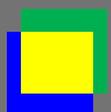


March  
2021

# CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

Pre-Construction Information Pack

Restoration of the Jewish and  
Congregationalist Cemeteries,  
*Ponsharden, Falmouth.*





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A	Header corrected	RG	24.03.2021



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## **1.0 INTRODUCTION**

### **1.1 Immediate Action**

The Contractor's attention is drawn to the need to visit the site prior to tendering. See Preliminaries.

### **1.1 Basis of Health and Safety Information Pack**

The Pack should be read in conjunction with the Preliminaries, Schedules and other Contract Documents including the tender drawings, references have been made to these documents where appropriate.

The Pre Construction Information Plan is the foundation upon which the health and safety management of the construction phase of a project needs to be based. In line with the duties specified in the Construction (Design and Management) Regulations 2015, the Principal Contractor must understand the requirements and accept responsibility for the development of the plan.

In addition to the detail provided under this Pre-tender Health and Safety Plan, the developed plan must cover the following areas:

- i) The approach to be adopted for managing health and safety throughout the construction phase.
- ii) Assessment requirements under the Management of Health and Safety Regulations 1999
- iii) Common site arrangements
- iv) Arrangements for requirements under the CDM 2015, i.e.
  - Competency in all appointments
  - Co-operation between contractors
  - Compliance with H&S rules in plan
  - Control of unauthorised persons on site
  - Display of legally required notices
  - Provide required information to Planning Supervisor
  - Bring rules to attention of relevant persons
  - Provide information, instruction and training
  - Provide facility for discussion and consultation



This Health and Safety Information Pack prepared by the Principal Designer is based on the design prepared by the Designers and on information provided by the Client and/or Designers. Significant hazards are identified in relation to the works and the methods foreseen by the Designers. Additional hazards may be identified by the Principal Contractor and these should be included in the development of the Construction Phase Health and Safety Plan.

The Principal Contractor will prepare and operate their own safety management system taking into account any Site Rules, the Client requirements, the perceived hazards and project information provided in this document.

## **1.2 Development of the Plan**

The Principal Contractor has a duty to prepare and develop the Construction Phase Health & Safety Plan and set out the means by which they will control the hazards identified and to take into account the following:

- a. Any changes to the design.
- b. Aspects of Health and Safety specific to the Principal Contractor's method of working.
- c. Principal Contractors detailed Health and Safety procedures.
- d. All current relevant legislation.
- e. Hazards identified by the Principal Contractor and other Contractors.
- f. Hazards identified by Contractors with a design responsibility.
- g. The Clients specific requirements.
- h. New risks, which may arise during the course of the work.

Any changes required to the Plan resulting from design changes must be reported to the Principal Designer.

These may include specific items with respect to site rules and the control of Health and Safety hazards.

The Construction Phase Health and Safety Plan for the work should be developed as early as possible to avoid delays and a satisfactory response as to its adequacy is required before the Client will permit commencement on site

The Construction Phase Health and Safety Plan will be updated by the Principal Contractor to incorporate further hazards identified as work proceeds.

## **1.4 Duties as Designer, Contractor and/or Principal Contractor**

Where part of the contract involves an element of design and construction, the Principal Contractor should note that Designers' duties under CDM will apply.



## 2.0 PROJECT DETAILS

2.1 **Project:** The Restoration of Falmouth's Ponsharden Cemeteries

2.2 **Client:** Falmouth Town Council  
Municipal Buildings  
The Moor  
Falmouth  
TR11 2RT

Contact: 01326 315559

2.3 **Principal Designer:** PDP Green Consulting  
Calenick House  
Heron Way  
Newham  
Truro  
TR1 2XN

Contact: 01872 265400

2.4 **Principal Contractor:** To be appointed

2.5 **Designers:** PDP Green Consulting  
Calenick House  
Heron Way  
Newham

2.6 **Site Location:** The Jewish and Congregationalist Cemeteries  
Ponsharden  
Falmouth  
TR11 2SG

## 2.7 Nature of Construction Work to be Carried Out

The works involve the following:

- Repair boundary walls and clear vegetation away from them.
- Consolidate the existing earth banks.
- Conserve and repair the Cornish hedges.
- Repairs to the original Congregationalist entrance off Falmouth Road – retaining walls, arch and steps, and replacement door. Repair original entrance to Jewish Cemetery.
- Repair the northern bank to Falmouth Road
- Preserve and enhance the biodiversity, including the bluebell rich grassland by creating pathways for visitor use.



- Clear and restore the existing pathway through the Congregationalist Cemetery, and extend it to the south to a junction with the access road.
- Create a link between the two cemeteries which avoids the need to walk over the existing graves.
- Repair and consolidate the damaged and fallen gravestones
- Repair and consolidate the monuments and tombs
- Repair and consolidate the remains of the Mortuary and other buildings on the site
- Remove or coppice trees causing damage to the cemetery structures and monuments

## 2.8 Notification to the Health and Safety Executive

Depending upon Program of Works submitted by Tendering Contractor, notification of the Project will be made by the Principal Designer on behalf of the client. The Client will notify the appointment of the Principal Contractor following the award of the Contract. On award of the Contract, the Principal Contractor shall provide the following information to the Principal Designer to enable them to complete the notification to the HSE:

- i) Name and Address of the Principal Contractor.
- ii) Date Planned for the start of the Construction Phase & Completion date.
- iii) Planned duration of the Construction Phase.
- iv) The estimated maximum number of people carrying out construction work on the site at any one time.
- vi) Planned number of Contractors on the construction site (if known).
- vii) Name(s) and address(es) of any Contractor(s) and Sub-Contractor(s) already selected.

## 2.9 Timescale for completion of the construction work

It is a requirement of this Pre-Construction Information that the programme proposed for the construction works must demonstrate the allocation of competent and adequate resources to enable appropriate management of health, safety and welfare.

The anticipated dates of the construction phase are as follows:

Start Date: 5<sup>th</sup> July 2021  
End Date: 15<sup>TH</sup> April 2022

In proposing the programme for the construction works, the Principal Contractor must include and illustrate the allocation of resources for all Health and Safety concerns.



2.3.1 *Existing Drawings and Documents*

Refer to Appendix A

2.3.2 *Services Drawings*

Refer to Appendix A

2.3.3 *Reports*

Refer to Appendix A

2.3.4 *Existing Health and Safety File*

Held by client – available on request



## **3.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

### **3.1 Client Requirements**

#### *3.1.1 Safety Goals*

The Client requires the Principal Contractor to conduct his operations in such a manner as to minimise the likelihood of accident or incident.

#### *3.1.2 Employee Competence*

All management, supervisory staff, tradesmen and operatives will have a demonstrable skill level incorporating Health and Safety training. The requirements may be confirmed by an independent audit.

#### *3.1.3 Site Induction*

Everyone working on or visiting the site will go through a Health and Safety induction process implemented by the Principal Contractor.

The Principal Contractor should also confirm the competencies of persons on site during the site induction and ensure they have the relevant training to execute their role. Details of relevant training such as the Construction Skills Certification Scheme should be recorded and kept.

#### *3.1.4 Consultation with the Workforce*

The Principal Contractor is to demonstrate a commitment to worker consultation on Health and Safety issues.

#### *3.1.5 Identifying, Agreeing and Adopting Best Practice*

To have a system to identify, agree and adopt best practice and to rapidly disseminate lessons learnt from Health and Safety incidents.

#### *3.1.6 Publication of Safety Performance*

Provide an annual report on company safety performance, highlighting the positive achievements of the year and also the accident statistics for the overall group.

#### *3.1.7 Arrangements for Monitoring and Review*

There will be monthly construction meetings throughout the duration of the project, which will include monitoring and reviewing Health and Safety. The Client requires to be included in the circulation of these minutes.



### 3.1.8 *Emergency Procedures*

Emergency procedures should involve the following elements

#### 3.1.8.1 *Emergency Plan*

The Principal Contractor must prepare a suitable emergency plan detailing the procedures to be taken in the event of serious and imminent danger, (fire and/or explosion, collapse of excavations, flooding in excavations, including work adjacent to moving water). The procedures may require evacuation of the site or involve the rescue of an injured person. Details should be included in the Construction Phase Health and Safety Plan. A sufficient number of competent persons should be nominated to implement those procedures.

When planning emergency procedures, escape routes and exits consider the type and location of work being undertaken. e.g. persons working in deep excavations and the number of persons, likely to be present on the site at any one time.

#### 3.1.8.2 *Emergency Escape Routes*

Emergency escape routes on the site should be kept clear, signed and adequately lit. The Health and Safety (Safety Signs and Signals) Regulations 1996 set standards for these signs.

#### 3.1.8.3 *First Aid*

The Principal Contractor must provide adequate first aid facilities and sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on the site.

#### 3.1.8.4 *Contacts with External Emergency/Rescue Services*

The Principal Contractor should ensure that any necessary contacts with external services are arranged, particularly with regard to first aid, emergency medical care and rescue work.

The Principal Contractor should locate the nearest Accident and Emergency Hospital and ensure the details are clearly visible on site.

In the event of an emergency, the emergency services can be reached on Telephone No. 999 or 112.

Note: Mobile telephone signals at the site may not be reliable for emergency purposes or suitable given the nature of the work in a hazardous area. If mobile phones are not feasible, the Principal Contractor should ensure that other means for contacting the emergency services are provided.



### 3.1.9 *Storage and Unloading Arrangements and Areas/Compounds*

The Contractor must provide or arrange for adequate space on site for vehicles offloading. Choose delivery times to avoid busy pedestrian and/or traffic periods with consideration given to Ponsharden Industrial Estate. Use a banksman to direct vehicles and assist with loading and unloading. Materials should be stored within the area agreed with the Client. The use and location of storage containers must be agreed with the Client prior to placement on the site.

### 3.1.10 *Welfare Facilities*

The Principal Contractor will be responsible for ensuring that suitable and appropriate welfare facilities are provided on the site in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and Schedule 2 of the CDM Regulations 2015.

The welfare facilities should be sufficient for everybody who is working on the site and can be arranged separately or jointly with others. The facilities should be kept clean, warm and properly ventilated. Welfare facilities must be in place prior to the commencement of any construction works.

### 3.1.11 *Activities on or Adjacent to the Site During the Works*

The site is located in the area of Ponsharden on the outskirts of Falmouth. The north side of the site is bound by Falmouth Road; a busy public highway with pedestrian pavements and a bus stop directly adjacent to the north site boundary wall. The site is within Ponsharden Industrial Estate, with vehicle access from Falmouth Road. The activities adjacent to the site consists of mainly industrial use, with a Park & Ride service and Sainsburys close to the site.

### 3.1.12 *Arrangements for Liaison*

The Construction Phase Health & Safety Plan must include arrangement for ongoing communication and regular liaison between all parties on site, consultation with the workforce, exchange of design information between the Client, Archaeologist, Designers, Principal Designer, Contractors on the site or with adjacent work/site(s).

### 3.1.13 *Security Arrangements*

The Principal Contractor must take reasonable measures to ensure that no unauthorised persons enter the work area(s). Only people who are explicitly authorised by the Principal Contractor should be allowed access to the site. Authorised people should have the relevant site rules explained to them and undertake the site induction training.



NB The Construction Stage Health and Safety Plan will need to indicate firm proposals for how site security will be addressed.

## **3.2 Management Requirements**

### *3.2.1 Development of Site Rules*

3.2.1.1. Site rules are to be developed by the Principal Contractor taking into account the location of the site and its heritage status.

## **3.3 OVERLAP WITH CLIENT'S UNDERTAKINGS**

### *3.3.1 Division of Responsibilities for Health and Safety*

The Principal Contractor shall be in sole possession of the site from commencement of construction until practical completion. However, it is likely that staff from the Client's operational team would need to visit the site from time to time. The Site Rules will have to make due allowance for the Health and Safety of the personnel.

### *3.3.2 Inform Site Operatives*

All site operatives must be kept informed at all times of any changes to temporary means of escape routes by the Principal Contractor before they are implemented.

### *3.3.3 Circulation and Escape Routes and Protection*

Drawings marked up to show temporary means of escape must be included with the Construction Phase Health and Safety Plan.

### *3.3.4 Signs*

The Principal Contractor will be responsible for developing proposals and providing signs for the construction site to cover day to day access, information and emergency matters.

### *3.3.5 Permit to Work*

The operation of a 'Permit to Work' system to control the isolation of, access to and handover of elements of the but not limited to the electrical distribution system should be implemented by the Principal Contractor.

### *3.3.6 Identifiable Hazards to Future Occupiers and Maintenance Operatives*

To be advised.

### *3.3.7 Environmental Restrictions and Existing On-Site Risks – Health Hazards*



The Principal Contractor must provide (if appropriate) a list of materials or substances with significant health and safety hazards or risks.

The Contractor will select appropriate materials where specified as part of the Contractors design and must satisfy himself that he is aware of all precautionary information that suppliers are, by law, required to provide.

The Contractor is required to carry out a COSHH Assessment for all hazardous substances used in the execution of the project, this will include where appropriate a consideration of dusts and fumes created by the construction operations. Records of the assessment and monitoring of safeguards must be maintained by the Contractor.

#### **4.0 EXISTING ENVIRONMENT**

##### **4.1 Location/ Existing Environment**

##### **4.2 Existing Services – Underground and Overhead**

4.2.1 TBC – AGS

##### **4.3 Existing Traffic Systems and Restrictions**

4.3.1 The site will be accessible via a temporary hardcore access path to the existing fenced area along route of existing informal path for pedestrian and light plant only. i.e a motorised wheelbarrow. No heavy plant or vehicle access is permitted.

*Refer to 5001B Contractor's Compound and Site Access B.pdf*

##### **4.4 Existing Structures**

There are existing structures on the site consisting of approximately 80 monuments/headstones and the remains of the Mortuary Chapel and Ohel. It is recommended that the Principal Contractor visits the site during the tendering process to familiarise themselves with the site and the existing structures.

##### **4.5 Ground Conditions**

*Refer to the Site Investigation Report undertaken by AGS Ground Solutions*

##### **4.6 Welfare / Temporary Site Accommodation**

The Principal Contractor will be responsible for ensuring that suitable and sufficient welfare facilities, in accordance with the requirements of the Construction (Design & Management)



Regulations 2015 are in place and maintained throughout the construction phase. The details

of the welfare facilities to be provided should be included within the Principal Contractors Construction Phase Plan

*Refer to 5001B Contractor's Compound and Site Access B.pdf*

#### **4.7 Emergency Procedures and Means of Escape**

Procedures in respect of emergencies are to be established by the Principal Contractor and described in their Construction Phase Plan and communicated to all site operatives and visitors during induction and notices displayed on site. First aid must be available on site at all times and a notice must be displayed on site informing those on site of the contact details and facilities provided for first aid on site.

### **5.0 SIGNIFICANT DESIGN AND CONSTRUCTION RISKS AND ISSUES**

#### **5.1 Principles of design: precautions and sequences to be observed during construction**

The Principal Contractor must ensure that method statements and risk assessments are compiled and understood prior to relevant activities being undertaken on site. These are to be incorporated into the Construction Phase Health and Safety Plan.

#### **5.2 Design Work**

##### *5.2.1 Ongoing Design Work.*

Arrangements should be in place to deal with on-going design work and for the handing of any resulting changes to the design.

Design changes should be notified to the Principal Designer.

Any contractors design changes need to be notified to the Principal Designer and should have the approval of the client's archaeologist before being implemented.

##### *5.2.2 Overview of Procedures*

Arrangements to facilitate ongoing communication and liaison between all parties will need to be established. Construction and design team meetings are to be held at regular intervals throughout the duration of the project. The meetings will cover developing design issues and changes during the construction phase.

#### **5.3 Construction Materials**



### 5.3.1 *Hazards*

Hazards associated with specific materials and the controls required to minimise risk are dealt with in 3.3.7 section.

## 5.4 **Hazard Identification and Elimination**

### 5.4.1 *Overview of Risks and Control Measures*

The **significant hazards and risks identified to date** and/or the resultant control measures are noted under 5.4.2. These have been identified by the Designers as a risk to construction workers Health and Safety, which have not reasonably been practicable to eliminate by design.

### 5.4.2 *Hazard Identification*

The Principal Contractor is required to carry out a detailed hazard identification exercise to state required controls, provide necessary method statements and incorporate these into the Construction Phase Health and Safety Plan. **Significant hazards** likely to occur within the construction works that have been identified by designers are shown below. The Principal Contractor is required to develop methods for dealing with these hazards as part of the Construction Phase Plan.

- Excavations
- Loose/unstable paving throughout the site
- Loose/unstable masonry of existing structures
- Overgrown tree roots/loose branches
- Poor or no mobile telephone signal.
- Site access



## 6.0 THE HEALTH AND SAFETY FILE

### 6.1 Preparation of Health and Safety File

The Principal Contractor will compile the contents of the Health and Safety File.

All parties to the works and in particular the Principal Contractor are required to provide the Principal Designer with details of any remedial and significant health and safety issues that remain at the completion of the works and to provide information for the file in a timely manner.

Such information is preferred electronically but can be by hard copy.

It should be noted that the Principal Designer is not responsible for compiling the Building Manual or other O&M Manuals, this will be the responsibility of the Principal Contractor.

### 6.2 Health and Safety File Content

Typical H&S File Content requirements are given below:

#### **H&S File Content:**

Depending on the circumstances a H&S File may include the following:

- Brief description of the work carried out
- Résumé of any difficulties/unforeseen events and how these were dealt with during construction – if relevant to possible future design or planning for construction work.
- Cross-references to other relevant documents
- Record or as-built drawings which show relevant H&S information (including means of safe access to and from services, voids, fire doors, etc.) to be compiled by the Principal Contractor.
- Residual hazards that remain and any hazardous materials that have been used in the construction (and how they have been dealt with)
- Key structural information which relates to safety (bracing, tensioned elements, safe working loads, etc). Information on significant or difficult-to-manage hazards related to demolition or dismantling must be included (e.g. demolition sequences).
- Information regarding the maintenance and removal or dismantling of installed plant and equipment means of safe access, etc.
- Health and Safety information about equipment for cleaning/maintenance of the structure and use of places of work
- Nature, location and marking of significant utilities and services (firefighting, etc.).



## **7.0 HEALTH AND SAFETY ISSUES FROM CONTRACTORS AND OTHER PARTIES**

### **7.1 Discovering Health and Safety Issues**

If as a consequence of receiving this pre-construction information or other tender documents any party wishes to highlight any significant health or safety issues not already foreseen, they are asked to bring this to the attention of the Principal Designer.

Any significant health and safety information which becomes apparent during the design stages of the project both, pre-and post-contract, should be notified to the Principal Designer.

Design changes should be notified to the Principal Designer, the client and the clients archaeologist.

Significant Hazards discovered during the construction phase should also be notified to the Principal Designer.

### **7.2 Management of Risk –Tender submission**

Tendering Contractors may indicate how they would manage the significant risks indicated in Section 5.4 where applicable.



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

### **8.1 Number of Copies**

The Principal Contractor is required to forward one paper copy and 1 digital copy of the initial Construction Phase Health and Safety Plan to the Principal Designer and Client.

### **8.2 Timing**

This should be made available at least three weeks prior to the agreed commencement date to allow adequate time for assessment and review by the Client.



## **APPENDIX A DRAWINGS AND DOCUMENTS**

### **Drawings**

Drawings have been made available separately from this document and form part of the tendered documents.

### **Documents**

Documents have been made available separately from this document and form part of the tendered documents.