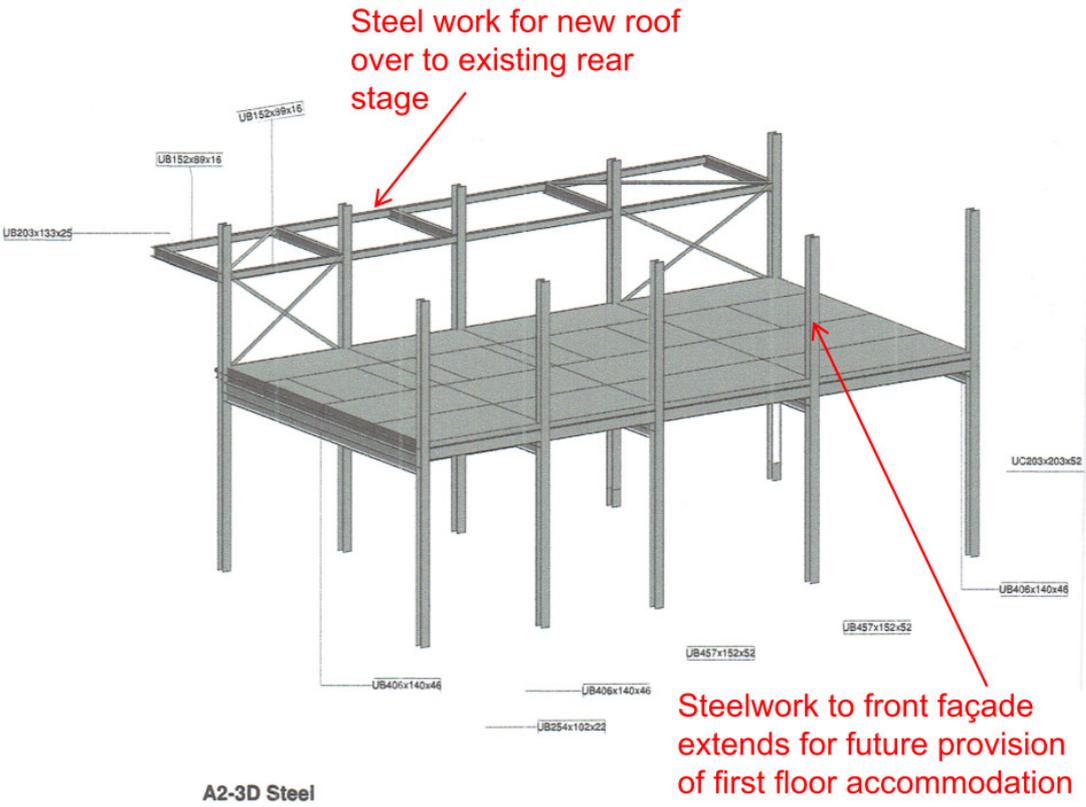
Welfare facilities within the depot site are identified on the Site Constraints Plan .

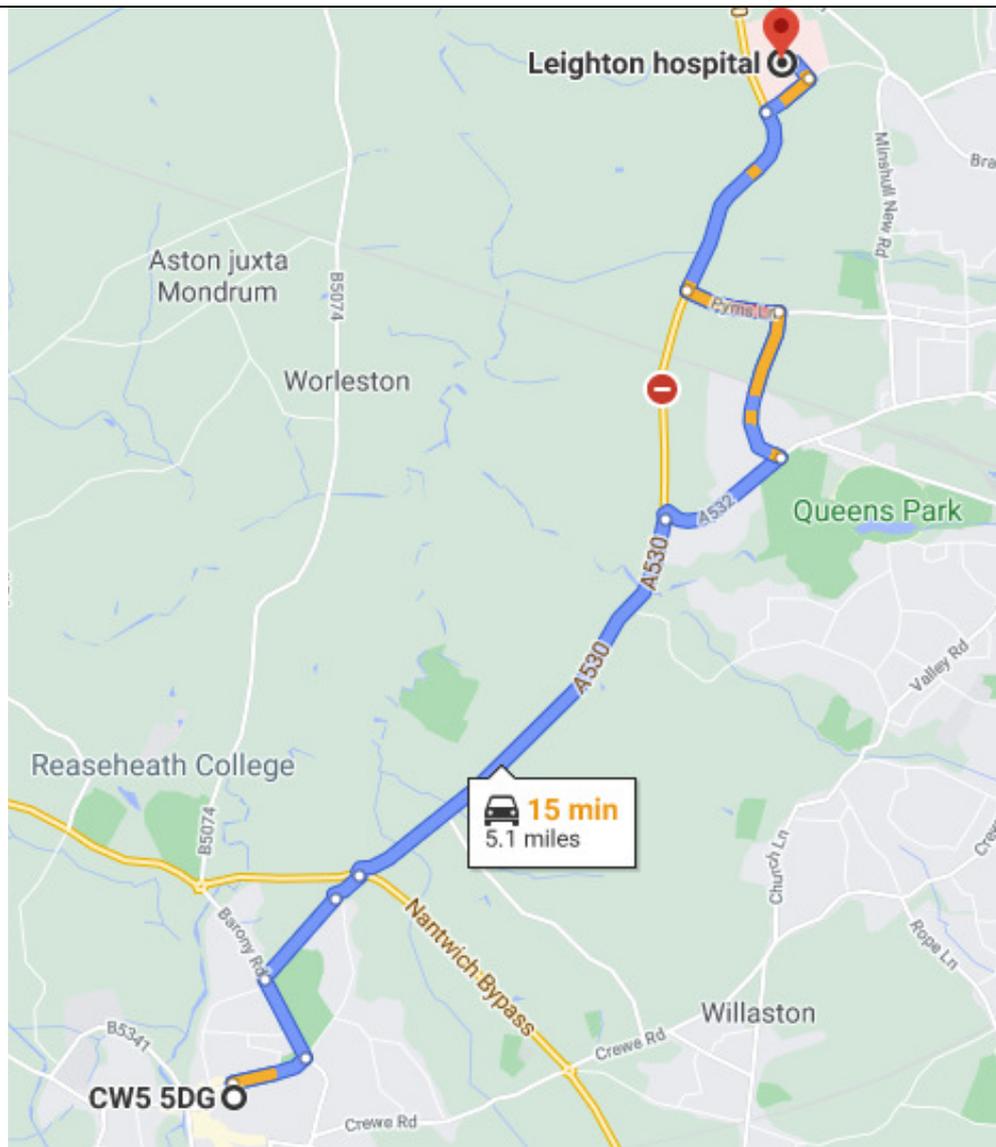
Due to Covid-19 it is suggested that Staff breaks are phased to limit the number in the mess cabin and site cabins at any one time.

Temporary services may be extended form the Kitchen area/dis boards to be identified.

3.0	<b>Client’s Considerations &amp; Management Requirements</b>
3.1.	<p><b>Management of the Construction Work-</b>          PPC is required.          Methods statement regarding testing for and removal of asbestos cement sheeting.          Provision for personal decontamination in accordance with em8 are to be submitted for approval          RAMS will be required for piling and steel erection</p>
3.1. 1	<p><b>Arrangements for Planning and Managng Works, including any health and safety goals for the project.</b>          The Client must ensure that all the companies appointed to design these works and fulfil the role of Principal Contractor have sufficient skills, knowledge and experience and fully resourced to carry out their respective roles. If competency checks have been commissioned details should be appended.          Considerate contractors</p>

	CHAS ZERO accident policy CSCS card checks.		
3.1. 2	It is standard practice for all building sites to adopt a personal protective equipment (ppe) policy of: Hi-viz, safety boots and hard hats as a minimum, and gloves and goggles and masks as appropriate to the work being carried out. Gloves required to minimise lead contamination where works are carried out In the ground. Covid safe procedures are to be adopted. Details to be submitted.		
3.2	<b>Health and Safety Objectives and Goals</b>		
3.2.1	<b>Health and Safety Goals</b> The designers and Principal Contractor should maintain focus on safe working and minimising the risks on site and to others.		
3.2.2	<b>Client Key Health and Safety Objectives</b> Endeavour to achieve ZERO reportable RIDDOR accidents / incidents. Minimise the potential for falls from height, pedestrian / vehicle accidents, the dangers from electrical services and the potential for slips, trips and falls.		
3.4.4	The following health and safety goals have been set for this project. Achievement in relation to these goals will be measured as indicated and reported to the client at progress meetings		
3.4.5	<b>Target</b>	<b>Measurement Procedure</b>	<b>Timescale</b>
	All personnel to receive site induction prior to commencement of work	Principal contractor to keep induction records available for inspection	Prior to commencement & ongoing
	All personnel to log in daily	Log book to be kept for inspection.	Ongoing
	Appropriate PPE to be worn at all times	Principal contractor's regular site safety inspections. Observation by client and consultants visiting site	Ongoing
	No lost-time accidents	Accidents/near misses to be recorded as described below.	Ongoing
<b>4.0</b>	<b>Project Considerations</b>		
4.1	<b>Site Security and Site Hoardings</b> Site notice giving contact numbers and programme information to be erected at a prominent position adjacent to the Site facilities entrance. Site constraints drawing – excerpt in appendix 5.		
4.2			
	Heaviest items – steel frame. Precast floor beams		

	 <p style="color: red; text-align: center;">Steel work for new roof over to existing rear stage</p> <p style="color: red; text-align: right;">Steelwork to front façade extends for future provision of first floor accommodation</p> <p style="text-align: center;">A2-3D Steel</p>
4.3	<p><b>Parking</b> Parking is to be contained within the allocated parking zone.</p>
4.4	<p><b>First Aid Arrangements</b> The Principal Contractor is to undertake an assessment of the proposed works and will have in place suitable first aid provision for the types of injuries that may be sustained during the construction phase. First aid provisions should be kept in the welfare facilities.</p>
4.5	<p>The nearest Health Centre with minor casualty/accident and emergency facilities is: The Leighton Hospital</p>



**CW5 5DG**

Market St, Nantwich

- ↑ Head north on Market St towards Beam St  
36 s (253 ft)
- > Take A530 to Sunnybank Rd in Crewe  
8 min (3.2 mi)
- ↙ Turn left onto Sunnybank Rd  
2 min (0.6 mi)
- > Take Middlewich Rd/A530 to Smithy Ln  
2 min (1.0 mi)
- > Continue on Smithy Ln to your destination  
2 min (0.3 mi)

The Leighton Hospital has a 24 hour A&E department at Middlewich Road , Crewe, Cheshire, CW1 4QJ Tel 01270 255141

4.6

**Site Induction**

All Principal Contractors are to have a suitably developed site induction that meets the

	<p>requirements of CDM 2015 and has suitable information based on the complexity of the project and be proportionate to the hazards/risks on site and the wider areas.</p> <p>As a minimum everyone should be aware of the welfare and first aid provisions, security arrangements and provide contact details. A Diary should be kept to record induction and attendance and be made available to the H&amp;S Executive if requested.</p>
4.7	<p><b>Fire Strategy</b></p> <p>The principal contractor shall take all necessary precautions to prevent fires from occurring. Advice on fire safety is available from the HSE website at <a href="https://www.hse.gov.uk/pubns/books/hsg168.htm">https://www.hse.gov.uk/pubns/books/hsg168.htm</a></p> <p>It is good practice to restrict smoking on site to reduce the risk of fire.</p> <p>Work is to be programmed considering fire risk, and means of escape around the site and access for the fire brigade in the event of a fire.</p> <p>Manual fire alarm bells are available on site. The site should operate air horns/site alarms to alert a fire.</p>
4.8	<p><b>Accident Records</b></p> <p>The principal contractor shall keep a record of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the Principal Designer as soon as possible, and a copy of all accident/near miss records shall be included in the principal contractor's regular progress reports.</p>
5.	<p><b>Site safety and Hazard Identification.</b></p>
5.1	<p><b>Permits to Work / Authorisation Requirements</b></p> <p>Permit to work procedures should be put in place for the following types of work appropriate to the activity and number of site operatives:</p> <ul style="list-style-type: none"> <li>• hot work which could cause fire or explosion e.g. welding;</li> <li>• demolition;</li> <li>• asbestos Removal/Contact (in particular if undertaken by licensed specialists if this proves to be required).</li> <li>• machinery permit, required where dangerous parts of plant or machinery;</li> <li>• confined spaces e.g. entry into vessels, machines;- may be required for surface water tank.</li> <li>• electrical work; - new supplies</li> <li>• overhead work;- works to roof and signage</li> <li>• excavation work; - re new supplies and foundation works</li> <li>• equipment disjoining, used to control the disconnection of any equipment which contains a liquid or gas i.e. pipe work containing heated bitumen, large diesel tanks etc; (</li> <li>• work at height / roof access, access to fragile roofs or where the roof has no safety edge protection.</li> </ul>
5.2	<p><b>Waste Collection and Storage</b></p> <p>The principal contractor to include arrangements for the management of waste within the Construction Phase Health and Safety plan. Refer to section 4.3.</p> <p>Fuel is not to be stored on site unless a full assessment is carried out and provision made for safe storage and emergency procedures put in place.</p>
5.3	<p><b>Existing Services</b></p> <p>Mains Power – New supplies are to be installed in accordance with M&amp;E which also identifies disconnections.</p> <p>Gas supplies to be re-routed.</p>

	
5.4	<p><b>Existing Structures</b></p> <p>Demolition is very limited, the garage, the roof at first floor level and some walls shown on drawings.</p>
5.5	<p><b>Existing Plant and Equipment</b></p> <p>Existing services are to be maintained. The existing vent to be re-routed.</p>
6.0	<p><b>Site Occupational Hazards and Restrictions</b></p>
6.1	<p><b>Asbestos</b></p> <p>See section 2.3.2 regarding the removal of asbestos cement sheeting. Operatives are to be vigilant and report any suspected material to the Client so that it may be tested and if required safely removed from site in accordance with the Control of Asbestos Regulations 2012.</p>
6.2	<p><b>Existing Storage of Hazardous Materials</b></p> <p>Should any hazardous materials become necessary for the construction these should be stored in a secure location with the appropriate precautions in place.</p>
6.3	<p><b>Existing Structures – Hazardous Materials</b></p> <p>Structural details have been prepared on the basis of limited investigations. If the situation differs from those drawn the design team are to be alerted so Engineering advice can be implemented.</p>
6.4	<p><b>Health Risks Associated with the Clients’ Activities</b></p> <p>Ongoing use of existing building &amp; proximity of public both pedestrian and vehicular is to be taken into consideration in programming the works and providing security and agreed access protocols.</p>
7.0	<p><b>Design Risk Management</b></p>
7.1	<p><b>Principles of Design</b></p> <p>Various measures have been taken within the design of the project to minimise risks and provide as speedy construction period as possible.</p>
7.2	<p><b>Design Developments Procedures</b></p> <p>All designers have a duty under Regulation 11 to avoid foreseeable risks to health and safety during construction (including future alterations and demolition), cleaning, maintenance, and use of the structure. They also have a duty to co-operate with each</p>

	other and with other parties involved in the project to ensure health and safety.	
7.2.2	The health & Safety hazards have been considered during the design process and eliminated where practical. Where this has not been possible the effect has been reduced. Residual risks are recorded on the attached appendix.	
7.2.6	<b>New Build Risks: _</b>	
	Access via constricted shared access road	
	Proximity to public	Herras fencing required to segregate public and maintain a secure site.
	The Contractor does not have access to the whole building. Functions have been cancelled.	Close liaison is required between occupants and contractor as to avoid conflict.
	Piling	RAMs required to ensure sufficient space is allowed for access and manoeuvring.
	Erecting steel frame	RAMs required to demonstrate swings do not jeopardise the public.
	Works to the existing building – risk of collapse.	Access to be agreed for propping and screening for thermal comfort and cleanliness as well as safety.
	Fire precautions to be implemented.	Fire escape requirements to be reviewed regularly with users to ensure adequate means of escape is maintained form the existing building.
	Works to the roof without edge protection	Contractor to provide details of edge protection measures during construction.
8.0	<b>Construction Phase Plan</b>	
8.1	Prior to commencement, the principal contractor must develop his Construction Phase Plan. The HSE guidance is found in appendix 4	
8.2	Detailed proposals for the control of the following shall be included in the Plan submitted for review a reasonable time in advance of the works: The method statement should identify size of delivery vehicle, proposed offloading position, number of personnel and equipment required and other relevant issues.	
8.3	Proposals for signage and display of F10 notice.	
8.4	The Construction Phase Plan is to be amended as necessary throughout the construction period by the Principal Contractor. He should note, however, that the Regulations do not require such revisions to be approved by either the client or the Principal Designer.	

## Appendix 1

### List of drawings

<b>Contract: Drawings</b>				
<b>Architects Drawings</b>				
A0-002	Existing Site Block Plan			
A0-003	Proposed Site Block Plan			
A0-004	Existing Ground Floor OA GA Plan	T2		
A0-005	Existing Elevations Proposed Ground Floor OA	T3		
A0-006	GA Plan	T4		
A0-007	Proposed Elevations	T4		
A0-008	Ground Floor Demolition Plan – removed items shown red	T1		
A0-009	Demolition Elevations – removed items shown red	T1		
A0-011	Proposed Detailed Roof Plan	T5		
A0-013	Longitudinal Section AA	T3		
A0-014	Cross Section BB	T3		
A0-015	3D View as Proposed	T2		
A0-016	3D Axonometric Plan as Proposed	T1		
A1-001	Proposed Foundation Setting Out Plan	T3		
A1-002	Proposed Raft Foundation Details	T4		
A1-003	Foul Drainage Plan	T2		
A1-004	Surface Water Drainage Plan	T1		
A2-001	Proposed Brick and Block Set Out Plan	T4		
A2-002	Proposed roof steel/joist layout	T1		
A2-010	Proposed 3D Steel model –	P1		
A2-020	Proposed Corridor Ramp	T2		
A3-001	Pictorial Schedule External Doors	T1		
A3-002	Pictorial Schedule External Windows	T1		
A3-005	Pictorial Schedule Internal Door Types A	T1		
A3-006	Pictorial Schedule Internal Door Types B	T1		
A3-007	Pictorial Schedule Internal Door Types C	T1		
A3-008	Pictorial Schedule Internal Door Types D	T1		
A4-001	Floor Finishes Schedule - Ground Floor	T2		
A4-003	Proposed Main Hall Ramp	T1		

A6-001	Reflected Ceiling Plan – Ground Floor	T2		
A8-001	Fire Strategy Plan – Ground Floor	T1		
A9-001	Proposed Rear Car Park Works	T3		
A9-002	Pedestrian Path Detail	T1		
A9-010	Site Constraints Plan	T1		
	Schedule of work			
<b>Structural and Civil Drawings</b>				
	To follow			
<b>Mechanical and Electrical Drawings</b>				
None	Refer to architectural drawings.			

Appendix 2  
F10 Notification

This will be notified as soon as the Contract is Officially Procured in Nov/Dec 2020

# Construction Phase Plan (CDM 2015)

## What you need to know as a busy builder

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a **construction phase plan** is required for every construction project. This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- installing a kitchen or bathroom;
- structural alterations, eg chimney breast removal;
- roofing work, including dormer windows;
- extension or loft conversion.

A **simple plan** before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format.

The list of essential points below will help you to **plan** and **organise** the job, and **work together** with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on page 2 to record your plan.

### Plan

Make a note of the key dates, eg:

- when you'll start and finish;
- when services will be connected/disconnected;
- build stages, such as groundwork or fitout.

You will need to find out information from the client about the property, eg:

- where the services and isolation points are;
- access restriction to the property;
- if there is any asbestos present.

### Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, eg:

- to site rules;
- to health and safety information;
- what you will do if the plan or materials change or if there are any delays;
- who will be making the key decisions about how the work is to be done.

### Organise

- Identify the main dangers on site and how you will control them, eg:
  - the need for scaffolding if working at height;
  - how structures and excavations will be supported to prevent collapse;
  - how you will prevent exposure to asbestos and building dust;
- how you will keep the site safe and secure for your client, their family and members of the public.
- Make sure that there are toilet, washing and rest facilities.
- Name the person responsible for ensuring the job runs safely.
- Explain how supervision will be provided.

If you are unsure about how you can make your site safer, see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction) for more information and to download other Busy Builder sheets. See [www.citb.co.uk](http://www.citb.co.uk) for a free smartphone app *CDM wizard*.

<b>PLAN</b>	Your name/company		
	Name and address of client		
	Contact details of architect or principal designer		
	What is the job?		
	Is there anything the client has made you aware of?		
	Key dates: Start	Finish	Other
	Where are your toilet, washing and rest facilities?		
<b>WORKING TOGETHER</b>	Who else is on site – and their contact details?		
	Who will be the principal contractor?		
	How will you keep everyone on site updated during the job?		
<b>ORGANISE</b>	<b>What are the main dangers on site, eg:</b>	<b>Hazard is present</b>	<b>What controls do you have?</b>
	<b>Falls from height</b> <ul style="list-style-type: none"> <li>■ Make sure ladders are in good condition, at the correct angle and secured</li> <li>■ Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards</li> </ul>		
	<b>Collapse of excavations</b> <ul style="list-style-type: none"> <li>■ Shore excavations; either cover or barrier excavations to stop people and plant falling in</li> </ul>		
	<b>Collapse of structures</b> <ul style="list-style-type: none"> <li>■ Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person</li> </ul>		
	<b>Exposure to building dusts</b> <ul style="list-style-type: none"> <li>■ Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask</li> </ul>		
	<b>Exposure to asbestos</b> <ul style="list-style-type: none"> <li>■ If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out</li> <li>■ Make sure everyone on the site is aware of the results</li> </ul>		
	<b>Activities or workers requiring supervision</b> <ul style="list-style-type: none"> <li>■ Who will be supervising?</li> </ul>		
	<b>Electricity</b> <ul style="list-style-type: none"> <li>■ Turn electricity supply and other services off before drilling into walls</li> <li>■ Do not use excavators or power tools near suspected buried services</li> </ul>		
	<b>Risks to members of the public, the client and others</b> <ul style="list-style-type: none"> <li>■ Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes</li> </ul>		
	<b>Other dangers on site</b>		

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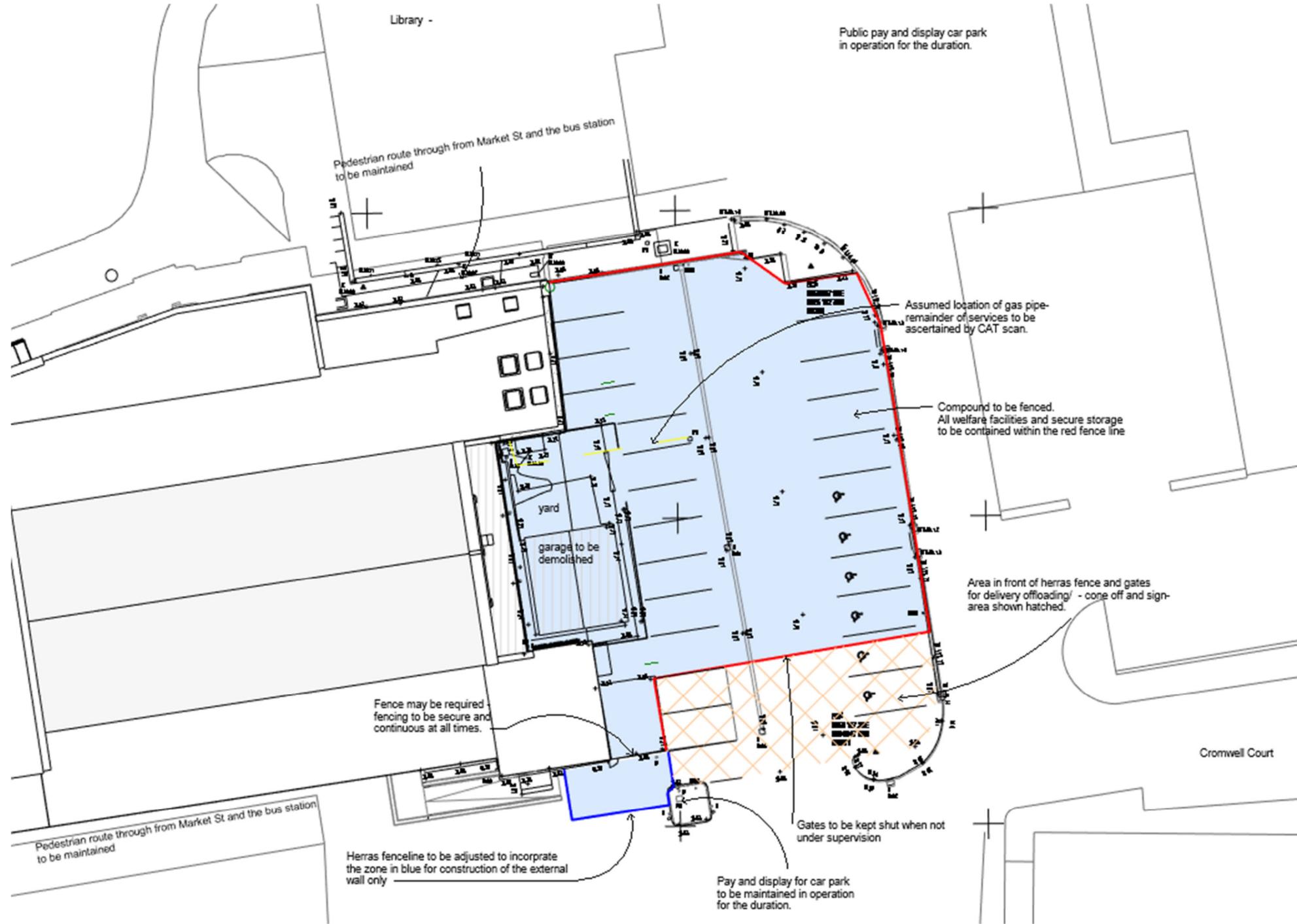
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**Appendix 4**

**Designers Hazard Elimination Management**

Task /Element or existing Environment	Hazard	Risk	Groups/persons at Risk	Mitigation	Further action
Access Arrangement	Shared access	Vehicle collision	Public	Programme deliveries to quiet times and days where no auctions held.	Contractor to include in Construction phase Plan.
Access Arrangement	Shared access	Trespass	Visitors	Adequately fence and control site area.	Contractor to include in Construction phase Plan
Access Arrangement	Using pay and display at site entrance	Pedestrian being hit by vehicle	Pedestrians & workers,	Use temporary vehicle guarding	Contractor to include in Construction phase Plan.
Environmental Conditions	Dust	Disease/ skin irritation/ eye irritation	Workers	Dust suppression – see EHO consultation	
Working at height	Flat roof with no edge protection	Fall from height	Workmen and maintenance workers	Contractor to propose temp edge protection system until mansafe system installed.	Mansafe details to be included in H&S file.
Working in close proximity to others	Impact with vehicles, machinery and contamination.	Collision	Workers and Depot operatives and visitors.	Welfare and site storage area to be arranged beyond site. Refer to constraints drawing.	Include in CPP
Site Layout	Fire	Burns and smoke inhalation	All	Control and store separately flammable materials.	Contractor to include in Construction phase Plan.
Site Layout	Fire	Burns and smoke inhalation	All	Means of escape and fire fighting measure to be identified.	Contractor to include in Construction phase Plan.
Site Layout	Congestion on site	Trips, collision with vehicles	Workforce & site inspection team	Vehicle turning to be allocated and kept clear. Skip locations to be sited to avoid vehicle movements.	Contractor to include in Construction phase Plan.
Gas & Electrical services -	Unidentified services	Explosion & electrocution.	Workforce & site inspection team	Isolate in vicinity of work.	Scan for services.
Demolition	Contamination (asbestos & other)	Longterm illness	Workers	Workers to be trained for asbestos cement removal and on other hazards likely. Storage and segregation of contaminated waste required.	Contractor to include in Construction phase Plan.
New Construction steel	Steel frame	Collision	Workers and other vehicles	Steel sizes to be designed to consider site access.	
Silica Dust	Working with concrete and cement dusts and grinding or existing concrete	Silicosis	Workers	Good hygiene and PPE where cements and dusts are encountered on site.	N/A

Appendix 5 Constraints drawing Excerpt A9-005 T1



**Appendix 6**

H&S em 8 – personal decontamination

H&S a14 – *Asbestos cement removal*

# a14

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos cement (AC) sheets, gutters etc and dismantling a small AC structure

### What this sheet covers

This sheet describes good practice when you need to remove AC sheets, gutters, drains, ridge caps etc on a small scale, or dismantle a small structure (eg shed or garage) as long as AC stays intact during removal. If the AC starts to break up creating significant dust then the work will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

This sheet does not apply to large scale work or mechanical demolition – a full risk assessment and plan of work will need to be prepared.

This sheet is not appropriate if other asbestos-containing materials are present, eg lagging, limpet or insulating board. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access – you may need a mobile access platform.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Bolt cutter
- Webbing straps and rope
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- Asbestos warning stickers

a14 – Removing asbestos cement (AC) sheets, gutters etc and dismantling a small AC structure

Health and Safety Executive

#### Caution

AC roofs are always fragile and cannot bear weight.

#### Caution

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

#### Caution

There may be AC debris on the ground. Be careful not to crush this.



AC sheets used as roofing



Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Check with the premises owner that only AC is present.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

### Overlaying AC sheets

- Can you overlay sheets with non-asbestos material instead of removing the AC?
- If so, attach the material to existing purlins. Avoid drilling through the AC. If you cannot avoid drilling, see sheet a9.

### Removal

- Avoid or minimise breaking the AC.
- If fasteners hold the sheets in place, dampen and remove them and place them in the asbestos waste bag.
- If the sheets are bolted in place, dampen and cut the bolts while avoiding contact with the AC.
- Remove the bolts or fixings carefully and place them in the asbestos waste bag.
- Unbolt, or use cutters to release gutters, drain pipes, ridge caps etc. Avoid contact with the AC.
- Lower large pieces to the ground. Don't drop them or use rubble chutes. Stack sheets carefully.
- Where there are several AC sheets and other large items, place them in a lockable skip.

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Confined spaces – see [www.hse.gov.uk/confinedspace](http://www.hse.gov.uk/confinedspace).

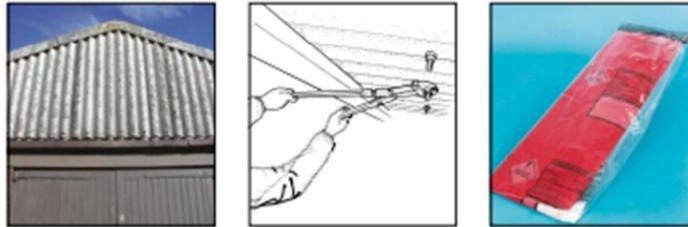
Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

### Further reading

Health and safety in roof work HSG33 (Fourth edition) HSE Books 2012 [www.hse.gov.uk/pubns/books/hsg33.htm](http://www.hse.gov.uk/pubns/books/hsg33.htm)

- Double-wrap large pieces in 1000-gauge polythene sheeting. Seal with duct tape.
- Attach asbestos warning stickers.
- Place small pieces in the asbestos waste bag.



Cut the bolts while avoiding contact with the asbestos cement. Double-wrap large pieces in 1000-gauge polythene sheeting and seal with duct tape

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Check for debris in fasteners or bolt holes. Clean with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Dispose of contaminated webbing and rope as 'asbestos waste'.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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## Personal decontamination

### Equipment and method sheet

#### Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

#### Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

#### What this sheet covers

This sheet describes how to decontaminate yourself after work with asbestos materials.

Personal decontamination is easier when you wear the correct personal protective equipment (PPE).

You need to decontaminate yourself properly, otherwise you may take asbestos fibres home on your clothing and expose your family and friends.

#### Procedures

##### Removing and decontaminating PPE

- Clean your boots with damp rags – see sheet em7.
- Where available, clean your overalls with the brush attachment on a Class H vacuum cleaner. Vacuum off the brush.
- Otherwise, use damp rags in a gentle 'patting' action. Rubbing can disturb fibres.
- Where there are two workers, they can help to clean each other.
- Peel off disposable overalls. They should be inside out when they have been removed. Put them in a suitable asbestos waste bag.
- Bag up reusable overalls for a specialist laundry.
- Finally, remove your respiratory protective equipment (RPE) in accordance with em6.
- Tape the bag closed.



'Buddy' cleaning using a Class H vacuum cleaner

#### em8 – Personal decontamination



Make sure you restrict access



Cleaning with damp rag using patting action

#### Personal decontamination

- A suitable location for personal decontamination should be considered as part of the planning before the job commences.
- Can you use site washing facilities? If so, they must be for your use only.
- Keep other people out during personal decontamination, and until you have cleaned the facilities.
- Wash every time you leave the work area.
- Use damp rags to clean the washing facilities at the end of the job.
- Clean the facilities daily if the job lasts more than one day.
- Inspect the facilities visually once the job is finished.
- Clearance air sampling is not normally needed for washing facilities.
- See sheet em9 for disposal of asbestos waste.

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Appendix 7 Other information Available

7.1 Planning decision notice

7.2 Environment consultation

7.5 H&S 168 – Fire in construction