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## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

# **PRE TENDER STAGE HEALTH & SAFETY INFORMATION PACK**

## **FOR THE CHAPEL CONVERSION WORKS**

at

## **FAIRMILE CEMETERY, HENLEY-ON-THAMES**

for

## **HENLEY TOWN COUNCIL**

Prepared By :

Stephen Simkins  
West Waddy ADP

October 2019

**1****NATURE OF THE PROJECT**

INTRODUCTION:	This plan identifies, under a number of headings, specific Health and Safety issues relating to the demolition phase of the project to which the Principal Contractor's attention is directed.
CLIENT:	Henley Town Council - Liz Jones, Town Hall Market Place Henley on Thames Oxon, RG9 2AQ
ARCHITECT:	West Waddy ADP – Ralph Saull RIBA The Malthouse, 60 East St Helens Street, Abingdon, OXON. OX14 5EB
PRINCIPAL DESIGNER:	West Waddy ADP – Stephen Simkins RIBA The Malthouse, 60 East St Helens Street, Abingdon, OXON. OX14 5EB
CIVIL ENGINEER:	Aventus Design Ltd – Nigel Thulbon Unit 5, leaches Farm Business Centre, Bicester Road, Kingswood, Aylesbury HP18 0RF
NATURE OF PROJECT:	Conversion of existing chapel building to a columbarium including fitted joinery, general repairs, and installation of new mechanical and electric. Refer to tender drawings, specification and associated documents.
PROGRAMME:	Commencement: <i>to be confirmed</i> Completion: <i>to be confirmed</i>
CDM REGULATIONS:	The Principal Contractor is to allow for complying with all the requirements of the Regulations, his key duties being as follows: <ul style="list-style-type: none"><li>• Prepare a Construction Phase Health and Safety Plan, and implement the plan on site.</li><li>• Provide suitable welfare facilities for those working at the site.</li><li>• Arrange for competent and adequately resourced contractors to carry out the work where it is subcontracted.</li><li>• Ensure the co-ordination and co-operation of contractors.</li><li>• Obtain from contractors the main findings of their Risk Assessments and details of how they intend to carry out any high risk operations.</li><li>• Ensure that contractors have information about risks on site.</li><li>• Ensure that workers on site have been given adequate training.</li><li>• Ensure that contractors and workers comply with any site rules that may have been set out in the Health and Safety Plan.</li><li>• Monitor Health and Safety performance.</li><li>• Ensure that all workers are properly informed and consulted.</li><li>• Make sure that only authorised people are allowed on to site.</li><li>• Display the notification of the project to the Health and Safety Executive.</li><li>• Pass information to the Principal Designer for the Health and Safety File.</li><li>• Inform the Architect in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site.</li></ul>

- Provide protective clothing and/or equipment for the Employer and his representatives as appropriate.

**2. THE EXISTING ENVIRONMENT**

LOCATION	Fairmile Cemetery, A4130, Henley-on-Thames  Accessed via a slip road off the A4130 (Northbound).
OCCUPATION AND USE:	The existing chapel is not used and has temporary fencing around the perimeter for security.
SURROUNDING USES:	The contractor is required to park all vehicles associated with the works within the boundaries of the site. The surrounding area is a cemetery open to the public. The appointed contractor will be required as part of his Construction Phase Plan to produce a site plan showing the proposed compound and parking arrangements along with vehicular parking and safe access for the site for approval by the contract administrator and employer.
VEHICULAR ACCESS:	Limitations: NOTE: The only way to access the Cemetery is via the Northbound side of the carriageway. Delivery drivers and contractors should be briefed to approach from the right direction so as to ensure no unsafe turning manoeuvres are undertaken.  Once within the cemetery grounds the track is formed of gravel. The contractor is to respect the road and treat it with care so as to avoid aggravating the road surface or muddying the gravel.
PARKING:	The contractor's vehicles should not block the passage to the north part of the grounds for those visiting this part of the cemetery by foot or by car.  Special attention should be paid to the fact that cars must not park on any grass areas as there may burials below.  See drawing 685_C18 – Site Management Plan (attached).
EXISTING SERVICES:	A fresh water standpipe is located near site entrance. Hose across road / protection from vehicular traffic.  Surface water drainage is recorded in the locality of the chapel (Refer to drawings by Aventus Design Ltd). The route of SW drainage thereafter to an inspection chamber on the gravel road, is not known.  No foul water drains, so all welfare sanitary facilities for the works must be chemical portaloos.  There is no existing electrical connection to the chapel.
WORKING AREA	The site works area is to be screened by Heras fencing. The principal contractor will be responsible for maintaining, and securing this fencing
STORAGE OF MATERIALS	The contractors compound and materials storage areas are shown on drawing 685_C18 – Site Management Plan (attached).



### 3.

#### **THE DESIGN**

DESIGNERS:	Architects	-	West Waddy ADP
	Civil Engineers	-	Aventus Design Ltd
PRINCIPAL DESIGNER	West Waddy ADP		
GENERAL RISKS	<p>Generally low risk within the context of construction works, but note specifically the following: -</p> <p>Excavation near burials</p> <p>Excavation near existing services.</p> <p>Contractors vehicles and plant - parking and safe access.</p>		
PUBLIC SAFETY -	<p>Draw to the attention of all personnel working on the site the nature of hazards and the need to take appropriate precautionary measures. In particular, effective measures must be taken to prevent unauthorised access to the site, compound and scaffold both during the working day and out of hours.</p>		
SCAFFOLDING AND PROTECTION -	<p>The contractor must also take steps to ensure the security of scaffold out of working hours from unauthorised access. The scaffolding must be designed to transfer the loads to ground level.</p> <p>The Contractor is to make an assessment of the ground conditions on which the scaffolding is to bear. Where necessary carry out load bearing tests to ensure the ground is adequate to carry the scaffold.</p> <p>The Contractor shall ensure that a competent person inspects all material to be used for any scaffold prior to erection and inspects the completed scaffolding within 7 days of erection and prior to use.</p> <p>The main Contractor is responsible for safety standards during erection, use and dismantling of all temporary working platforms and is reminded of the presence of overhead services in the vicinity.</p> <p>The Contractor is to ascertain and take into account the requirements of all Sub-Contractors when designing the scaffold.</p>		
FIRE-RISK	<p>The works present an increase in the risk of fire to the adjacent structures during the works. Protect against hazards from fire during the construction process, with no blow torch or flame on site, measures to restrict and control combustible materials on site, enhanced smoke detection on site and adequate provision of fire extinguishers and fire fighting equipment as considered necessary.</p>		
EMERGENCY VEHICLE ACCESS	<p>Ensure that access is maintained for emergency vehicles at all times.</p>		
DUST CONTROL:	<p>Make provision for dust control measures whenever demolition work is undertaken.</p> <p>Protect operatives and the public against dust generated throughout the works.</p>		



4.

**MATERIALS**

Method statements will be required for working at heights and generally lifting & handling.

Ensure full compliance with the COSHH Regulations and retain on site copies of all advice sheets for reference and inclusion in the Health & Safety file.

Store all flammable materials away from the works in secure fireproof containers.

Particular precautions are required with regard to but not limited to the following materials:

- Diesel fuel and lubrication oil for use in mechanical plant

5.

**SITE WIDE ELEMENTS**

The principal contractor is to be responsible for the initial site set up, defining the working compound areas, suitable and adequate forms of fencing/barriers.

**CONTRACTORS  
COMPOUND**

The permitted working area will be agreed with the contractor on or before the pre-commencement meeting in the form of a marked up construction management plan.

A 2m secure 'Heras' type fence is to be erected around the contractor's working area. See drawing 685\_C18 – Site Management Plan (attached).

The areas within the canopies of any existing trees within the working site area are to be fenced off with tree protection fencing prior to works commencing and is to remain in place for the duration of the works.

Setting out of all above fencing to be agreed with the employer and his representative prior to works commencing.

The Contractor is to take all reasonable precautions to avoid damage to the road surfaces generally. The Contractor is held responsible for making good and any such damage.

**WELFARE FACILITIES**

The Contractor is to provide suitable sanitary accommodation for the Contractors site staff and operatives for the duration of the Contract.

The Contractor is to provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.

**DELIVERIES TO SITE:**

Discrete but adequate signage is to be provided to direct traffic to the site for deliveries. All vehicular access to site to be via approved well-signposted routes.

**SITE RULES**

The client reserve the right to notify the contractor of any periods during which noise must be specifically limited for the duration of a burial service or similar function. The client will give advanced warning of any such

bookings, and the contractor shall use best endeavours to sequence work around these constraints to avoid impact on the contract duration. For example, cleaning and minor interior repairs can be undertaken without noise issues.

- No bonfires on site
- No smoking on site
- No radios on site.
- All power tools to be fitted with silencers.
- All personnel including delivery drivers to be properly briefed upon the particular Health & Safety issues specific to this site before they commence operations.
- No unauthorised person is allowed on any scaffold or access equipment.
- All temporary electrics are to be 110-volt supply and to conform to the HSE publication HS (G) 141 Electrical Safety on Construction sites.
- Principal Contractor to inform Principal Designer if any material or substance to be used is listed under the approved supply list or approved carriage list of the Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations 1998 or is comparable in hazard. COSHH Assessment of Manufacturer's Safety Data Sheets are to be included with a notification.
- Principal contractor is to notify the Client and Principal Designer of any accident or occurrence on site that involves any employee in medical treatment or time off.
- The Principal Contractor to satisfy himself that all machine operatives have passed CITB or equivalent training prior to them starting work on site.
- Work outside of normal site hours must not take place without prior agreement of the Employer's Agent. Normal site hours to be 7.30 am to 5.30 pm Monday to Friday. No weekend working or bank holiday will be permitted without prior agreement with the client.

## 6.

### **CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

#### HEALTH AND SAFETY REGULATIONS:

The Principal Contractor shall comply with all legal obligations currently in force and in particular with the following:

- The Construction (Design and Management) Regulations 2015.
- Management of Health and Safety at Work Regulations 1992.
- Health and Safety at Work Act 1974.



- Construction (Health and Welfare) Regulations 1996.
- Provision and Use of Work Equipment Regulations 1998.
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992.
- Lifting Operations and Lifting Equipment Regulations 1998.

#### CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:

The principal contractor is to include within the construction phase plan details of:

- How materials are to be handled and disposed of.
- Details of sequencing of works.
- Details of all hoardings, fencing and compound areas.
- Details of welfare facilities.
- Details of the designed scaffolding.
- Detailed Risk Assessments, Method Statements and safe working procedures for the following operations (minimum requirements):
  - Scaffolding
  - Public safety
  - Fire risk and precautions
  - Manual handling of large, heavy objects
  - Removal of debris / rubbish
  - Working from heights
  - Vehicular traffic arriving/leaving site

The Construction Phase Health and Safety Plan is to be forwarded to the Client and Principal Designer prior to works commencing on site.

#### 7.

#### **HEALTH AND SAFETY FILE**

The Principal Contractor will be required to providing to the Principal Designer appropriate site information to enable the Principal Designer to prepare the Health and Safety File during construction, ready for completion. This, not least so that any information relevant to future construction phases of new building works at the site can be handed on to the Principal Contractor for those works.

The Health and Safety File shall contain as a minimum the following information:

- Details relating to Health and Safety that may affect future structural and foundation works.



- Details relating to Health and Safety that may affect future demolition or dismantling works.
- Details relating to Health and Safety during future alterations to services.
- Details relating to Health and Safety during future strip out or dismantling works to services.

8.

#### **FUTURE LIAISON**

For any elements of the Principal Contractor's or other contractor's work which include a design element, ensure adequate notice is given to the Principal Designer before design work commences.

Ensure the Principal Designer is made aware of any major unforeseen eventualities during the project resulting in substantial design changes or that might give rise to increased 'risk' in construction or future management of the building.

