



# **32-42 Sally Port**

**Window replacement and redecoration**

## **Pre-Construction Information**

**Project No: 4101490**

Issue 1

**November 2019**

## Revision Control

Rev	Prepared by	To	Details	Date
1	T Howard		Initial review of PCI	28/11/2019

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## Introduction

The purpose of this document is to advise prospective or appointed Contractors, including the Principal Contractor, and others of key project health and safety information.

The document represents the “Pre-Construction Information” (PCI) as defined by the Construction (Design and Management) Regulations 2015, reference Regulations 4(4) and 11(6)(a)&(b).

The document advises on key descriptive and background information but restricts itself to that information deemed to be **significant or unusual** omitting reference to those matters any competent contractor could be expected to anticipate.

The appointed contractor shall assume the duties of the Principal Contractor under Regulations 13 and 14.

Work on site should not commence until the Principal Contractor has prepared a suitable Construction Phase Plan to advise contractors and others of construction site management arrangements and significant safety issues.

Under Regulation 4(5) (a) and 12(1) the Principal Contractor’s initial Construction Phase Plan is to be forwarded to the Client prior to any works starting on site. The Principal Contractor is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.

### Notification of Project

With reference to Regulation 6, we do not anticipate that this project requires notification to the Health and Safety Executive.

### Definitions

The following words in this PCI document shall have the meanings given below unless the context otherwise requires:

- a) “Contractor” means “Principal Contractor”;
- b) “PD” Means “Principal Designer”
- c) “PC” means “Principal Contractor”
- d) “Employer” means “Client”;
- e) “Sub-contractor” means “Contractor”.

## **1. Description of the Project**

### **1.1 Description of the Project/Background**

#### **1.1.1 Site Address:**

32-42 Sally Port  
Hugh Town  
St Marys Island  
Isles of Scilly

#### **1.1.2 Site location and general environment**

32-42 Sally Port are residential town houses located in Hugh Town in a residential area. They face onto a quiet residential road. To the rear is an historic garrison located on top of the hill, there is no road access to the properties at the rear.

#### **1.1.3 Adjacent land uses**

1.1.3.1 The adjacent areas are predominantly residential. To the rear there is a historic garrison and hotel.

#### **1.1.4 Proposed works**

1.1.4.1 The proposed works consist of the replacement of windows/ doors, decoration and localised repairs.

#### **1.1.5 Asbestos Survey**

TBC – Currie & Brown to review and add summary prior to end of tender period.

#### **1.1.6 Existing services**

No works to the incoming services are proposed.

There will potentially be repairs to the drainage.

### **1.2 Adjacent units**

All residential units will be occupied throughout the works, access must be maintained and the safety of residents a priority.

### **1.3 Timescale**

Key dates as follows:

- Issue tender documents – November 2019
- Reward contract – January 2020
- Commence works – January 2020
- Complete – March 2020

## 1.4 The Project Team

Project Team Member	Company Name and Address	Contact Details
Client	Council of the Isles of Scilly	Council of the Isles of Scilly, Town Hall, St Mary's Isles of Scilly TR21 0LW
Project Manager	<b>Currie and Brown</b> Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter, EX2 5TY	<b>Aidan Irving</b> T +44 13 9281 3049 M +44 7810 524 980 E Aidan.Irving@curriebrown.com
Principal Designer	<b>Currie and Brown</b> Meridian House, Truro, TR1 2XN	<b>Tom Howard</b> M +44 7795 184 689 E Thomas.howard@curriebrown.com
Project Manager	<b>Currie and Brown</b> Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter, EX2 5TY	<b>Aidan Irving</b> T +44 13 9281 3049 M +44 7810 524 980 E Aidan.Irving@curriebrown.com
Quantity Surveyor	<b>Currie and Brown</b> Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter, EX2 5TY	<b>Aidan Irving</b> T +44 13 9281 3049 M +44 7810 524 980 E Aidan.Irving@curriebrown.com

## 1.5 Extent and location of existing records and plans

The following information is available for this project from the sources indicated below.

The Principal Contractor shall not solely rely upon the information contained within these documents but shall visit site to satisfy themselves the information is sufficiently detailed to allow identification of any hazards that may exist and shall immediately raise any concerns with regard to the quality or accuracy of the information supplied.

[illegible]

## 2. Client's considerations, planning and management requirements

### 2.1 Client Brief and Safety Goals

The project health and safety goals of the Client and the project team is to achieve the following.

- No accidents on site or adjacent to the site.
- No occupational ill health arising from the project.
- No environmental damage.
- Minimise disruption to the local community.
- Establish a site set up that excludes unauthorised persons, especially children, from the construction site.
- Provide safe access and egress from places of work.
- Provide workplaces that are free from risks to the health and safety of persons at work, so far as is reasonably practicable.

In particular the site traffic and deliveries will need to be particularly carefully managed, given the heavy use for retail deliveries and staff members which will be using the loading areas.

The Principal Contractor is required to put in place suitable measures to achieve the above in respect of design and construction responsibilities that are under their control.

A primary objective of all duty holders is to cooperate, communicate and coordinate and thereby remove and minimise the risk of injury or incident, to ensure the legal standards for safety and health are met and best practice is achieved at all times so that all work is undertaken safely.

### 2.2 Communication

Communication is a key element of any successful project. The Principal Contractor shall ensure that all those working on this project are advised of the contents of this Pre-Construction Information document, the Construction Phase Plan, Site Rules and all other health and safety procedures that apply.

All formal communications, instructions, technical queries, etc are to be routed via the Project Manager and Contract Administrator.

Designers, including those working for the Principal Contractor, have a duty to ensure the design is co-ordinated for health and safety. Design development details, changes, instructions, etc are to be copied to the Principal Designer for review and when necessary comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and thereafter issue in good time design information, e.g. drawings, to the Principal Designer.

**All parties to the project are to cooperate and coordinate on matters relating to health and safety throughout the project.** The Principal Contractor shall manage, monitor and review on an ongoing basis health and safety implementation and performance and where necessary, copy suitable and proportionate reports to the Project Manager/Architect/Engineer and the Principal Designer.

Health and safety is to be an agenda item on all primary construction co-ordination meetings.

### 2.3 Security of the site

The Principal Contractor shall be wholly responsible for the security of all areas in their possession and provide all practicable measures to prevent un-authorised access ensuring that

any visitors are instructed by way of signage to report to the site office and to sign in accordingly. At the end of each working day, the site is to be left secure in such a manner that no unauthorised persons can gain entry.

All internal areas will be secured by locked doors. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the general public, children, etc to the dangers of entering a construction area.

Entrances into construction areas shall be kept closed and secured at all times when unattended.

The Works, welfare and compound areas must be kept secure and the Principal Contractor's security provisions must be agreed with the Client and shall be co-ordinated with the Clients' own security procedures.

#### **2.4 Welfare provision**

The Principal Contractor shall provide and maintain welfare facilities as laid down in the CDM Regulations 2015 Schedule 2. These facilities shall be provided from the start of construction and be retained at an appropriate level until all works are completed. The Principal Contractor shall provide in their Construction Phase Plan a marked-up drawing showing the extent and location of these facilities.

The Principal Contractor shall include in all monthly progress reports a statement for the Client confirming the ongoing suitability of the welfare provision.

#### **2.5 Overlap with the Client's undertaking and other users of the site**

There shall be no overlap with concurrent construction works and that of the proposed new tenants undertaking or other users of the site.

For the purposes of clarity, the Principal Contractor shall retain responsibility for health and safety of their site for the duration of the project and have authority over all persons reporting to the site in respect of health and safety matters.

#### **2.6 Client's site rules**

No client specific health and safety rules have been made available.

#### **2.7 Fire precautions and emergency procedures**

The Principal Contractor shall ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape and muster points and positions of all firefighting equipment in the event of a fire. A fire safety plan shall be prepared to include procedures to reduce the risk of fire and for dealing with fires, explosion and other major incidents.

The fire plan for the works shall address the following:

- Being alerted to any event or alarm at the adjacent buildings
- Alerting the building management of emergencies or fire on site
- Ensuring there is a responsible person in charge of fire safety who can assess fire risks, understand fire growth and spread, will prepare and update site evacuation plans as necessary and prepare a salvage operation plan.
- Include procedures to reduce the risk of fire, the spread of Fire and for dealing with fires, explosion and other major incidents.

- Establishing an agreed and suitable Fire Muster Point with the Client's team
- Procedures for communicating with neighbours on matters of fire safety/evacuation
- Maintaining adequate means of escape for all personnel, building occupants, visitors to the site and the public using adjacent car parks and occupied buildings.
- Provision of temporary fire detection and fire extinguishers
- Identification and maintaining clear access to existing fire hydrants
- Advising all site staff/operatives on existing building fire alarm systems and procedures
- Maintaining routes for emergency vehicles

In addition, the Principal Contractor shall have a formulated emergency procedure for the site and these procedures shall include details of the nearest accident and emergency unit, local police details and a marked-up site plan for use by the emergency services.

There is a no smoking policy for the whole site. Smoking shall only be allowed in Principal Contractor designated areas. The Principal Contractor shall obtain and familiarise themselves with the **Clients Fire Safety Procedures/Fire Strategy** which need to be incorporated into the CPP.

## 2.8 Further Client site specific rules or restrictions

There shall be no contractor's access to any other part other than the site areas.

## 2.9 Work in Public Areas

Where the work taking place cannot be segregated from staff and/or the public, this work shall be treated as work in a public area. In these circumstances all reasonable measures shall be taken to ensure the staff, and/or the public are not at risk. This should include, but not be limited to: -

- Ensuring tools, equipment and materials are not left unattended
- Placing tools, equipment and materials away from 'walkways' and against wall or similar
- Avoiding trailing cables
- Avoiding tripping and other hazards
- Not working above occupied workstations

To reduce risks to an acceptable standard it may be necessary to carry out work outside of normal working hours. Should this be required, the Principal Contractor shall ensure all such work is properly managed.

### 3. Project Health and Safety Hazards

The following issues have been included, highlighted, as they are deemed to be unusual and/or significant in respect to health and safety. The Principal Contractor is deemed to have visited the site and be fully acquainted with the nature, extent and restrictions relating to the site and its surroundings.

#### 3.1 Safety hazards

##### 3.1.1 Boundaries and general access, including temporary access

Significant safety hazards include:

- No unusual or exceptional hazards relating to the boundary have been identified
- The adjacent units are assumed to be occupied

All work areas shall be appropriately secured with suitable warning signs to alert the building occupants or visitors to completely avoid the site.

##### 3.1.2 Vehicle movements

The Principal Contractor shall, as far as is reasonably practicable, separate vehicle and pedestrian flows. A nominated person, based on site, shall be appointed to co-ordinate vehicle deliveries and collections. The Principal Contractor shall employ a competent banksman to supervise all reversing manoeuvres.

Significant traffic safety hazards include:

- Deliveries
- Removal of waste materials
- Heavy plant/Cranes - The positioning of large plant or cranes will require a full assessment of the constraints and shall be carried out before tendering.

The agreement and notifications to the local authority or police shall be determined by the Principal Contractor to achieve the least disruptive operation to local traffic.

**The Principal Contractor shall include in their Construction Phase Plan a traffic management plan.** Site transport arrangements or vehicle movement restrictions shall include the following:

- Details of any transport requirements and local traffic restrictions e.g. one-way systems parking restrictions etc.
- A marked-up site plan showing vehicle movement routes to and from the site, including to and from any storage areas.
- All delivery of materials etc. shall be planned to avoid busy periods e.g. start and finish times
- Where practicable the Principal Contractor shall segregate pedestrian and vehicular traffic, on and off site.
- Reversing of vehicles shall be under the supervision of a suitably trained banksman.
- Adequate warning signs, traffic management systems and temporary barriers etc., shall be in place prior to construction commencing.
- Safe routes for distribution of materials around the site.

### **3.1.3 Ground conditions**

Please find attached MBA structural report. Movement of the pathway to the front of the building has occurred, although it is deemed as safe to scaffold. Measures should be taken to prevent further movement during the works, included in specification of works.

### **3.1.4 Existing storage of hazardous materials**

- n/a

### **3.1.5 Health hazards**

Possible asbestos containing materials, please refer to 1.1.5

### **3.1.6 Asbestos, including results of surveys**

3.1.7 Subject to Currie & Brown review.

### **3.1.8 Health risks arising from client's activities**

None identified.

## 4. Significant Design and Construction Hazards

The principal risks identified in the design are:

- Working at height risk
- Unstable ground to the front elevation
- Residents staying in occupation of the properties

### 4.1 **Significant design assumptions and suggested work methods, sequences or other control measures**

The Principal Contractor shall independently undertake their own risk assessments in accordance with statutory requirements, and all such risk assessments shall be incorporated within the Construction Phase Plan.

#### 4.1.1 **Key hazards/ risks identified in the Design Risk Assessment include: -**

Any aspects of the project that have yet to be fully designed or any subsequent changes, will be discussed with the CDM Principal Designer, Principal Contractor and lead designer prior to any additional building works taking place.

Suitability of the Construction Phase Plan prior to commencement of works will be dependent upon the Principal Contractor demonstrating adequate arrangements are in place for dealing with these risks.

#### 4.1.2 **Arrangements for co-ordination of ongoing design work and handling designs changes**

Please refer to Section 3.1.1 -3.1.2 in relation to design responsibility. The Principal Contractor and their Designers shall ensure that all design information, plus design amendments, including temporary work designs, is issued to the Principal Designer in a suitable time frame to allow review and comment.

Designers shall fully comply with the requirement of CDM 2015 and Regulation 9 in particular.

Designers are also required to highlight to the Principal Contractor significant health and safety issues, including issues due to change.

## 5. Work Involving Particular Risks

*Schedule 3* of the Construction (Design and Management) Regulations 2015 lists significant hazards that require specific measures to be taken by the Principal Contractor. See Table 1. Further project specific significant hazards are listed in Table 2.

5.1 **TABLE 1**

	Activity	Comment / Note
1.a	Work which puts workers at risk of burial under earth falls, engulfment in deep excavations, where the risk is particularly aggravated by the nature of the work.	Not applicable
1.b	Work which puts workers at risk of falling from a height, where there is a particular risk	<b>High risk</b>
2	Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring.	Not applicable
3	Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999(a).	Not applicable
4	Work near high voltage power lines/ incoming gas	<b>Low risk</b> While working at height
5	Work exposing workers to the risk of drowning.	Not applicable
6	Work on wells, underground earthworks and tunnels.	<b>Moderate risk</b> If drainage repairs are instructed
7	Work carried out by divers having a system of air supply.	Not applicable
8	Work carried out by workers in caissons with a compressed air atmosphere.	Not applicable
9	Work involving the use of explosives.	Not applicable
10	Work involving the assembly or dismantling of heavy prefabricated components: steelwork, PC concrete (prestressed concrete)	Not applicable

5.2 **TABLE 2**

	Activity	Comment / Note
1.	Restricted space available for plant or other large vehicles	<b>Moderate Risk</b>
2.	Confined spaces:	Not applicable
3.	Surrounding residents	<b>High risk</b> Risk should be reduced by ensuring site area is clearly marked and secured.
4.	Working on the gas and electrical systems	Not applicable

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		To reduce risk RAMS should be provided by contractor. Principal Contractor should ensure that suitable PPE is worn at all times on site.
5.	Security – intruders climbing on the structure/ unstable parts left overnight or any wall left unattended at any time	<b>High Risk</b>

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## 6. The Health and Safety File

The Principal Contractor and Designer shall submit information to the Principal Designer for inclusion in the health and safety file on completion of the construction – as relevant to the main stage of works

It is the responsibility of the Principal Contractor to collate and provide sufficient information for the Health and Safety File/O&Ms as required by the Construction (Design and Management) Regulations 2015.

## Appendices

## Appendix A - Construction Phase Plan Criteria

### **INFORMATION REQUIRED**

#### **Section 1 - General Project Information**

- 1.1 Description of the project;
- 1.2 Programme details;
- 1.3 Details of Client, PD, Designers, PC and other consultants;
- 1.4 The management structure and responsibilities

#### **Section 2 - Management Arrangements**

- 2.1 Project health and safety aims and goals
- 2.2 The site rules
- 2.3 Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings
- 2.4 Arrangements for involving workers - consultation with workforce
- 2.5 Site induction / Site Training
- 2.6 Welfare facilities
- 2.7 Fire and emergency procedures (Fire Plan)
- 2.8 Security arrangements
- 2.9 First aid arrangements
- 2.10 Accident/incident reporting and investigating, RIDDOR
- 2.11 Monitor and review health and safety performance
- 2.12 Site plan/traffic management plan
- 2.13 Significant safety risks – reference Schedule 3, CDM 2015
- 2.14 Health and Safety File Information

## Appendix B - Appendix B Anticipated Health and Safety Standards

The Principal Contractor shall comply with all statutory health, safety and emergency procedures and this must be acknowledged and referred to in the Construction Phase Plan.

- Only trained, certified and competent personnel shall be permitted to operate mechanical plant, tools and equipment. Copies of all certificates are to be kept available for reference.
- Portable radios and other audio equipment are not permitted.
- Disposal of waste material by burning is not permitted.
- Operatives to wear minimum PPE, as identified by the Principal Contractor, at all times, and other PPE as and when dictated by COSHH or Risk Assessments.
- All personnel (operatives and visitors) are to sign in and out daily in the Client's register.
- Eating and drinking shall only be permitted in designated welfare areas.
- All operatives (including staff and visitors) shall receive appropriate safety induction.
- Only authorised people to be allowed into designated construction areas.
- Fire and Emergency procedures to be identified for each building and brought to the attention of the workforce.
- All noisy and dusty work is to be carried out during reasonable hours and any inconvenience to adjacent neighbouring properties kept to a minimum. All practical measures to be taken to keep noise and dust to a minimum.
- No one shall be allowed on site under the influence of alcohol or drugs nor allowed to consume these whilst on site.
- The use of foul or abusive language or gestures shall not be tolerated.
- Racist or sexist behaviour or material shall not be tolerated on site.
- A NO SMOKING policy shall be applied except in any specific Client identified areas.

## Appendix C - F10 Notification Form

n/a

## Appendix D - Asbestos Report

FINAL PAGE/DOCUMENT END

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