elliswilliams

Pre-Construction Information

Client:
Croydon College

Project:
Existing Campus Building :
Refurbishment of Ground Floor WCs and Third Floor Teaching Spaces

Tender
March 2024

Rev : 0

Contents

Section 1

Introduction

Guidance Notes:

Unless otherwise stated, the Regulations referred to hereunder are the CDM Regulations 2015, effective from 6th April 2015.

Regulation 4 *Client's duties in relation to managing projects* states that the client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources. Under *Regulation 5 Appointment of the Principal Designer and the Principal Contractor* states where there is more than one contractor will be working on a project at any time, the client must appoint a Principal Designer and a Principal Contractor, where the Principal Designer will control the pre-construction phase.

Regulation 11 Duties of a Principal Designer in relation to health and safety at the pre-construction phase must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as reasonably practicable, the project is carried out without risks to health and safety.

Regulation 12 Construction phase plan and health and safety file states that during the pre-construction phase, and before setting up a construction site, the Principal Contractor must draw up a construction phase plan or make arrangements for a construction plan to be drawn up.

Regulation 13 Duties of Principal Contractor in relation to health and safety at construction phase requires the Principal Contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as reasonably practical, construction work is carried out without risk to health and safety.

This Pre-Construction Information Package has been prepared to enable tenderers to submit a Draft Construction Phase Plan with their tenders, indicating the general principles to be employed and the resources required. The successful tenderer will be required to develop this document into a Construction Phase Plan, sufficiently detailed as to allow the Principal Designer to advise the Client that the Plan has been developed adequately to allow work, including preparatory work, to commence on site. Regulation 6 requires the Client to notify the Health and Safety Executive of the proposed project, incorporating details provided by the Principal Contractor, prior to the site start date. Under Regulation 6(3) (b), the Client must prominently display this information on site.

At the conclusion of the project, the Principal Designer must ensure that a Health & Safety File is delivered to the Client. The Principal Contractor and his Sub-Contractors, are required to provide the Principal Designer with information to enable the Principal Designer/ Principal Contractor to prepare the Health and Safety File. This information shall be forwarded by the Principal Contractor to the Principal Designer, prior to the issue of the Certificate of Practical Completion.

Regulation 9 Duties of designers, when preparing or modifying a design the designer must take into account the general principals of prevention and any pre-construction information to eliminate, so far as reasonably practicable, foreseeable risks to health and safety of any person.
Under Regulation 9(4), a designer must take all reasonable steps to provide, with the design, sufficient, to adequately assist the client, other designers and contractors to comply with their duties under these regulations. The absence of a reference in this Pre-Construction Information Package to a specific hazard does not mean that such hazard does not exist or may not arise.

Any Method of Working described in this Pre-Construction Information Package, as compiled by the Principal Designer, may be varied by the Principal Contractor as long as he provides an acceptable alternative method to the Principal Designer prior to work commencing.

Section 2

Project Details

Client Contact Details **Is this a Commercial Project? Y** **(i.e. part of a business)** **or** **Is this a Domestic Project? N** **(i.e. Homeowner/occupier)**	**Contact Name: Paul Marsden** **Director of IT and Estates** **Croydon College, College Road, Croydon, London CR9 1DX** **Email: paul.marsden@croydon.ac.uk** **Tel. 020 8686 5700**
Principal Designer Contact Details	Contact: Robert Freeman, Director Ellis Williams Architects Brickfields, 37 Cremer Street, London E2 8HD Email: robert.freeman@ewa.co.uk Tel: 020 7841 7200 Mob: 07931 485085
Architect Contact Details	Contact Name: As above Company Name: Address: Contact No: Mobile: Email:
Project Manager/CA/EA Contact Details	Contact Name: Joe Ayling Company Name: Fusion Address: 9 Springfield Lyons Approach, Springfield, Chelmsford CM2 5LB paul Contact No: 01245 449200 Mobile: Email: jayling@fusion-pm.co.uk
QS Contact Details	Contact Name: Steve Coles Company Name: Woodley Coles LLP Address: 2nd Floor, 168 Shoreditch High Street, London E1 6RA Contact No: 020 3307 8379 Mobile: Email: steve.coles@woodleycoles.com
Structural Engineer Contact Details	Contact Name: n/a Company Name: Address: Contact No: Mobile: Email:

M & E Designers Contact Details	Mechanical and Electrical Designer Contact Name: Paul Packham Company Name: Michael Jones & Associates LLP Address:Crossway House, 8 London Road, Reigate, Surrey, RH2 9HY Contact No: 01737 245610 Mobile: Email: pp@mjassociates.co.uk
Other Designers Contact Details **Ie. Landscape Designer, Interior Designer**	Contact Name: TBC Company Name: Address: Contact No: Mobile: Email:
Principal Contractor Contact Details **(Main Works)**	Contact Name: TBC Email: Mob: Site Manager Name: Site Manager Tel: First Aider: Number of Contractors on site: Max Number of Personnel on site:
Are the Premises Occupied or Vacant?	Occupied
Are there Shared Access/Traffic Routes?	Yes - public roads surrounding site.

Health and Safety Executive:	Construction HSE Office 151 Buckingham Palace Road London SW1W 9SZ

The Health and Safety Executive RIDDOR incident reporting centre can be contacted as below

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle. Merseyside.L20 7HS

Web: www.riddor.gov.uk

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 08:30 am to 05:00 pm).

Reporting online

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

Serving of notices by the Health & Safety Executive:	The Principal Contractor must issue written notification to the Client, Principal Designer and all named designers within 24 hours of receipt of any of the following from the Health & Safety Executive: Improvement Notice Prohibition Notice Summons
Emergency Services:	Nearest Hospital University College Croydon 530 London Road Thornton Heath Croydon CR7 7YE Tel: 020 8401 3000 Distance Approximately: 1 miles Alternatively Dial 999 Nearest Police Station Croydon Police Station 71 Park Lane CR9 1BP Tel: 020 8649 0015 Alternatively Dial 999 to report a crime in progress only.

Nature of the Project:	1. The strip out and replacement of toilet facilities at ground floor, south wing of the existing College building including new sanitary fittings, flooring, ceilings and decorations and general renewal of water, drainage and lighting services to the spaces. 2. Subdivision of an existing open plan space at Third Floor level to provide two new teaching classrooms, with associated acoustic dividing partition and lighting, heating power and data modificatons and general refurbishment of the internal finishes of the spaces.
Site Commencement Date:	July 2024
Construction Period:	8 Weeks
Construction Completion:	September 2024
Minimum time allowed between appointment of Principal Contractor and Instruction to commence work on site:	4 weeks
Notifications:	The project will be notified to the Health & Safety Executive. A copy of the Form F10 will be added in Appendix H – Project Notification (F10) once a Principal Contractor is appointed.
Intended Use of Structure:	College Building. The completed design will need to take account of the relevant requirements of the Department for Education and the Workplace (Health, Safety and Welfare) Regulations 1992.

CDM Documentation Tracker:

Document:	Received:	Required:
Refurbishment & Demolition Asbestos Survey	In progress	Awaited
Ground Investigation	N/a	Awaited
Utilities Investigation	Refer to College Estates record information	
Existing Services Information	Refer to Drawings provided by MJA	
Structural Survey	N/a	
Existing As Built Drawings	Refer to Section 4	
Proposed Drawings	Refer to Section 4	
Existing Fire Strategy	Refer to Fire Management Plan held by the College	
Facilities Management Rules	Refer to the ERs	
Existing Health & Safety File	None received	
Architect's Design Risk Management	Refer to Appendix D	
Structural Engineer's Design Risk Management	N/a	
M & E Engineer's Design Risk Management	Refer to Appendix D	

Section 3

Existing Environment

3.100 Surrounding land uses and related restrictions
E.g. premises (schools, shops or factories) adjacent to proposed construction site, planning restrictions, which might affect health and safety.

3.110 Existing Building and location – Concrete Framed 1950's purpose built College building with subsequent modifications.

3.120 Planning Restrictions N/a – internal works only

3.200 Ground conditions
E.g. contamination, gross instability, possible subsidence, old mine workings, underground obstructions, fuel tanks.

3.210 Ground Investigation – N/a – internal works only

3.220 Groundwork's - N/a – internal works only

3.230 Controlled Waste – The Principal Contractor shall describe in a Method Statement his proposals for disposal of controlled waste. This should make reference to disposal to a registered tip and the documentation required to comply with local bylaws and statutory requirements.

3.240 Excavation - N/a – internal works only

3.245 Basement Construction - N/a – internal works only

3.250 Unexploded Ordnance (UXO) - N/a – internal works only

3.300 Existing services - e.g. underground and overhead lines, on or adjacent to the site.

3.301 Electrical Services – Refer to MJA drawings.

3.302 IT/ Telecoms/ Security – Modifications to existing IT and security services only.

3.303 Gas Services – N/a.

3.304 Water Services – Refer to MJA drawings.

3.305 Drainage services – Refer to MJA drawings.

3.310 Services information - The Principal Contractor is required to liaise with the Architect and M & E Consultants and refer to their drawings before commencing work. It should not be assumed that all services are shown on the drawings.

3.315 Maintaining services in use – The Contractor should take such steps as may be necessary to protect and/or maintain existing services in use within the building and ensure a temporary electrical supply is available to service welfare facilities and the construction phase. A temporary water supply is required for the construction phase welfare facilities.

3.320 Locating services – The Principal Contractor will be expected to make all reasonable enquiries with the relevant authorities and to carry out such site investigations, CAT scanning and surveys as may prove necessary to locate existing services prior to commencing work on site.

The Principal Contractor should consider and implement the advice on how to reduce risks during

excavations as detailed in HSE document HSG47 “Avoiding dangers from underground services” prior to commencing work.

3.330 Fire alarm and security devices. The Principal Contractor shall ensure that the fire alarms and security devices remain in working order throughout the duration of the contract.

3.340 Sewer and underground ductwork - hazards arising from entry into confined spaces. Risks: including asphyxiation, toxic gases and flammable atmospheres. At all times, the Principal Contractor shall adhere to recognised safety procedures. In particular, before entering any manhole, the Principal Contractor shall carry out a gas check to ensure it is safe to do so. When necessary, the Principal Contractor shall make sure that any employee working in an area where there is a danger of asphyxiation is provided with suitable breathing equipment and that at no time is left unobserved by two employees in a safe area.

3.400 Existing structures - e.g. special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions or instability problems.

3.410 Dust in the ceiling void. Risk: damage to health. The Principal Contractor shall describe his proposed method of working to minimise dust fallout before and during work sessions.

3.420 Asbestos. Risk damage to health.

A ‘Refurbishment and Demolition Asbestos Survey’ has been instructed and is being carried out in accordance with HSG264 and to comply with Regulations 5 and 6 of the Control of Asbestos Regulations 2012. No works shall be permitted until this survey has been carried out, any asbestos containing materials identified and removed as necessary.

The Principal Contractor shall provide a risk assessment and Methods Statements describing his method of working in the removal of the asbestos present. Asbestos must be removed under the Control of Asbestos at Work Regulations 2012, which involves a survey by qualified personnel with air monitoring equipment. Copies of the asbestos test analysis certificate and subsequent Certificate of Re-occupation or Clearance Test Certificates shall be forwarded to the Principal Designer.

3.421 Underpinning Works. N/a – internal works only

3.425 Lime Plaster: N/a – internal works only

3.430 Forming holes through masonry. Risk: collapse of structure and damage to health. Where structural walls require to be breached, the Principal Contractor shall describe in his Method Statements his method of working to provide temporary and permanent support and prevent collapse of the structure during construction work.

3.440 Drilling Concrete Floor Slabs - A specific RAMS must be forwarded to the Client prior to any diamond drilling taking place. A full survey of floor area below must be taken and included in the RAMS. In case of scaffolding / working area.

3.450 Roof lights and Roof Work. N/a – internal works only

3.470 Lead Paints – The Principal Contractor is to note that the building was constructed prior to 1970, and as such there is a risk that the paint used internally or externally may contain lead. The Principal Contractor is required to comply with the requirements of the Control of Lead at Work Regulation 2002 and the Approved Code of Practice "Control of Lead at Work".

3.480 Working Within Floor Voids. Risk: falls. The Principal Contractor shall describe their proposed safe system of working to ensure his employees are prevented from falling in to any open floor voids, or being trapped within floor voids during the course of the works. This applies both to the site demise as existing and during the course of the works. Note that where a person can fall a distance then the area should be protected with physical edge protection and signage.

3.500 Existing traffic systems and restrictions - e.g. access for fire appliances, times of delivery, ease of delivery, parking.

3.510 Access must be maintained at all times for emergency services - fire appliances, refuse vehicles, ambulances, etc.

3.520 Vehicular access to the site – Vehicle access is available to the perimeter of the College (street) and underground parking available in designated bays.

3.600 Site Conditions
E.g. exposure

3.610 Precautions against Theft and Vandalism – The Principal Contractor is advised to take precautions for the health and safety of his employees and third parties by storing tools, plant and materials in an area that can be secured out of hours. The Principal Contractor is to consider these issues as part of their construction phase plan.

3.620 Protecting the Public – The Principal Contractors arrangements for protecting the public must be included in the Construction Phase Plan. HSE Document HSG151 "Protecting the public - your next move" and CIS72 "Protecting the public – What you need to know as a busy builder" provide helpful advice and guidance.

3.630 Protection of children – The Principal Contractor is advised to take precautions to protect children from site hazards. This is due to the proximity of visitors to the buildings.

3.640 Surrounding Premises – N/a – internal works only

3.650 Covid-19 – In light of the current Coronavirus outbreak, the Principal Contractor must implement and enforce the Government Guidance.

Section 4

Existing Information

4.000 The following information should be considered to form part of this Pre-Construction Information (PCI) to which reference should be made:

4.110 Existing use:

The existing building will be occupied although the areas of working will be vacant throughout the works.

4.115 Existing Health & Safety File – Not available.

4.120 Refer to drawings and specifications produced by:

Ellis Williams Architects , Michael Jones and Associates

Section 5

The Design

The Principal Contractor will be required to demonstrate evidence of competence in controlling the following hazards in the Construction Phase Plan and provide Risk Assessment and Method Statement.

5.00 The Principal Contractor is responsible for choosing a suitable Method of demolition and stripping out taking account of all the information contained within and accompanying this Pre-Construction Information. Their Construction Phase Plan will include risk assessment in terms of the hazards and precautions required (especially relating to hazardous substances like asbestos) and his method statement. The Principal Contractor should carry out a survey to take into account the points below:

1. Type of structure and its key elements.
2. The condition of structural members and the contribution of floors, roofs, walls, etc. to overall stability.
3. Overhead/underground services,
4. Health hazards, lead dust or paint and asbestos.
5. Access for proposed method of demolition and vehicle access for waste disposal.

5.005 Temporary works – Temporary works are the parts of a construction project that are needed to enable the permanent works to be built. Sometimes the temporary works are incorporated into the permanent works.

The principal contractor is responsible for the appointment of a Designated Individual, a Temporary Works Coordinator, Temporary Works Supervisor, Temporary Works Designers and Temporary Works Design Checker. Guidance on the appointments of temporary works duty holders is available from BS 5975:2019; the Temporary Works Forum Information Sheet 6 at www.twforum.org.uk/viewdocument/twf-information-sheet-no-6-the-s and the HSE Web site at: http://www.hse.gov.uk/construction/faq-temporary-works.htm

The arrangements for the appointment of temporary works duty holders and the management of temporary work structures and activities must be included in the Construction Phase Plan. The Principal Contractor must ensure Temporary Works are formally inspected and a Temporary Works Register is prepared and maintained throughout the construction phase.

Foreseeable temporary works include excavations; supporting trenches; stock piles; propping; façade retention; needling; shoring; edge protection; scaffolding; temporary bridges; site hoarding and signage; site fencing; rebar cages; tower crane bases; anchors; and ties for the construction of hoists and mast climbing work platforms; stability of areas for plant erection, e.g. mobile cranes, piling rigs, scaffolds etc; site accommodation foundations, haul roads and hardstanding for plant and material storage; temporary office and welfare accommodation and temporary services.

5.010 Buried Electrical Services within walls and floor voids. Risk: electrocution, electrical fire. The Principal Contractor shall ensure that all electrical circuits are disconnected in the area of works before commencement of such work.

5.020 Mechanised Lifting – The Principal Contractor is to ensure that all mechanised lifting works are carried out in accordance with the requirements of the 'Lifting Operation Lifting Equipment' Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment. A site specific method statement and risk assessment, including a lifting plan will be developed for these works. This plan will include exclusion zones in the area of

erection and lifting operations. The works will not compromise pedestrian walkways and vehicle movements. All lifting equipment will meet the requirements of the LOLER Regulations, as service records will be produced with documentation. Operators/supervisors will be assessed for competence to manage these works. The RAMs and lifting plan will be approved by the principal contractor before works commence.

The principal contractor will assess all employees and sub-contractors for competence. Vehicles such as FLTs and MEWPs will not be operated by anyone who do not hold IPAF or a CITB licences. Furthermore, if operatives are permitted to use on site vehicles, they will not do so until they have carried out familiarisation training.

5.025 Conflict of Services. During the works, cable routes will cross existing services. The Principal Contractor is required to describe his proposed method of providing temporary support and protection. For agreement with relevant Statutory Authority, prior to commencing the works.

5.030 Access equipment including Tower Scaffolding – Scaffolding, including tower scaffolding must be designed, erected and managed in keeping with NASC TG20:13, other NASC Guidance documentation and the Work at Height Regulations 2005. Before any erection takes place, a design will be submitted for approval to the principal contractor. Once erected, scaffolding will be signed off with a handover certificate and then inspected every seven days by a competent person. The site manager will be expected to carry out a visual inspection daily and after any severe weather or adverse event. Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc.

The Principal Contractor must ensure that all scaffolding works are carried out by a competent contractor. The scaffolding must be inspected and maintained in accordance with The Work at Height Regulations 2005.

5.035 Protection of people below work area – The Principal Contractor is required to describe his proposed Method of working for the following situations:

Demolition/stripping out works.
The erection and use of towers or mobile working platforms.
Alterations and additions to services
Working at ceiling level
Cutting existing structures, forming openings,
Working within or near existing ducts.

The statement should include safety precautions to eliminate falls from height in accordance with the work at height hierarchy of control.

5.040 Heavy materials. Risk: damage to health and property. Where construction materials, (e.g. timber, steels, plasterboard sheet, scaffold tubes and fittings and masonry materials) exceeding 20kg in weight, require to be dismantled from or installed in the building, the Principal Contractor shall describe his method of dismantling/transporting/unloading/installing them. Consideration must be given to eliminating manual handling operations so far as is reasonable practicable. The construction phase plan must include arrangements for reducing the manual handling operations and associated foreseeable ill health.

5.050 Structural Steelwork Erection – N/a – internal works only

5.055 Working in risers – The Principal Contractor is required to describe his proposed Method of Working in the risers.

5.060 Principles of the Structural Design – N/a – internal works only

5.070 Work at Height. Risk: falls. The Principal Contractor shall include his management arrangements for work at height, including the prevention of falls of persons or tools and equipment. Barriers and signage must be positioned where there is a risk of a fall.

All work at height must be properly planned, supervised and carried out in a manner which so far as is reasonably practicable safe, and manged to comply with the Work at Height Regulations 2005. When selecting work at height equipment collective protection measures must be given priority over personal protection measures.

5.080 Hazards arising from entry into confined spaces.

Risks: structural collapse, evacuating casualties. At all times, the Principal Contractor shall adhere to recognised safety procedures. In particular, before entering any confined space, the Principal Contractor shall carry out an inspection to ensure it is safe to do so. It is recommended that before any confined space work commences, a confined space permit is in place. The Principal Contractor will specify his permit to work system in their construction phase plan. When necessary, the Principal Contractor shall make sure that any employee working in an area where there is a danger becoming trapped is provided with the correct access equipment and that at no time is left unobserved by two employees in a safe area. The Principal Contractor will specify a procedure for evacuating a casualty from a confined space in their construction phase plan.

5.090 The Principal Contractor is to provide Risk Assessments and Method Statements for Hazards Identified within the enclosed Designers Hazard Identification sheets: See Appendix D.

Section 6

Construction Materials

Health hazards arising from construction materials where particular precautions are required either because of their nature or the manner of their intended use.

6.010 Materials/activities, which have been identified by the designers as constituting a hazard to health, are listed in Appendix D. (Control Of Substances Hazardous to Health (COSHH) Assessments).

6.015 Hazardous materials including toxic chemicals and refrigerants – The Principal Contractor is to provide a method of working for dealing with remains of chemicals used in the running, maintenance and cleaning of air conditioning and ventilation equipment or other mechanical installations.

6.020 Painting, Decorating & Adhesives - When painting, decorating and adhesive activities are to be carried out close to public or office areas, all precautions must be taken to avoid the risk of fumes affecting the occupants of such areas. Facilities Management must be informed of any spraying on site to allow for isolation of fire alarm detection and ventilation systems. Flammable materials/adhesives to be locked away in metal container and not left exposed on site.

6.025 Use of Lead – The Principal Contractor shall assess the risks associated with lead work on the project and take such measures as necessary to minimise these risks.

6.030 Fluorescent Tubes. Risk: damage to health. The Principal Contractor shall describe in his Construction Phase Plan his method of disposal of redundant fluorescent tubes.

6.035 Hazard- paints adhesives, fillers and fire stopping compounds. Risk: damage to health. The Principal Contractor shall comply with manufacturer's instructions regarding application of paints, etc. and take protective measures as necessary for the operative and any third party. Used containers shall be disposed of to a suitable tip. The Principal Contractor shall provide in his Construction Phase Plan a COSHH Assessment for the materials proposed and a Method Statement describing how surplus materials and applicators will be disposed of. Reference should be made to HSE publication EH40 "Occupational Exposure Limits" as OEL's are regularly revised.

6.040 Hazard - toxic chemicals, insecticides, fungicides, and herbicides. Risk: damage to health. The Principal Contractor shall describe in his Construction Phase Plan his method of controlling the use and preventing abuse of dangerous chemicals such as timber spray treatments and chemical injection DPC. Running hot water should be available.

6.050 COSHH Assessments Common materials used during construction may present health and safety hazards requiring the Principal Contractor to carry out COSHH or other risk assessments and to introduce control measures which should be included in his Construction Phase Plan. They are deemed to be within the normal experience of a competent contractor and therefore have not been listed here. The Principal Contractor is requested to obtain Safety Data Sheets for all products that require a suitable and sufficient COSHH assessment. These are to be retained for inclusion with the Health & Safety File if relevant to the ongoing maintenance and use of the structure.

Section 7

Site Wide Elements

The issues here address the location and positioning of the site access and egress points; off-loading, storage and layout areas; the location of temporary site accommodation and traffic routes. Where specific problems are foreseen, contractors are required to provide sufficient information about how they propose to manage the associated problems.

7.000 Location of Site Access and Egress Points

7.010 Traffic Management and Site Arrangement - Arrangements for safe traffic routes and segregation of vehicles and pedestrians - The Principal Contractor should attach a layout plan following consultation with the Client, Highways, Refuse, Building Control, Police, Fire and Lighting authorities, describing access/egress, safe routes for third parties, pedestrian and vehicular controls, signage, loading/unloading and vehicle movements, parking, site security arrangements, hoardings and lighting and the location of temporary site accommodation and welfare facilities.

7.020 The Principal Contractor shall ensure that the siting of his plant and materials - does not adversely affect the means of escape from the site in case of fire. All access/egress points and entrances to buildings will be kept clear and unobstructed at all times. All plant and materials to be confined within site area.

7.030 Site signage. The Principal Contractor shall identify by clear signage any safety hazards. Reliance should not depend entirely on written warning signs where there is a possibility that some people, e.g. young children, may not be able to read them. The F10 form should be clearly displayed in the Site Office.

7.040 Opening up highways – N/a – internal works only

7.100 Temporary Site Accommodation

7.110 Welfare facilities on site - The Principal Contractor shall ensure the provision of appropriate welfare facilities in accordance with Regulations 4 & 13 and Schedule 2 of the CDM Regulations 2015. Welfare facilities must be made available in advance of the commencement of works on site and maintained for the duration of the works.

The welfare facilities must include as a minimum:

- Toilets water flush, but if not possible a chemical toilet.
- Washing facilities suitable for washing hands, face and arms with hot, cold or warm water, soap and towels.
- Drinking water, mains or chilled bottled water and cups, storage and changing facilities.
- Rest facilities with heating, tables, seating, a means for boiling water and means of preparing/warming food.

The College will advise suitable areas within the existing buildings that can be utilised by contractors.

7.200 Unloading and Storage Area

7.210 Materials Storage - The Principal Contractor is to provide sufficient information about how he proposes to manage unloading and storage of material. All materials shall be carefully stored prior to use in an area that can be maintained secure out of working hours. Unfixed materials are not to be left on site unattended, unless within an agreed safe area. All staircases and communal areas are to be kept clear, clean and free from any obstructions likely to cause a hazard.

7.220 Hazardous Materials Storage - The Principal Contractor shall describe his arrangements for storing hazardous materials in the construction phase plan.

All materials must be stored in line with the manufactures instructions and follow a COSHH Assessment.

7.230 Stressing the structure – the Principal Contractor shall not overload or stress any part of the works in any way. Materials stored on suspended floors shall be stored and transported, wherever possible, on main beam lines.

7.300 Traffic/Pedestrian Routes

7.310 Common Access – The Principal Contractor is to note that all roads must be retained for use by others, including the Fire Brigade, emergency and local authority services.

7.320 Safe working routes – Areas where the Principal Contractor is not required to access shall be barriered off. Safe working routes shall be defined before commencement of any work.

7.330 Vehicles to be safely loaded etc. The Principal Contractor shall take such steps as may be necessary to ensure that vehicles leaving the site do not deposit mud or other materials on the public roads system.

7.340 Site Lighting and power. All escape routes shall be adequately illuminated during working hours using 110volt lighting. All portable electrical equipment must not exceed 110 volts. Where a 240 volt supply is made available by the client, this must be stepped down to 110 volts within one metre of the supply point.

7.350 Lighting of routes accessible to the public. Where required by the Local Authority or where public Footpaths/roadways are inadequately lit due to the nature of the works, temporary maintained lighting shall be provided.

7.400 Health Hazards

7.410 Noise and Vibration. The Principal Contractor must include arrangements for controlling noise to comply with the Noise at Work Regulations 2005 and part/whole body vibration in the construction phase plan. This includes controls in respect of being a hazard to the health of site personnel, neighbours and as a potential public, or statutory, nuisance.

Refer to the HSE website for:
Noise Calculator: http://www.hse.gov.uk/noise/calculator.htm
Hand Arm Vibration Calculator: http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm
Whole Body Vibration Calculator: http://www.hse.gov.uk/vibration/wbv/calculator.htm

7.420 Dust and fumes - Risk: damage to health. The Principal Contractor is required to take steps generally to control the emission of dust and fumes, for example by providing screens and/or using dust suppressing equipment or exhaust ventilation. Where creation of dust or fumes is unavoidable, appropriate Personal Protective Equipment is to be worn. For man-made mineral fibre dusts, one–

piece overall, gloves, mask and eye protection is recommended (See HSE Guidance Note EH46 "Man made mineral fibres".)

Foreseeable dust generating activities include, but are not necessarily limited to, ground works, mechanical disk cutting, carpentry activities, sanding plasterboard joints, hoovering, wet sweeping, demolition activities, etc. These activities pose significant risks for site personnel and adjacent neighbours.

HSE document CIS36 "Construction dust" provides constructive advice on the management of construction dusts.

7.425 Hot Work - The necessity for hot work must be eliminated so far as is practicable. If, by exception hot work is required, strict control is necessary over any hot work undertaken by contractors. Hot work includes welding, flame cutting, sweating copper pipe joints, burning off paint, and bitumen burners etc. The contractor must ensure:

- A Hot Works Permit is issued by the Site Manager
- There is no combustible material in the near vicinity of such work.
- All waste has been removed from the near vicinity.
- Adequate fire fighting arrangements are readily to hand and that operatives are conversant with their use.
- The site manager is informed before the hot work progresses.
- Particular attention is paid to ensuring the area is safe and secure prior to lunch breaks and at the end of the working day.
- There must be no burning of waste materials on site.
- A minimum 60 minute (1 hour) proactive fire watch must be carried out.

Daily, before leaving a site the contractor is to ensure that all naked lights, burners etc are extinguished and electrical apparatus is switched off, unless the nature of the work requires the appliance to remain on and supervised.

All fire incidents are to be reported to the Client, even though the contractor may have successfully extinguished the fire.

7.430 Waste – Generally all waste and debris from the works are to be removed from site as soon as it arises.

7.440 Fire Prevention and Fire Safety Plan - The Principal Contractor must prepare a fire risk assessment to comply with the Regulatory Reform (Fire Safety) Order 2005. During the construction phase, the principal contractor must ensure the Site Fire Safety Plan is appropriately reviewed, updated and revised, showing fire escape routes, fire extinguishers, fire detectors and muster point, so it remains effective.

Constructive advice on managing fire hazards on construction sites can be found in HSE document HSG168 "Fire safety in construction". In addition, the Principal Contractor shall take note of the Joint Code of Practice published by the Building Employers Confederation, the Loss Prevention Council and the National Contractor's Group entitled Fire Prevention on Construction Sites and take action where the Code demands.

Liaison with the building facilities management team is required to ensure that the Principal Contractor's emergency procedures are co-ordinated with the existing building emergency procedures. The Principal Contractor will outline a procedure to raise the alarm to existing occupants if manual call points are isolated in the works area. If the project requires alterations to the building's existing escape routes, the Principal Contractor will propose and maintain alternative routes. These procedures will be communicated to anyone accessing the works area as part of the health and safety induction and to the

building occupants. The Principal Contractor will consult the building's facility management team before:

- Isolating the works area from the fire detection system.
- Covering smoke detectors.
- Carrying out 'Hot Works'

If smoke detectors are covered during work hours, they need to be uncovered at the end of every working day. The procedures should be outlined in the Principal Contractor's Construction Phase Plan.

The Principal Contractor must appoint a Site Fire Warden who is responsible for the following in the event of a fire:

1. Calling the Fire Services
2. Ensuring that all on site leave by designated escape routes.
3. Searching all areas to ensure the site is clear (assuming it is safe to do so).
4. Ensuring where practical that doors and windows are closed upon leaving the site.
5. Conducting a role call at the muster point.
6. Meeting and liaising with the Fire Brigade, informing them of relevant details.

Operatives and visitors to the site should be made aware of the Accident and Emergency procedures and the location of escape routes, muster points and facilities during the Site Induction and this information should be displayed on the Safety Notice Board.

The Principal Contractor is to programme the installation of permanent fire alarm system as early in the contract as possible.

Prior to the installation of a permanent system, a temporary wireless linked fire detection alarm system is to be installed, commission and maintained for the duration of the construction phase.

The Contractor must supply appropriate fire extinguishers on site and keep emergency exits signed and clear of obstruction.

The types of fire extinguishers are to be determined by a risk assessment. All fire extinguishers are to be serviced within the last year and they must be pinned and tagged. All extinguishers and accessories are to be attached to a board to prevent falling. For every operative carrying out HOT WORKS simultaneously a separate set of extinguishers must be provided.

1 - 9kg dry powder extinguisher or a 1- 5kg CO^2 extinguisher
2 - 9lt water extinguisher
1 - Fire blanket (heavy duty)
1 - Rotary bell (Attached to board)

- All of these Items must be attached to a fire point board

7.450 Burning on site. No burning will be permitted.

7.455 Exposure to Ultraviolet Radiation. Ultraviolet (UV) radiation is emitted from the sun. The Principal Contractor is required to ensure site personnel are protected from UV radiation so far as is reasonably practicable. The management arrangements for protecting site personnel must be included in the construction phase plan.

Helpful information is available from HSE Documents INDG147 "Keep your top on" and INDG337 "Sun protection: Advice for employers of outdoor workers".

7.460 Leptospirosis (Weil's Disease). The Principal Contractor should outline his proposals for preventing exposure to the risk of contracting this disease.

7.470 Legionnaires Disease - The Principal Contractor should outline his proposals for preventing exposure to the risk of contracting this disease. When working with Water Systems where water may have become stagnant the appropriate Risk Assessments and Methods Statements must be provided to ensure the release of water spray is properly controlled. The Contractor should liaise with the Facilities Management Team to see what Legionella Bacteria controls exist for the building.

Section 8

Overlap with Client's Undertaking and other users of the building

8.000 Consideration of the health and safety issues, which arise when the project is to be located in premises occupied or partially occupied by the client.

8.100 Planning for and managing the Construction Work, including any health and safety goals for the project: The Client is seeking to maintain a high level of health and safety on site at all times. This goal should be reflected by the avoidance of notifiable accidents, incidents and dangerous occurrences, and by no enforcement notices (prohibition or improvement) being issued by the Health and Safety Executive.

Safety goals for the project; The contractor should strive to achieve an AFR and AIR at least 40% lower than industry average.

8.150 The Principal Contractor will carry out formal monthly site inspections by the Health and Safety Advisor or third party competent person.

8.200 Access for Client and representatives – The Client will require reasonable access arrangement for his representatives.

8.250 Contractor's behaviour & co-operation. Throughout the works, the contractor's behaviour, planning and organisation must be in sympathy and co-operation with the environment, its neighbours and the Project Team. Loud music, swearing and smoking are strictly forbidden. Clothing should be appropriate.

8.350 The Principal Contractor must ensure that all corridors are kept free and accessible and do not block emergency exits.

8.450 Security - The Contractor will be required to maintain site security at all times and is to ensure that the site is left secure at the end of each day. The Contractor will be required to provide a list of out of hour's contacts with telephone numbers for use in emergencies only.

8.500 Existing services serving other parts of the building must be maintained at all times.

8.600 Emergency procedures - The contractor is to ensure that all staff and visitors to the site, observe and obey fire drills and evacuation procedures and are aware of escape routes and gathering points.
If work is to be carried out within fire escape routes and the Contractor shall take all necessary precautions for the safe passage of all persons and users of these routes. The Contractor shall provide all necessary temporary barriers, protective screens, warning lights and/or signs and shall keep access routes free from materials and debris at all times.

8.650 Occupied premises – The Contractor is to allow for taking all necessary precautions for:-

a. Safeguarding the works, materials and plant against accidental or wilful damage or theft however caused.
b. Protecting the works from damage by inclement weather or frost including suspending work in

adverse conditions.

c. Protecting both new and existing works by providing and maintaining temporary coverings, casings, etc.

d. Protecting the public and residents by providing all necessary temporary enclosures, gates, handrails, walkways, "Wet Paint" signs, etc.

8.700 Restricted access - The Contractor will be required to restrict his employees and sub contractors to the particular part of the establishment where, they are working and not to trespass on the property or any adjoining property without first obtaining the necessary permission.

Access may be required within buildings to areas that do not form part of the immediate working area. Before workpeople are permitted to proceed into those areas, the Contractor shall obtain the permission of and make all necessary arrangements with, the Project Manager. The Contractor, Sub-Contractor, suppliers and others connected with the project must exercise extreme vigilance at all times to maintain a clean and safe environment.

Section 9

Site Rules

9.000 Specific site rules which the client or the Principal Designer may wish to lay down as a result of points 3-8 above or for other reasons - e.g. specific permit to work rules, emergency procedures.

9.005 Hard Hats/Protective Clothing - The site should be designated a hard hat area until such time as a Risk Assessment identifies that this may be relaxed. Contractor's staff must comply with these rulings in accordance with the Personal Protective Equipment at Work Regulations 1992 and signs should be posted to this effect. The Contractor should also keep available hard hats for visitors. All other head, eye, foot etc. protection should be used where appropriate.

9.010 Smoking on site. Smoking is not permitted at the workplace.

9.015 Radios on site. Radios, including Walkman type personal radios are not permitted at the workplace.

9.020 No "hot work" - involving blowlamps, welding equipment, soldering irons, etc. may be carried out during the last two hours of the working day. The Principal Contractor shall inspect such sites immediately before he quits site.

9.025 Steel cutting. Risk: risk of building being set alight. The Principal Contractor is to describe his arrangements for preventing the building from catching fire as a result of the construction activity.

9.030 Stressing the structure - The Principal Contractor shall not overload or over stress any part of the works in any way. Materials stored on suspended floors shall be stored and transported, wherever possible, on main beam lines.

9.035 Breaching Compartment Walls, Floors or Fire Barriers. Any breaching which could prejudice the safety of personnel and the building must be made good prior to the end of each shift.

9.040 Plant. All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.

9.045 Tidy site. The Principal Contractor shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.

9.050 Adjacent property. The Principal Contractor shall take such steps as necessary to protect adjacent properties from damage and to prevent his workforce from trespassing on neighbouring sites.

9.055 Contract Requirements. The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflict between the Pre-Construction Information and the Contract Documents shall be brought to the attention of the Contract Administrator and the Principal Contractor.

9.060 Competence. The Principal Contractor is required to ensure that any Designers and Contractors responsible for any design work instigated by him have the skills, knowledge and experience in terms of the CDM Regulations 2015.

9.065 Contractors and Self-employed people - It is a requirement under the CDM Regulations 2015, that the Principal Contractor ensures that contractors and self-employed people working on the site are made aware of the relevant portions of his Construction Phase Plan.

9.070 HSE Guidance - The HSE has published a variety of guidance documents to assist Principal Contractor's in planning and managing construction activities. The content of the documents published and HSE website articles are helpful in preparing a project construction phase plan. Published information covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work on roofs, use of chemicals, cement, solvents, PPE, exposure to silica dust, manual handling of building blocks and plaster board, exposure to noise and protection the public. This information can be located on the HSE Website at http://www.hse.gov.uk/pubns/index.htm

9.075 Induction training is to be provided to all site persons records maintained in the Principal Contractor's office.

9.080 Safety Training - Each work package is to include safety training for operatives.

9.085 Statutory Instruments - During the course of the building works, Contractors shall pay attention to the relevant Statutory Instruments. A sample list is included in Appendix C.

Section 10

Continuing Liaison

10.10 The following are identified for continuing liaison between parties:

Principal Contractor is to submit procedures for considering the health and safety implications of design elements affecting either the Principal Contractor or other contractors' work to the Principal Designer.

Principal Contractor is to submit substantial design changes arising from unforeseen eventualities and which might affect resources during project execution to the Employers Agent and Principal Designer.

Principal Contractor is to submit to the Principal Designer an electronic copy of appropriate information during the course of contract for inclusion in the Health and Safety File, with all information received a week prior to Practical Completion.

10.20 During the pre-construction phase, the Principal Designer must prepare a Health and Safety File appropriate to the characteristics of the project and must contain information relating to the project which is likely to be needed during any future project to ensure the health and safety of any person.

Ellis Williams can, on behalf of the Principal Contractor, ensure that the Health and Safety File is compiled, updated and issued directly to the Client. We will contact the entire project team and request the appropriate information required to cover the requirements of Regulation 12 (5-10). In the instance that the Principal Designer's appointment concludes before the end of the project, the Principal Contractor will be responsible for compiling the file.

The Health & Safety File will be issued electronically in the form of Portable USB drive as agreed with the client on appointment. The option to supply this file as a hard copy is available to the client if requested at a later stage.

10.30 Information required for the Health & Safety File - Refer to Health & Safety File Guidance Checklist below.

Health & Safety File Handover Checklist

Section No.	Information Required:	To be Provided by:
Section 1	Introduction Guidance Notes	CDM Adviser
Section 2	Description of Works Site Address Location Plan Description of Works Key Dates Project Directory Planning Permission Building Control Certificate Practical Completion Certificate	Client, Principal Designer, Architect
Section 3	Design Information Specification Schedule of Works As Built Architectural Drawings Structural Calculations Floor Loadings As Built Structural Drawings Specialist Subcontractor As Built Drawings	Principal Designer, Architect, Structural Engineer
Section 4	Subcontractors, Suppliers & Products List of Sub Contractors List of Suppliers List of Manufacturers Product Information Finishing Schedule Cleaning Requirements Homeowner Manuals	Principal Contractor, Principal Designer
Section 5	Surveys & Reports • Asbestos Survey • Flood Risk Assessment • Soil Survey • Sound Testing • CCTV Drainage	Principal Contractor, Client, Principal Designer
Section 6	Residual Hazards & Risks Residual Risk Assessments Hazardous Materials High Risk Maintenance Issues Maintenance Schedules Services Isolation Points	Principal Contractor, Principal Designer, Architect, Structural Engineer
Section 7	Electrical Information • Specification • Test Certificates • Warranties • Product information • Maintenance Instructions • As Built Drawings	Principal Contractor, Electrical Consultant
Section 8	Mechanical Information • Specification • Test Certificates • Warranties • Product information • Maintenance Instructions • As Built Drawings	Principal Contractor, Mechanical Consultant

Appendix A

General Requirements of Principal Contractor and Contractors

Tender Stage

Principal Contractor's Construction Phase Plan:

- the general framework for dealing with the management organisation, emergency procedures, arrangements for monitoring, communications and welfare is in place; and
- it addresses the key tasks of the early work stages.

Construction Stage

The Principal Contractor's key tasks during the construction phase:

- develop and implement the Construction Phase Plan.
- be reasonably satisfied that when arranging for a contractor to carry out construction work, they are competent and have made adequate provision for health and safety.
- obtain and check safety method statements from contractors.
- ensure the co-ordination and co-operation of contractors (particularly under the MHSW Regulations and the Provision and Use of Work Equipment Regulations 1992(5)).
- ensure training for health and safety is carried out.
- have appropriate communication arrangements between contractors on site for health and safety.
- make arrangements for discussing health and safety matters with people on site.
- allow only authorised people onto site.
- display notification details.
- monitor health and safety performance.
- pass information to the Principal Designer for the Health and Safety File.

Obtain and vet safety methods:

- all the risks to health and safety have been assessed.
- adequate health and safety arrangements have been specified.
- it is compatible with the work or proposed work of other contractors.

Ensure co-ordination and co-operation of contractors:

- emergency arrangements and procedures (e.g. fire, including means of escape and first aid provision).
- provision and use of plant and equipment, which will be used by a number of contractors (e.g. cranes and hoists).
- co-ordinating the work of contractors so that the activity of one contractor will not create a risk for another.
- ensuring contractors receive relevant health and safety information.

The following matters should be included on the agenda at a project or site meeting:

- recommendations and action taken or outstanding, following regular active monitoring by site management and, where appropriate, health and safety advisers.
- reports of accidents, dangerous occurrences, near misses and complaints, including analysis and follow-up action.
- recommendations of any safety committee.
- pre-planning in the light of the project progress and work which has to be done before the next project meeting, including updating the Construction Phase Plan.
- inter-relationship of contractors' work to ensure co-ordination and co-operate, especially with respect to progress reports.

Make arrangements for discussing health and safety matters with people on site.

The Principal Contractor has to make sure that:

- people on site can discuss and offer advice on health and safety; and
- there are arrangements for the co-ordination of the views of the people on site.

Allow only authorised people on site:

- contractors or employees carrying out construction work.
- those who need to enter the work area for purposes connected with the work, (e.g. architects, engineers and representatives of the client).
- individuals or organisations who have a statutory right to enter the work area (e.g. HSE inspectors and building control inspectors).

Contractors' key tasks during the construction phase:

- identify the hazards of their work, assess the risks arising from these hazards and tell the Principal Contractor how these risks are to be controlled.
- inform the Principal Contractor of any death, injury, ill health or dangerous occurrence.
- co-operate with the Principal Contractor and other contractors.
- comply with the rules in the Construction Phase Plan.
- follow any directions of the Principal Contractor so that the latter can comply with duties under the CDM Regulations 2015.
- Provide information to employees.

Before employees start work on a construction site contractors’ should inform them of:

- the names of the Principal Designer and Principal Contractor; and
- information from the Construction Phase Plan, which is relevant to their employees (e.g. emergency arrangements, rules and health and safety risks from other contractors' work).

Information to be included within the Principal Contractors Construction Phase Plan:

Description of project	
Project description and programme details including key dates.	
Details of client, principal designer, designers, principal contractor and other consultants.	
Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.	
Management of the work	
Management structure and responsibilities	
Health and safety goals for the project and arrangements for monitoring and review of health and safety performance	
Arrangements for: - Regular liaison between parties on site - Consultation with the workforce - Exchange of design information between the client, principal designer, designers and contractors on site - Handling design changes during the project - The selection and control of contractors - The exchange of health and safety information between contractors - Site security - Site induction - On-site training - Welfare facilities and first-aid - The reporting and investigation of accidents and incidents including near misses - The production and approval of risk assessments and written systems of work - Site rules - Fire and emergency arrangements	
Arrangements for controlling significant site risks	
Safety risks including: - Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, e.g. during access to and egress from the site - Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations - Accommodating adjacent land use - Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures - Preventing falls - Work with or near fragile materials - Control of lifting operations - The maintenance of plant and equipment - Work on wells, underground earthworks and tunnels - Work on or near water where there is a risk of drowning - Work involving explosions - Traffic routes and segregation of vehicles and pedestrians - Storage of materials (particularly hazardous materials) and work equipment - Any other significant safety risks	
Heath risks, including; - The removal of asbestos - Dealing with contaminated land - Manual handling - Use of hazardous substances, particularly where there is need for health monitoring reducing noise and vibration - Working with ionising radiation; and any other significant health risks	
The Health & Safety File	
- Layout and format - Arrangements for the collation and gathering of information - Storage of information	

Start-Up Checklist

The lists below should be addressed before works start. Any actions that are not completed immediately should be addressed as soon as possible. The checklist is intended only to be used as a guideline.

The following information should be on display and the contents made aware of to all workers and visitors on site during their induction:

	On Display	Requested	Complete
Contractors site safety policy			
A current insurance policy			
Site Rules			
The health and safety law poster			
Contact details are written in on the poster			
F10 displayed in Site Office			
A fire and emergency evacuation plan			
Hospital details			
Emergency contact numbers			
Signage throughout indicating fire emergency and first aid arrangements			

The following documents should be filled out/requested before works start:

	Received	Requested	Complete
Site sign in register at entrance to site			
Pre-construction information document			
Construction Phase Plan			
Asbestos (Refurbishment & Demolition) Survey			
Site Inductions carried out before works start			
Method statements for all contractors			
Risk assessments for all contractors			
Fire risk assessment carried out before works start			

The welfare arrangements must, as a minimum, consist of:

	Yes	Ordered	Complete
Adequate seating for all workers on site			
The means to heat food and water			
Hot running water available at all times			
Safe drinking water			
Soap and hand towels			
Somewhere to store and dry clothing			
Sufficient Fire Extinguishers			
A regular cleaning schedule			
A fully stocked first aid kit			
An eye wash station			

The checklist above is intended to help site managers at the start of a project. The information should be revised and checked regularly to ensure documents are updated, welfare arrangements are still adequate and notice boards have been changed to match the progress of works (to show emergency routes have changed etc).

Appendix B

Method Statements – General Guide to Contents

Method Statements should include the following information:

1. The item of work;
2. The location, including access and site boundary;
3. Duration of the works, including key stages;
4. Safety arrangements required;
5. Personnel involved – numbers, skill, training and PPE requirements;
6. Briefing arrangements for site personnel affected by the Method Statement;
7. Resources to be used (plant and machinery);
8. Detail of how the work will be carried out, including drawings and/or explanation, and necessary scaffolding/ladders, and arrangements for erection and dismantling temporary works;
9. Detail of temporary works required;
10. Risks identified with proposed method of control;
11. Emergency arrangements – fire, injury, etc.

The Contractor is to provide the following Method Statements as identified within the Plan:

Paragraph No.	Item	Date to be sent	Rec
3.225	Controlled Waste		
3.320	Locating existing services		
3.340	Sewer and Underground Ductwork		
3.410	Dust in the ceiling void		
3.420	Dealing with Asbestos		
3.430	Forming holes through masonry		
3.440	Drilling concrete floor slabs		
3.470	Lead Paints		
5.000	Demolition and Stripping out works		
5.005	Temporary Works		
5.010	Electrical Services		
5.020	Mechanised Lifting		
5.030	Scaffolding		
5.035	Protection of people below work area		
5.040	Handling Heavy materials		
5.055	Working in Risers		
5.060	Structural Works		
5.080	Hazards arising from entry into confined spaces		
5.085	Specified hazards		
6.010	COSHH Assessments		
6.015	Toxic chemicals and refrigerants		
6.030	Fluorescent tubes		
6.040	Controlling toxic chemicals and herbicides		
6.050	COSHH & Health and Safety Data Sheets		
7.015	Traffic Management and Site Arrangement		
7.220	Hazardous Materials Storage		
7.310	Traffic and pedestrian routes		
7.320	Safe routes for third parties		
7.410	Noise and Vibration		
7.420	Dust		
7.425	Hot Works		
7.440	Site fire safety plan		
7.460	Leptospirosis (Weil's Disease)		
8.600	Emergency procedures		

Appendix C

Selected Statutory Instruments Relating to Construction Activity

(This list is provided as a guide only and should not be regarded as exhaustive)

Enabling Acts of Parliament

The Health and Safety at Work Act 1994
The Environmental Protection Act 1990
The Building Act 1984
The Building (Scotland) Act 2003

Statutory Instruments

SI 2010 No. 2214	The Building Regulations 2010
SI 2004 No.2179	The Building Standards (Scotland) Regulations 2015
SI 1997 No.1713	The Confined Spaces Regulations 1997
SI 2015 No. 51	The CDM Regulations 2015
SI 2012 No. 632	The Control of Asbestos Regulations 2012
SI 2002 No.2676	The Control of Lead at Work Regulations 2002
SI 2005 No.1643	The Control of Noise at Work Regulations 2005
SI 2002 No.2677	The Control of Substances Hazardous to Health Regulations 2002 (as amended)
SI 2005 No. 1093	The Control of Vibration at Work Regulations 2005
SI 1989 No. 635	The Electricity at Work Regulations 1989
SI 2005 No.1541	The Regulatory Reform (Fire Safety) Order 2005 *[Applies to England and Wales]*
SI 2006 No. 456	The Fire Safety (Scotland) Regulations 2006
SI 1998 No.2451	The Gas Safety (Installation and Use) Regulations 1998
SI 1996 No.1513	The Health and Safety (Consultation with Employees) Regulations 1996
SI 1981 No. 917	The Health and Safety (First Aid) Regulations 1981 (as amended)
SI 2002 No.2776	The Dangerous Substances and Explosive Atmospheres Regulations 2002
SI 1998 No.2307	The Lifting Operations and Lifting Equipment Regulations 1998 (as amended) SI
1999 No.3242	The Management of Health & Safety at Work Regulations 1999 (as amended) SI
1992 No.2793	The Manual Handling Operations Regulations 1992 (as amended)
SI 1992 No. 2966	The Personal Protective Equipment at Work Regulations 1992 (as amended)
SI 2000 No. 128	The Pressure Systems Safety Regulations 2000
SI 1998 No.2306	The Provision and Use of Work Equipment Regulations 1998 (as amended)
SI 2013 No.1471	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
SI 2005 No. 894	The Hazardous Waste (England and Wales) Regulations 2005
SI 2005 No. 735	The Work at Height Regulations 2005
SI 2012 No. 811	The Controlled Waste (England and Wales) Regulations 2012

Supplementary HSE Guidance and Other Guidance Relating to Construction

(This list is provided as a guide and should not be regarded as exhaustive. Further information is available from the HSE at http://www.hse.gov.uk)

L5	Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice.
L22	Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice.
L23	Manual Handling Operations Regulations 1992. Guidance on Regulations
L24	Workplace (Health, Safety and Welfare) Regulations. Approved Code of Practice and Guidance.
L25	Personal Protective Equipment at Work Regulations 1992. Guidance on Regulations
L113	Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice.
L132	Control of Lead at Work Regulations. Approved Code of Practice and Guidance.
L140	The Control of Vibration at Work Regulations 2005. Guidance on Regulations.
L143	Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance.
L153	CDM Regulations 2015. Guidance on Regulations

Industry Guidance

INDG136	Working with substances hazardous to health. A brief guide to COSHH
INDG175	Hand-arm vibration at work. A brief guide.
INDG223	Managing asbestos in buildings. A brief guide.
INDG225	Preventing slips and trips at work. A brief guide.
INDG284	Working on Roofs.
INDG344	The absolutely essential health and safety toolkit for the smaller construction contractor
INDG368	Using Contractors. A brief guide.
INDG372	Electrical switchgear and safety. A guide for owners and users.
INDG401	Working at height. A brief guide.
INDG445	Safe use of ladders and stepladders. A brief guide.
INDG461	Using cut-off saws. A guide to protecting your lungs.

Health and Safety Guidance Booklets

HSG 33	Health and safety in roof work
HSG 47	Avoiding danger from underground services
HSG 51	The storage of flammable liquids in containers
HSG 85	Electricity at work. Safe working practices
HSG 150	Health and safety in construction
HSG 151	Protecting the public: Your next move
HSG 168	Fire safety in construction. Guidance for clients, designers and those managing and carrying out construction work involving significant fire risks.
HSG 230	Keeping electrical switchgear safe.
EH40	Workplace Exposure Limits [updated annually]
GS6	Avoiding danger from overhead power lines

HSE Note

This guidance referred to above is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Fire

Fire Prevention on Construction Sites – The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. Published by Construction Industry Publications and the Fire Protection Association.

Appendix D

Designer Risk Assessments

Designer Risk Assessment

Prepared By: EWA
Project Name: Croydon College internal refurbishments

Date: 26.03.24 | Reviewed By: RF, FA | Date: 26.3.24

Construction Phase Assessment

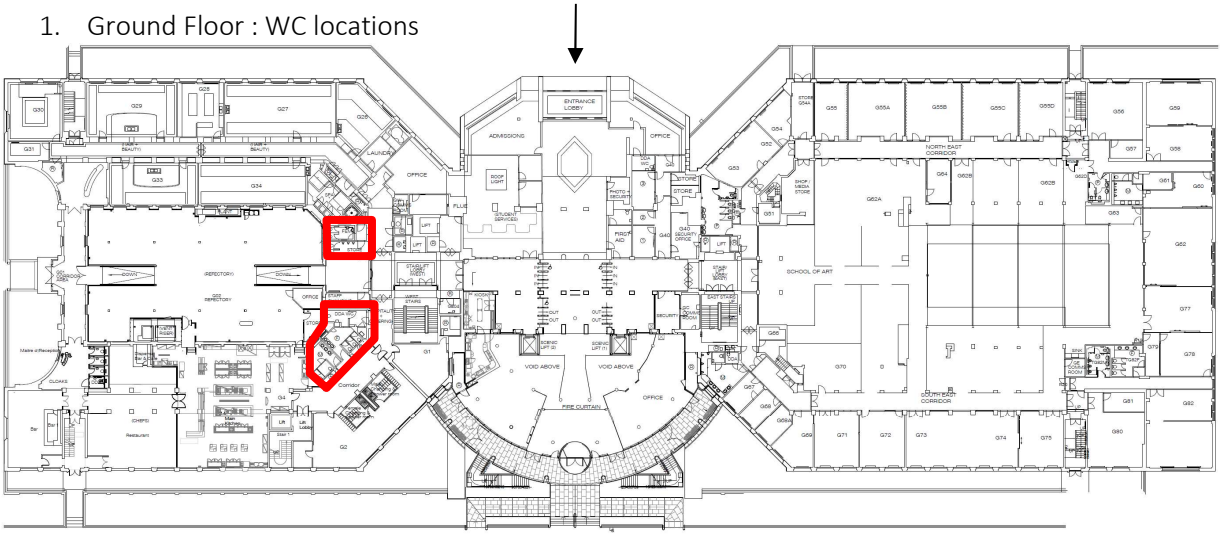
			Risk Rating				Residual Risk			
Ref	Hazards	Who May be Harmed	Likelihood	Severity	Risk	Designer Implemented Controls	Likelihood	Severity	Risk	Acceptable Yes/No
1	Restricted Access to site - busy adjacent roads, road crossing, College campus, shared surface area, shared underground carpark - collisions/injuries	Contractor, Staff, Public (Pedestrian, Cyclists)	3	3	9	Works planned to take place in College summer holiday period to minimise conflicts; College to liaise with all contractors present on site at the same time and identify areas for contractors vehicles, materials delivery etc.	2	3	6	
2	Live services / utility connections in existing buildings	Contractors, College Staff	2	3	6	Services drawings include details of existing services where known. Design has maintained existing services and services positions where possible to minimise amount of work required to main College services.	1	3	3	
3	Limited site working space around site - collisions, material handling accidents.	Contractors, Public	3	3	9	Secure works compound required to ensure clear separation between works and College. Either internally or externally or both. Possible to use lightwells and undercroft subject to Contractor assessment of each space.	2	3	6	
4	Operational building around works - Dust / Noise; Presence of surrounding occupied College buildings.	College staff/ students, Public	3	2	6	Works programmed to occur during College summer recess to minimise issues; Client and Contractor will need to liaise with College to schedule works and agree periods where noise cannot be tolerated - eg. Any spaces that are occupied during the summer recess.	3	2	6	
5	Unauthorised access to site	Students, Staff, Public	2	3	6	Contractor to provide a secure compound and signage to minimse potential for access.	2	2	4	
6	Fire or other emergency	Contractors, possibly public	2	3	6	Temporary Fire Management Plans will be required to be agreed with Contractors. No hot works to be used without prior agreement with the College. Temporary fire-resisting construction to be installed in any ducts/ openings/ shafts; Agree muster points and fire alarm required on site.	2	2	4	
7	Partial Collapses of structure during demolitions, or damage / falling masonry in adjacent areas.	Contractors, Public	3	3	9	Limited new openings designed in blockwork partitions; Contractors to check walls are non-structural before proceeding and request instruction if not clear. Demolitions to take place when adjacent areas are vacant to minimise risk to users.	1	2	2	
9	Hazardous materials within existing building .	Contractors	2	3	6	Asbestos Refurbishment/ Demolition Survey process ongoing: - asbestos known to be present in materials in existing building including area to be demolished and refurbished: Asbestos materials to be removed by licensed Contractor using suitable safe working method prior to commencing main works. Lead could also be present, will require further investigation, not surveyed to-date.	1	3	3	

10	Noise - long term health issues	Contractor / College users	3	2	6	Contractor to maintain noise buffers between occupied areas and noisiest elements of work where practical (eg closing /blocking doorways). Noisier work nearer to occupied areas to be programmed during Considerate Constructors hours.	1	2	2	
11	Falling - services riser openings exist behind toilets and between rooms.	Contractors	3	3	9	Openings to be highlighted on drawings to contractor - contractor to manage construction process and provide suitable protection during works for example crash decks.	2	3	6	
12	Falling - Installation of new high level equipment.	Contractor	2	3	6	Services at high level limited to new lighting, fire alarms, ventilation connections within modular ceilings; coordinated between architects and engineers at design stage.	1	3	3	
13	Slips,trips and falls	Contractors	3	2	6	Multi-level existing building with non-compliant level changes, steps etc - inherent risks for trips on small level changes: Measured building survey and drawings provided, does involve sloped external paving areas, lightwells and internal interface areas with pre-existing buidling levels.	2	2	4	
14	Falling Objects	Contractor / Public	3	2	6	Limited scope of works proposed to the interior only; Storage of materials to be in locations away from occupied areas and public areas/ roads. Refer also to item 4.	2	2	4	
15	Handling materials in restricted spaces and between levels	Contractor	3	2	6	Materials to be specified under 20kg where possible, larger materials. College has goods lift to move materials to Third Floor works area. Contractor to plan how materials are lifted and used at ceiling level.	2	2	4	
16	Manual handling of materials	Contractor	3	2	6	Materials specified under 20kg recognising access limitations and maximum safe load for manual lifting. Component size limited for ease of installation. Refer to item above.	1	2	2	
17	Respiratory / Carcinogenic and Skin Diseases	Contractors	1	3	3	No new materials specifed known to cause respiratory, carciogenic and skin diseases in proposed works (However see item 10).	1	1	1	
18	Cuts and Abrasions	Contractors	1	2	2	No materials specified with sharp edges corners or faces where reasonably practicable. Maximise off-site fabrication of materials such as cladding to avoid on-site cutting; use gloves for handling drylining and ceiling framing as recommended by manufacturer.	1	1	1	
19	Dark spaces - collisions, injuries	Contractors	2	3	6	Ground Floor areas generally including toilets, stores, risers etc have no natural daylight into rooms - contractor to provide sufficient working light in all areas.	1	2	2	
24	Lifting / Handling replacement and refurbishment.	Maintenance Contractor	2	2	4	See item 15 above - maintenance access provided to all services via modular ceiling and IPS duct panels systems.	1	3	3	
25	Materials - Ongoing maintenance and cleaning	College/ Maintenance Contractor	1	3	3	Durable surface finishes proposed for ease of regular maintenance and cleaning and longevity: eg. Vinyl flooring, wipeable wall paint and ceiling tiles, Solid surface laminate toilet panelling and cubicles.	1	2	2	
26	Safe access to maintain plant and equipment	College/ Maintenance Contractor	2	3	6	Main College plant located in secure locations away from building users and with secure access and sufficient room to service	1	3	3	
27	Contact with live services	Contractor	2	3	6	Existing services drawings provided. Services Engineer provided specification for safe isolations /removal.	1	3	3	

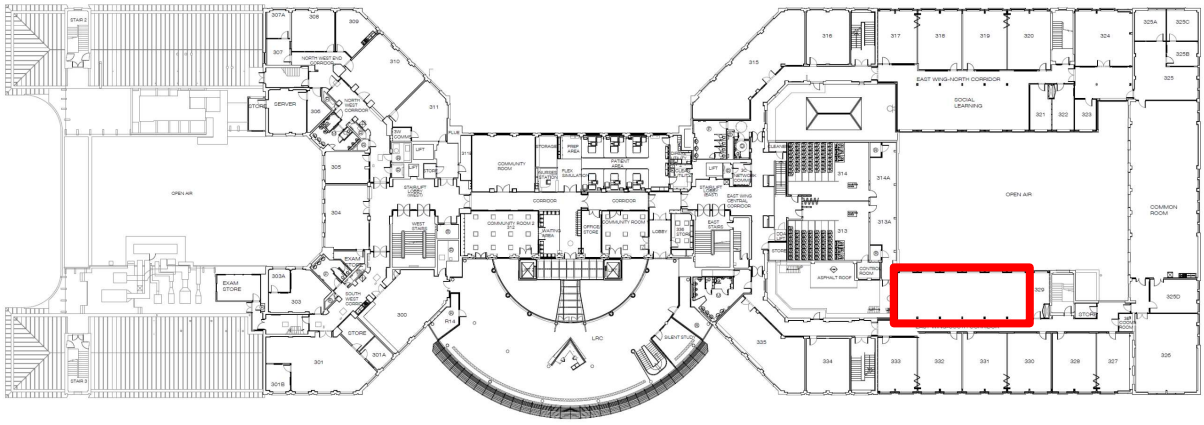
Appendix E

Location and Site Plans

1. Ground Floor : WC locations



2. Third Floor Classrooms Location :



Appendix F

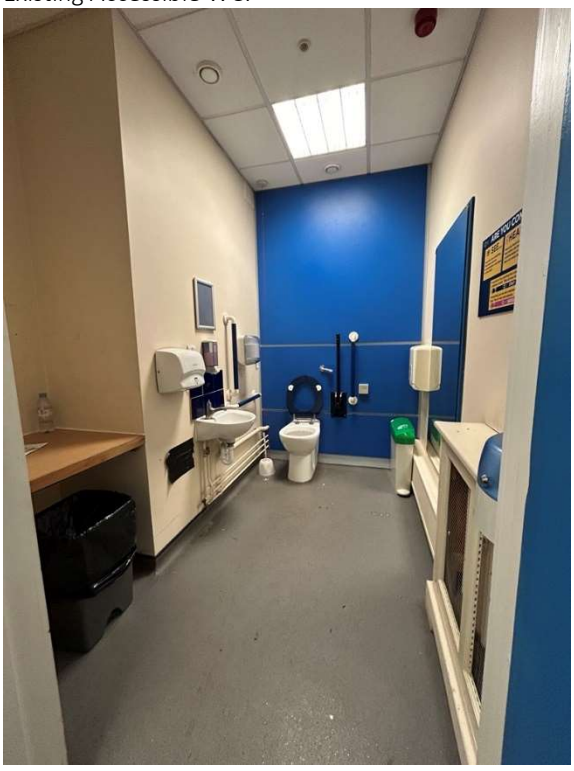
Site Photographs

Existing Male toilets:

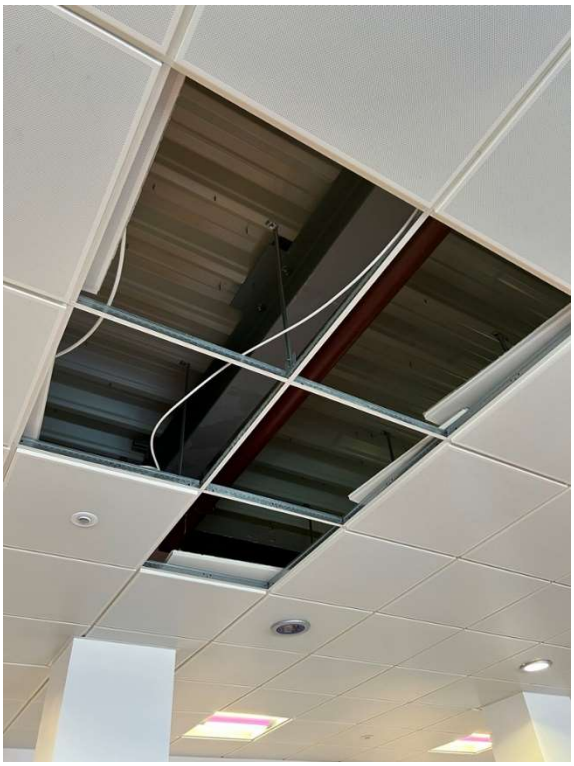
Existing Female toilets:

Site for extended female toilets:

Existing Accessible WC:



Third Floor Site for new classrooms:



Appendix G

Aerial View

Appendix H

Project Notification (F10)

To follow once Principal Contractor Appointed