

Preconstruction Information

for

**New Parish Office
and Public Toilet**

at

**Little Paxton Playing Field Car Park
High Street
Little Paxton**

November 2023

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INTRODUCTION

This pre-construction information has been produced to comply with the Construction (Design and Management) Regulations 2015, and has been prepared using reasonable skill, care and diligence however, it shall at all times be for the tendering Contractor to assess all hazards when developing his plan and take appropriate action to reduce such risks by providing solutions.

The pre-construction information is a DMA Health and Safety Limited controlled document, the appointed staff member(s) will complete all inputs and the document will continue to evolve throughout the project's entirety.

The tendering Contractor should be aware of all sections but should note that the document is a management system to comply with the CDM Regulations ensuring transfer of significant information to the appropriate project member in a timely manner thus ensuring the health, safety and welfare of all affected by the project.

Documentation listed herein will frequently be issued within the project documentation and under separate cover.

This preconstruction information together with the documentation referred to therefore forms the pre contract Health and Safety File.

1.0 THE PROJECT

1.1 Address of the project

The project is situated at the Little Paxton Playing Field Car Park, High Street, Little Paxton, St Neots, PE19 6EY.

1.2 Description of the project

The project consists of the construction of a new parish office and toilet block, in traditional cavity masonry, together with all building service connections and external works, internal finishes and decorations.

The project is further described in the design documentation prepared by Binney & Sims, reference 730/3, SM Design & Consulting 22/251 and the Tender documentation prepared by Port Associates Limite, all of which forms part of the pre-contract Health and Safety File for the scheme.

1.3 Project directory

Client

Mrs J. Gellatly

Little Paxton Parish Council

11 Hayling Avenue, Little Paxton, St Neots, PE19 6HG

Telephone: 01480 470193

email: clerk@littlepaxtonparishcouncil.gov.uk

Project Manager

Mr Lawrence Port

Port Associates Limited

39 St. James Road, Little Paxton, St. Neots, Cambridgeshire, PE19 6QW

Telephone: 07801 723433

email: lawrence@portassociates.co.uk

**Principal Designer and Architect
Binney & Sims**

Bellingham House, 2 Huntingdon Street, St Neots, PE19 1BG

Telephone: 01480 381614 email: info@binneyandsimsdesign.co.uk

Structural Engineer

Simon Maddox

SM Design & Consulting Limited

33 Juniper Walk, Kempston, Bedford, MK42 7SX

Telephone: 07939 595055 email: simon@smdesignconsult.co.uk

CDM Advisor

Ben Mulley

D M A Health and Safety Limited

Unit 11, Old Stowmarket Road, Woolpit, Bury St Edmunds, IP30 9QS

Telephone: 01359 244830 email: ben.mulley@dmassafety.net

Principal Contractor

Subject to tender

Local Authority

Planning Reference - 21/01141/FUL & 23/01800/NMA

Huntingdonshire District Council

Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

Telephone: 01480 388388 email: mail@huntingdonshire.gov.uk

1.4 Programme

Significant stages	Date / weeks
Mobilisation Period *	4
Proposed commencement	t.b.c.
Proposed duration	t.b.c.

1.5 Notification of project

Required where the works will either:

- a) exceed 500-man days; or
- b) last more than 30 days and have more than 20 workers on site simultaneously.

The contract programme, prior to being finalised, will be assessed to determine whether it meets the notification threshold. It is not currently envisaged that notification will be required. Where required, the notification will be registered with the HSE by DMA Health and Safety Limited.

Health and Safety Executive contact details

Construction Division - Canary Wharf, 10 South Colonnade, Canary Wharf, London, E14 4PU.

Construction correspondence should be directed to the Bedford Office:

Woodlands, Manton Lane, Manton Lane Ind. Estate, Bedford, MK41 7LW

Telephone: 01234 220550 website: <https://www.hse.gov.uk>

1.6 Existing records and documents

Information			Comments / details
	Y	N	
Health & safety file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No existing HS File available.
Existing drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refer to inset of 730/3 SPLP by Binney & Sims. A paper copy of the car park levels drawing following a 2003 resurfacing is available from the Client.
Existing services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foul drainage observed beneath proposed building. The adjacent premises all have normal mains which enter underground and may be encountered. There is a pot-ended LV cable in the verge to the rear of the site beneath a BT duct cover.
Site investigation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ecology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AAS/0281 by Arc Arboricultural.
Asbestos register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Client's rules / risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refer to this preconstruction information (particularly Section 2). Refer also to proposed form of building Contract.
Fire plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comply with HSG168. Also see Village Hall Emergency Procedures which are included in Appendix B.
Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning Approval 21/01141/FUL by Huntingdonshire District Council.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Party Wall for the adjacent boundary wall anticipated required.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CLC Guidance Letter CLC Site Operating Procedures and the Use of Face Coverings in Construction archived as reference documents if required again, dated 1 April 2022 (Coronavirus).

2.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

2.1 Design assumptions and control measures

Design assumptions, and the general principles of the design as it has been developed to date are detailed in the design documentation which is separately issued by each Designer.

Attention is drawn to the following building hazards which it has not been possible to eliminate by design. Control measures are outlined in more detail within Section 3.0.

- Excavation and concrete / formwork activities.
- Structural masonry, including handling and cutting of silica-based product.
- Working at height, particularly roofing activities.
- Handling heavy materials at height, esp. roof beam and rafters.
- The restricted, unventilated area for internal works.
- Working within the existing village hall car park.

The ongoing scheme design including temporary works are to be managed to the requirements of the both the CDM Regulations and to BS5975:2019 (e.g., fencing, propping, scaffolding etc.).

Services Contractors must be assessed as having Sk Kn Ex for design as well as for installation work (plus carry appropriate indemnity insurance). Services design will need to ensure Regulatory compliance together with sufficient space for access and post completion maintenance.

2.2 Significant hazards to be encountered during construction

The project does not involve unusual hazards that should not be reasonably foreseen by a competent contractor familiar with this type of project.

The tendering Contractor is however reminded of the following specific site constraints, in addition to the design hazards noted above:

- Working with the Village Hall car park.
- The adjacent Village Hall which hosts bowls, pre-school and other group activities for the general public.
- The existing drainage and other underground services.
- The large sycamore tree to the west of the site.
- Interface with the adjacent play area / parkland / sports area.
- The adjacent surgery and the adjacent scout group.
- Foul / surface drainage, including new live connections.

2.3 Materials requiring particular precautions

The Principal Contractor must ensure all substances with harm potential are subject to a COSHH assessment before being used on site. Note, in particular the risks from:

Existing area:

- Tar bound aggregates in existing surfacing.
- Potential asbestos containing materials in soils.
- Contamination and bacteria / virus in sewerage systems.

- Bacteria in the existing ground, including risks from Tetanus and Weil's Disease.

Proposed works:

- Wet cement and wet concrete with burn hazards.
 - Silica arising from cutting and working bricks, concrete, mortar, roof tiles, ceramic tiles and the like.
 - Hardwood and softwood dust causing nasal cancers
 - Fast flying particles ejected by abrasive wheels.
 - Resins, epoxy resins, adhesives, mastics and sealants.
 - Gypsum based materials e.g., plaster, plasterboard, easifill and the like.
 - Paints, caulks and other decorative products.
 - Tarmacadam and other bitumen-based products.
 - Fuels, oils, greases and other hydrocarbons.
-
- Awkward to handle items, by virtue of weight, size, off centre of gravity etc. A manual handling assessment of such one-off lifts will be required.
-
- **Note that where LEV units are used to control dust risk, the grading of, 'L,' for gypsum only, 'M,' for wood and, 'H,' for silica is to be followed.**

3.0 EXISTING ENVIRONMENT AND ANTICIPATED HAZARDS

3.1 Description of existing site

Location

The works are located at the village hall car park, High Street, Little Paxton, St Neots, PE19 6EY.

Local restrictions

The site is set within a public car park and in close proximity to the amenities of a sports pitch, public footpath, play area, surgery, village hall, scout group, grounds maintenance pavilion and residential dwellings.

The site is not in the immediate vicinity of any HSE COMAH installations (the nearest being in St Neots).

Geometry

The site comprises a rectangular parcel of brownfield land, currently a car park, as shown on Location Plan 730-03 SPLP.

Existing structure

The car park is presumed to be a tarmac topcoat over a tarmac and a subbase layer. It was refurbished in 2003.

Existing services

Foul drainage is observed crossing the site beneath heavy duty manhole covers, appearing to run from the Village Hall to the Scout Hut.

A pot ended LV cable was in the grass verge west of the site beneath a BT duct cover.

Site boundaries

North: Undefined to car park.

East: Undefined to car park.

South: Undefined to car park.

West: Undefined grass verge.

Ground Conditions

The topography of the site is reasonably level. BGS mapping records the bedrock as an Oxford Mudstone formation overlain with river terrace sand and gravel deposits.

The nearest borehole record in this stratum is from some 250m away, indicating sand, gravel and cobbles from 1.10m bgl, sand and gravel from 2.5m bgl then at 5m the blue grey Clay beneath.

Ecology

Refer to the tree report issued by Arc Arboricultural. A scots pine is to be removed and a sycamore retained. Protective fencing and working to sound arboricultural practice during excavation will be required.

Existing hazardous materials

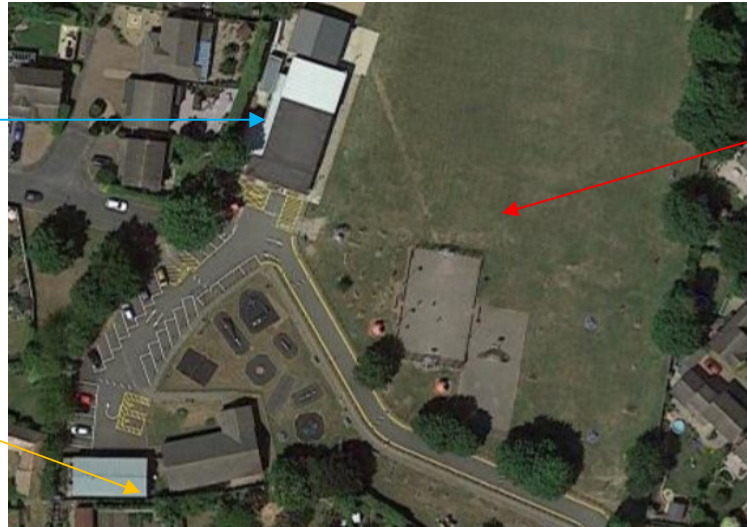
No unusual chemicals etc. anticipated. Note that tar bound aggregates once removed are considered to be a hazardous waste.

3.2 Adjacent land use

Village Hall
with bowls club
and creche
plus a Grounds
maintenance
unit

Scout hut and
Health centre

Ambulance access
required



North: Service area of Village Hall.
East: Traffic lane of existing car park.
South: Disabled ramp and stairs, car park / surgery beyond.
West: Grass verge with 'The Rookery' beyond.

Attention is drawn to the obvious hazards of children using the adjacent play area, the elderly, infirm or disabled using the adjacent surgery, as well as the general public using the adjacent village hall, sports pitch(es) and wider residential areas.

3.3 Existing traffic systems and access

Access to site is via the High Street, Little Paxton, which at this point is a two-way two-lane width 30mph village carriageway with pedestrian pavements either side.

The spur road off the High Street which leads into the car park has two-way traffic and is subject to 10mph, no waiting and speed hump restrictions. The route has a knee rail fence with a pedestrian pavement along its side together with a crossing point. There is a further no overnight parking restriction to the car park itself.

3.4 Existing hazards and site constraints

Significant hazards		Comments
1	Traffic on High Street, and in the car park / car park access road	Adhere to 10mph restriction when off the High Street. Marshall all reversing / manoeuvring in the site area. Ensure bankspeople use appropriate hi-vis clothing.
2	Working adjacent to a children's play area.	Barrier all site areas / works. Secure and sign site. Traffic management as above. Control all nuisances. Adhere to site rules in Section 2.2.

3	Adjacent Village Hall, Car Park, Surgery, Footpath, sports pitch, Scout Hut etc.	<p>Secure and sign site. Control nuisances as above.</p> <p>Note forthcoming event dates area and that constant public use of all adjacent areas will continue during work (including by children and elderly persons). The Fete is 13.07.2024 and details of other events will be supplied in due course.</p> <p>There is also a defibrillator on the hall wall and a service yard north of the site which access will need to be maintained to.</p>
4	Adjacent dwelling	<p>Consult as rear boundary fence / wall is a, "party fence wall." Agreement with neighbours is required prior to work.</p>
5	Existing services	<p>All mains are underground in the area. Note the LV cable and sewerage identified in Section 1.6. Others may be present.</p> <p>Permit to dig, CAT scanning will be required prior to excavation work – consider services lintel over drainage etc., to be confirmed based on site findings.</p> <p>Supervision of excavation work and consultation with statutory authorities as required.</p>
6	Ground contamination	<p>Considered unlikely, car park resurfaced in 2003.</p> <p>Maintain vigilance during groundwork, report any suspect deposits / odours etc.</p>
7	Excavation work	<p>Plant to be used by trained persons with warning beacons and escorted if outside the fencing lines.</p> <p>Entry to excavations is not permitted unless the ground is protected from collapse risks. Excavations will need temporary shoring in all instances where they may become unstable. If left open, fence / cover to mitigate trespass risk or slips / trips and falls.</p>
8	Concrete and formwork	<p>Impervious PPE and suitably braced / constructed formwork.</p> <p>Create washdown area in skip or similar. Secure chutes before driving off.</p>
9	Masonry	<p>Procedures for cutting to avoid dust – use splitter, strike with bolster, water suppressed masonry saw backed up with RPE as priority.</p>
10	Roofwork and working at height	<p>Suitable work platform with leading edge protection to be provided. TG20:21 scaffold to be used for external access all sides of extension(s). Crash deck through beneath roof work.</p> <p>Scaffold to be fitted with means of material handling for roofing work.</p> <p>Where using tower scaffold internally, set height to allow for guardrail placement.</p> <p>Dry ridge / verge use to avoid wet cement requirements.</p> <p>Safe means of moving roof beams and rafters to be in place – consider crash deck / genie / mini wire rope hoist. Detail proposed solution in construction plan and roofing RAMS.</p>

1 1	Fire safety	<p>Provide Fire RA as part of construction plan.</p> <p>Note the procedures of the adjacent hall which are copied into Appendix B.</p> <p>Site to use hot work permit, PAT testing, COSHH storage and the like as well as have alarm, extinguishers etc.</p> <p>Be aware of crime risk locally, including potential arson, waste, flammable materials to be appropriately sited / protected.</p>
1 2	Working in a restricted, potentially unventilated area	<p>Advance planning of work and just in time material deliveries.</p> <p>Cutting and making dust to be controlled. Work outside where possible.</p> <p>Use of on tool LEV as a priority. Most current timber tools will attach to a Type M portable unit. Back methods up with RPE @ APF20.</p> <p>For other dusty processes, scribing / breaking boards, mixing up etc. operatives must use RPE @ APF20 like P3s face fitted. Damped shovelling and LEV hoovering to be used in lieu of sweeping.</p>
1 3	Existing ecology, in particular retained tree	<p>The Contractors attention is drawn to the retained sycamore tree and the adjacent garden hedge / fence. Damage from impact, poisoning / contamination and ground compaction is to be prevented.</p> <p>Follow recommendations in Section 8.0 of the Arboricultural Report.</p>

4.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 Client requirements and ongoing activities

- The code of practices contained within L153 and HSG150 are to be applied.
- All those working at site must hold minimum competency level, e.g., CSCS, CPCS etc.
- The Principal Contractor and his subcontractors are to comply with the requirements of the tender documentation.
- Emergency access and escape routes from adjacent premises are to be maintained. Note the service area clearance (refuse etc) from the Village Hall. For site set-up purposes it should be assumed that refuse lorries track along the access road and into the car park.
- The works must be carried out with the minimum of disruption to the adjacent areas.
- A high standard of protection to the adjacent Sycamore is required, refer to the Arboricultural report for further details.
- Respond politely if challenged by members of the public.

4.2 Site rules

- Induction training is to be provided to all operatives.
- No drugs including alcohol are allowed on site. Those appearing impaired or intoxicated will not be required to remain on site.
- Prescription medication that is likely to affect operatives' ability to work safely must be notified to the site manager at induction.
- No smoking unless in designated areas.
- Radios are not permitted in a manner which causes, nuisance, alarm or distress.
- All persons entering the site must sign in and out. Visitors to the site are to be booked onto site and are to be accompanied.
- Suitable PPE must be worn at all times.
- No foul or abusive language will be tolerated. Similarly, obnoxious behaviour, loud singing, bullying or violence are not allowed. Those infringing are to be removed from site without notice.
- No personal stereos/IPODs, or other audio equipment is permitted.
- Tube and fitting scaffold erection and dismantling is only permitted by CISRS operatives.
- PASMA cards are the minimum standard for tower scaffold erection or dismantle work.
- All reversing will be banksmen controlled.
- Plant is only to be used by trained and authorised operatives.

4.3 Security arrangements

- The Client requires comprehensive security arrangements particularly regarding visitors and the prevention of unauthorised entry.
- Guidance given in HSG 151 'Protecting the Public Your Next Move' should be taken as the minimum standard.
- Note that the existing Village Hall has CCTV security, intimating that trespass and vandalism have occurred in the immediate area.
- All work areas must be left in a safe condition at cease work daily. The adjacent buildings, sports pitches and play areas will remain in use.

4.4 Welfare facilities

- The Principal Contractor must ensure suitable welfare facilities are provided for the duration of the construction phase.
- Facilities required are detailed further within HSE Information Sheet CIS59 or in L153 Schedule 2.
- Confirmation of the site welfare arrangements is to be included within the initial construction plan.
- It will be possible for Contractors to obtain power and water sources from the adjacent Hall or Landscaping premises.

4.5 Management arrangements

- DMA Health and Safety Limited will liaise directly with the appointed Principal Contractor to agree the initial Construction Phase Plan on behalf of the Client and subsequently advise on any health and safety related issues arising during the works.
- Works on the site must not commence prior to review of the construction phase plan by DMA Health and Safety Limited.
- The Principal Contractor will be required to undertake a management function for all contractors working on the site, including those directly appointed by the Client, who, in health and safety terms, should be considered as other direct subcontractors.
- All communication and liaison with the Client is to be directed via Mrs Jennifer Gellatly.
- The Principal Contractor is to provide supervision on site for the whole duration of the contract.

4.6 Current HSE priorities

- Managing Occupational Health
<http://www.hse.gov.uk/construction/healthrisks>
- Cost Recovery Scheme
<http://www.hse.gov.uk/press/2012/hse-ffi.htm>
- CDM Regulations 2015
<http://www.hse.gov.uk/Construction/cdm/2015/index.htm>
- Construction dust
<http://www.notimetolose.org.uk/>
- Construction Sector Plan
<http://www.hse.gov.uk/aboutus/strategiesandplans/sector-plans/construction.htm>

5.0 CONSTRUCTION PHASE PLAN REQUIREMENTS

- 5.1** The Principal Contractor is to ensure that the Construction Phase Plan communicates to all on site the hazards and risks associated with the project. The Plan is to be updated whenever the design or construction methods are modified to anticipate further health and safety hazards or risks. The Plan is to include as a minimum information as detailed within HSE Publication L153 and clearly address the project specific hazards detailed within this and associated documentation to deem it suitable and sufficient.

The plan will need to consider the following specific Schedule 3 hazards:

1. *Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.*
2. *Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.*
3. *Work involving the assembly or dismantling of heavy prefabricated components.*

- 5.2** A Fire Risk Assessment must be prepared for the site, in accordance with the Regulatory Reform (Fire Safety) Order. Guidance given in HSE Publication HSG168 should be taken as the minimum standard for fire safety during the construction phase.

- 5.3** All temporary works must be subject to the design check procedures outlined in BS5975:2019. A co-ordinator must be appointed to oversee all temporary work on site.

- 5.4** Work at Height activities will need to be assessed in accordance with the Regulations in order to determine the most appropriate means of access. Collective fall prevention measures must always be the first consideration.

Scaffolding must be installed to the requirements of BS EN12811-1:2003, and compliant with the National Access and Scaffold Federation publication TG20:21. Installation procedures will be in accordance with the SG series of guidance, particularly SG4:15 and SG6:15.

Tower scaffolding, where used, is to be used to the requirements which are detailed more fully by the Prefabricated Access Manufacturers and Suppliers Association. MEWP access should be subject to IPAF requirements.

Stepladder works will need to comply with Ladder Association publication LA402. Equipment which does not conform to EN131 should not be used. Stepladders are only permitted where other means are deemed impractical by risk assessment.

6.0 **HEALTH AND SAFETY FILE ARRANGEMENTS**

- 6.1 The Principal Contractor should note that the Health and Safety File for this project is being combined with the requirements of a Building Manual.

Applying the requirements of HSE Publication L153 to the project, the following information will be required in order to complete the File. The information listed is to be supplied within two weeks of Practical Completion:

1.00	General Information and Residual Hazards	Responsible
1.01	Introduction and how to use this document	DMA
1.02	Description of Works	DMA
1.03	Project Directory	DMA
1.04	Subcontractor Schedule	PC
1.05	Periodic Maintenance Requirements	PC
1.06	Residual Hazards	PC / DMA
1.07	Hazards Anticipated in Maintenance	DMA
2.00	Certificates, Warranties and Test Results	
2.01	Planning Approval and Conditions	DMA
2.02	Practical Completion Certificate	PC
2.03	Building Control Completion	PC
3.00	Product Literature	
3.01	Material and Supplier schedule	PC
3.02	Masonry - bricks and blocks	PC
3.03	Roof trusses, roofing felt, batten, tiles	PC
3.04	Insulation – all types, floor, wall, roof	PC
3.05	Internal partitions / wall lining / ceiling lining	PC
3.06	External windows and doors, rooflights / Velux	PC
3.07	Internal doors and ironmongery	PC
3.08	Kitchenette	PC
3.09	Sanitaryware	PC
3.10	Tiling	PC
3.11	Floor finishes	PC
3.12	Decorations	PC
3.13	External works materials used and maintenance hazards	PC
4.00	Services Operating and Maintenance	
4.01	Electrical O&M manual (including products, certificates, drawings)	PC
4.02	Mechanical O&M manual (including products, certificates, drawings)	PC
5.00	Design Information	
5.01	Architects as built drawings	B&S
5.02	Engineers record information	B&S

- 6.2 The Building Manual including the Health and Safety File is to be provided to the Client in electronic format. Accordingly, all information required is to be submitted so that it displays in a good quality resolution. Drawings should be provided in both pdf and dwg formats. All other documentation should be provided in Adobe pdf or Microsoft generated documents such as Word, Excel etc.

Appendix A
Photograph Schedule



1 Access road into car park from High Street



2 Existing Village Hall (site on left)



3 View looking over site toward Hall from Scout hut



4 Boundary wall of adjacent dwelling



5 Verge behind site showing sycamore and boundary



6 Pot ended cable in verge next to site

Appendix B

Hall Emergency Procedures

LITTLE PAXTON VILLAGE HALL EMERGENCY FIRE INFORMATION

- If you discover a fire, **RAISE THE ALARM**, by shouting **"Fire, Fire, Fire"**.
- The person who hired the hall is responsible for ensuring that everyone leaves the hall and assembles on the **Multi-Use Games Area (MUGA)** on the Playing Field.
- If safe to do so ensure that **all areas are evacuated**.
- **Call the Fire Brigade from a mobile phone – dial 999** (if a mobile is not available, use the landline on the wall in the Main Hall near the interconnecting door to the Meeting Room). NB: **Only use the landline if you are not at risk**.
- When the operator answers, **request the Fire Brigade**.
- Inform the Fire Brigade that there is a fire at **Little Paxton Village Hall, High Street, Little Paxton, St Neots, PE19 6EY**. If they ask for a What Three Words location use: **"blasted.tank.fittingly"**.
- Only use an extinguisher or blanket if the fire is small.
- As soon as possible contact the Chair or Secretary on:

07803 756151 or 01480 535230
Or
07837 475186 or 01480 532353
- **Do not return to the building until authorised to do so.**
- **Do not take any risks.**