

# **REFURBISHMENT OF HOP POLE INN, LIMPLEY STOKE, BATH, BA2 7FS**

## **Health and Safety Pre-Construction Information**

Version: 1

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## **INTRODUCTION**

In compliance with the Construction (Design and Management Regulations) 2015, the Client has appointed WPL (Safety) Ltd as the Principal Designer for the works to be carried out on the Hop Pole Inn, Limpley Stoke, Wiltshire BA2 7FS

In accordance with the above regulations, as the Client wishes to minimise risk to all parties involved in the contract, use and maintenance of the building, following the completion of the project, a Health and Safety File will be handed to the Client to keep for inspection by anybody who needs to make use of the information gained during the development of the project.

The Health and Safety Plan and File are provided for the purpose of conveying information provided by others to those who have a duty to ensure the health and safety of any person at work, any person who is carrying out work or will carry out construction work, maintenance or cleaning work in or on the structure, or any person who may be affected by such work.

The Principal Designer does not accept any responsibility for the accuracy and currency of the documentation provided by others.

*Note: For construction purposes the latest issue of documentation from the designers should always be used.*

## **DESCRIPTION OF PROJECT**

### **1.1 Project description and programme details including:**

This project intends to repair and renovate the external envelope of an existing listed building, the Hop Pole Inn, Limpley Stoke, Wiltshire BA2 7FS including sensitive conservation work-

- Provision of high level access to roofs, chimneys, and gables in a range of locations
  - Reconfiguring chimneys and gable end masonry at high level
  - Up-grading and relaying of 3 roof slopes to enhance thermal performance.
  - Attic works to allow installation of air handling units and enhancing thermal performance.
  - Repair and repointing of elevations.
  - Replacement of windows with leaded lights.
  - Miscellaneous other smaller items.
- (i) The planned start date for this project and the construction period are tba.
- (ii) The minimum time of 4 weeks is to be allowed between appointment of the Principal Contractor and instruction to commence work on site.
- (iii) Where existing drawings and plans are not available a site survey should be carried out to establish the whereabouts of all existing services or structural issues on the site. The designers have included any known information in this Specification.
- (iv) Information references:

#### **Health & Safety File**

Due to the age of the building, there is no formal Health & Safety File conforming to CDM regulations. The client & designers have included all available surveys in the client information section of the tender.

#### **Other Record Documents**

There are limited existing record documents and surveys useful to the bidding teams in the client information section of the tender. The contractor should also commission scans and surveys to comply with the HSE guidelines before excavations and demolitions.

#### **Asbestos Information**

An asbestos survey report for the demolition required for the repair and refurbishment has been carried out, but although no ACMs were discovered in the area of Phase 1 works, careful attention should be paid to 4.2 (i) of this document before any demolition or construction commences and any deleterious materials removed (see 4.2 (i) Health Hazards)

**2 DETAILS OF CLIENT AND DESIGNERS**

<b>Contact</b>	<b>Role</b>	<b>Name</b>	<b>Tel</b>	<b>e-mail</b>
<b>Harrison Brookes Architects,</b> 54 Berkley Road, Frome, Somerset BA11 2EE	Lead Architect	Mr Rhys Brookes	07766 943600	<a href="mailto:Rhys@harrisonbrookes.co.uk">Rhys@harrisonbrookes.co.uk</a>
<b>WPL</b> Ashley House, Silver Street, Wrington, BS40 5QE	Principle Designer	John Wrightson	0777 572 5026	<a href="mailto:john@w-p-l.co.uk">john@w-p-l.co.uk</a>
<b>Limpley Stoke Community Benefit Society,</b> 37 Lower Stoke, Limpley Stoke, Wiltshire, BA2 7FR	Client	Representative: James Sibson	07968 873244	<a href="mailto:jamesibson@hotmail.com">jamesibson@hotmail.com</a>
<b>Mann Williams,</b> 7 Old King St, Queen Square, Bath BA1 2JW	Structural Engineer	Mr Peter Blankley	01225 464419	<a href="mailto:PEB@mannwilliams.co.uk">PEB@mannwilliams.co.uk</a>
<b>Greengauge Buildings Energy Consultants,</b> Suite 3 Second Floor, The Old Brewery, Newtown, Bradford-on-Avon BA15 1NF	Mechanical & Electrical Engineer	Hannah Jones  Paul Smith	01225 862605	<a href="mailto:hannah@greengaugebuildingsenergy.co.uk">hannah@greengaugebuildingsenergy.co.uk</a>  <a href="mailto:paul@ggbec.co.uk">paul@ggbec.co.uk</a>
<b>BANES Building Control Services</b> Lewis House Manvers Street Bath BA1 1JG	Local Authority Building Control	Oliver Reed	01225 477517	<a href="mailto:oliver_reed@bathnes.gov.uk">oliver_reed@bathnes.gov.uk</a>
TBC	Principal Contractor	TBC	TBC	TBC

### **3 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

#### **3.1 Arrangements:**

- (i) The Client has appointed WPL (Safety) Ltd to undertake the role of Principal Designer for the project. The Principal Designer shall assist the client in ensuring that the necessary arrangements are put in place for planning for and managing the construction work, in respect of health and safety. The client objectives for the project are for the works to be completed with no incidents, accidents or injuries during the construction periods.
- (ii) The Principal Designer shall remain under the appointment of the Client throughout and must be included in all communications and meetings.
- (iii) The Principal Contractor shall ensure that co-operation and communication processes are put in place during the construction phase to handle design changes.
- (iv) The Client shall provide all relevant information in relation to the existing structure to those involved in the project.
- (v) The security of the contractor's identified site area will be the responsibility of the Principal Contractor.
- (vi) The Client has a responsibility under the 2015 Regulations to ensure that suitable and sufficient welfare provision is made, as described in schedule 2 to the Regulations. However, it shall be the Principal Contractor's responsibility to provide and maintain the welfare facilities.
- (vii) The Principal Contractor shall carry out regular safety inspections on the site to be made by suitably qualified staff of either external safety consultant or in-house teams. The records of such inspections to be held on site at all times.
- (viii) All temporary works must conform to the necessary level of design as laid out by the HSE and BS7595. If the temporary works are sufficiently complicated to require design then this should be co-ordinated with the layout of existing services, fragile materials and permanent works designs. All temporary works co-ordinators must be sufficiently qualified for the task; this role can be performed by multiple persons if necessary.
- (ix) All site operations must be planned in accordance with the latest governmental guidance on construction work during the corona virus (COVID-19) pandemic. The contractor's attention is drawn to the following documents;
  - Construction Leadership Council - Site Operating procedures (to current version at time of starting works). Available from— (<https://www.constructionleadershipcouncil.co.uk/>).
  - Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19). Available from— (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>)
- (x) No works onsite will be permitted until they have demonstrated that their Construction Phase Plan adheres to these requirements

### 3.2 Requirements relating to the health and safety of the client's employees or customers or those involved in the project:

- (i) The Principal Contractor shall comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, HS(G) 150 (Health and Safety in Construction), and HS(G) 168 (Fire Safety in Construction Work)
- (ii) It is key that the designated contractors site area and compound is to be securely fenced for the duration of the works. The precise layout and nature of the enclosure to be as agreed prior to commencement of works. Indicative drawings should be included in the Principal Contractors Construction Phase Plan. The contractor shall retain responsibility for the security of the site area and for ensuring no unauthorised access is permitted.
- (iii) **The Site** is best approached from the National road network using one of four routes:
  - Route **1** from the West, Bristol via the A4
  - Route **2** from the North, M4 Junction 17, A350, A4, B3109, B3108
  - Route **3** from the East, Devizes, Melksham, A350 and A4
  - Route **4** from the South, Warminster, A36**(Appendix 3, maps i and ii, Routes to site)**

The Contractor must draw up a Traffic Management Plan for the roads surrounding the site (**Appendix 3 map ii Local Map—Traffic Management Plan**) Appropriate signage must be set up to direct traffic to the site and inform public of the works. The Site is situated in a rural hamlet with tight access. There is adjacent domestic housing (4&5 Woods Hill) and nearby holiday accommodation with the entrance to a Hotel immediately opposite the site (**Appendix 4, Site Logistics Plan**) 'Lower Stoke' is a narrow lane with passing places that bounds the site on its Eastern side. It forms part of a bus route (94 Bath) and runs parallel to a railway to its East. A survey of the routes to and from the site should be completed regarding width of lanes and acuteness of turn angles to determine maximum size of vehicle. Site traffic must comply with the one way route indicated in the Traffic Management Plan in Appendix 3 when arriving and leaving the site.

Although not an urban setting, there is likely to be pedestrian traffic and the Contractor should co-ordinate with local proprietors, residents and the local authority in order to avoid disruption by deliveries and other contractor traffic. All delivery drivers must call ahead and be greeted by a banksman at all times. If they do not call ahead, they will be turned away until the site is ready for them.

The site compound will be split between a small car park in front of the pub and another car park on Lower Stoke (**Appendix 4, Site Logistics Plan**) Access to the property and outbuildings to the rear will necessarily be through the pub as the land is bounded by neighbouring properties on two sides, and a wall with a considerable drop in height to Lower Stoke (road) on the East side. The pub itself forms the fourth side of the property. (**Appendix 4, Site Logistics Plan**) Local Authority may impose limitations on access times through planning conditions or Construction Management Plans (CMP).

- (iv) The location of the site in a hamlet as described above requires the Contractor to take into account the presence of young, old and vulnerable persons as well as general public, both in motor vehicles, including buses, and as pedestrians.
- (v) The Principal Contractor will be required to implement their own permit-to-work systems for the specified works, including hot works, works to services and confined spaces. Details of these permit systems, and the names and qualifications of the relevant Competent Persons must be included in the Construction Phase Plan.
- (vi) The Principal Contractor will be required within the Construction Phase Health and Safety Plan to establish emergency procedures which take into account the specific layout of the site and surrounding environment to allow for emergency escape from the construction site to the surrounding area. Muster areas for the site are to be identified within their Construction Phase Plan (**Appendix 4 Site Logistics Plan**)
- (vii) No smoking is permitted within the site.
- (viii) Demolition works should be carried out by experienced and qualified demolition contractors with technical support as necessary from approved Structural Engineers.
- (ix) Removal of waste from the site and storage of waste adjacent to the site should comply with any local authority/planning restrictions, have the approval of the relevant local authorities



## 4 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

### 4.1 Safety hazards:

- (i) **Boundaries, Access & Adjacent land uses;** Reference should be made to 3.2 (iii, iv) above. Although in its own self-contained site, the area around includes domestic accommodation, holiday lets and a Hotel. Lower Stoke, the narrow lane leading to the site, has access to numerous properties in both directions and is on a bus route, it cannot be blocked at any point. Limitations on working hours for noisy works will be imposed by the Local Authority. Due to the nature of the design and the location of the adjacent services, roads and pedestrian footpaths, the Principal Contractor must include in the Construction Phase Plan all necessary protection to safeguard the public and neighbouring properties from construction hazards including noise and dust. The contractor must consider the implications of construction methodology and temporary works design in this tightly accessed hamlet setting.
- (ii) **Existing Services;** The contractor must commission investigations to determine the details relating to the nature and location of all existing services in and around the site including those which may affect the erection of scaffold. The contractor must take precautions regarding the electric and telephone cables at height that serve the pub, especially when designing and erecting scaffolding. If the Principal Contractor does encounter unexpected services then they must stop work immediately and contact the Client, relevant Designer & Principal Designer.

### 4.2 Health hazards:

- (i) **Asbestos;** A Refurbishment & Demolition survey for asbestos has been conducted by the client, including inspection of attic spaces, and the areas identified as having asbestos based materials all sit outside of the works area. Although outside of these works, the contractor will still be working around the asbestos discovered and should ensure they don't disturb the material highlighted in the report. If the scope of work changes then these surveys should be consulted. Due to the age of the existing building, the contractor should be aware of the potential for hidden ACMs to be present throughout the building. In accordance with current legislation and approved codes of practice, please note that the Principal Contractor will need to ensure that all operatives who are likely to be exposed to asbestos containing materials as part of their everyday work activities, are asbestos awareness trained. This includes sub-contractors. The certification is to remain within the Construction Phase Plan on site throughout the scheme for inspection as required. Please refer to Regulation 10 of the Control of Asbestos Regulations 2012 for further information.
- (ii) If the contractor comes into contact with any suspect material they should stop work, inform the relevant management person/Client and follow the correct HSE guidance/procedure (L143, INDG419, INDG418)
- (iii) **Hazardous Materials;** There are no hazardous materials specified by the Designer, if for any reason this changes the Principal Contractor must keep records of what is used in their Construction Phase Plan.

## **5 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

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

#### **(i) Design assumptions and control measures**

Design assumptions and the general principles of design as it has been developed thus far, are evident or are identified in the design information, specifications and other material provided by the designers.

#### **(ii) Arrangements for co-ordination of on-going design work and handling design changes;**

Under the CDM Regulations designers are required to make clear the principles of the design, to describe any special requirements for construction, and to include details of any assumptions made or special requirements relating to future maintenance.

Sufficient information needs to be included within the design to alert others to the risk of inherent hazards and risks and to alert others who may be dependent on the information to those hazards. All such information and any changes arising during the construction phase must be passed on to the Principal Designer for inclusion in the health and safety file.

#### **(iii) Information on significant risks identified during design;**

The Designers have included a Design Risk Register in their tender information (and attached below) for consideration by the Principal Contractor. The Principal Contractor is to include in their Construction Phase Plan the risk assessments, prepared by themselves specifically for these works, which address these risks and to forward these to the Principal Designer for appraisal.

#### **(iv) Materials requiring particular precautions;**

No unusual materials have been specified that require particular precautions. A number of common heritage materials, for example lime, may be used that could cause hazards if the manufacturers' recommendations and instructions are not followed.

The Principal Contractor is to obtain manufacturers' COSHH data sheets on all products so that they can be assessed as a potential risk, and to enable appropriate risk assessments and method statements to be put in place and recorded in the Construction Phase Plan.

## **6 THE HEALTH AND SAFETY FILE**

The Health and Safety File must be a comprehensive document and guide for the Client and end users to enable them to operate and maintain an efficient and safe property. The Principal Contractor will be required to assist the Principal Designer in the preparation of the Health and Safety File by supplying all necessary information relating to the project, including all relevant information from contractors in fulfilment of the Principal Contractor's duties under the Regulations.

Unless otherwise indicated within the contract documentation, 1 No hard copy of all necessary information is to be provided to the Principal Designer. In addition, a full electronic copy of such information is to be provided digitally.

The hard copy information is to be provided in white A4 size plastic covered loose leaf four ring binders with hard covers. It is to be fully indexed, cross-referenced and sub-divided. "Record" drawings are to be folded and placed within clear pockets with their titles outermost. This information and requirement is to be passed on to each sub-contractor and specialist supplier in order that they provide properly presented information at the appropriate time.

Drawings that are to be provided in electronic form are to be editable versions, e.g. .dwg or .dxf files to allow for incorporation of changes at a later date.

**6.1 Proposed draft contents index for Health and Safety File. This is to be followed in principle, but with amendments to suit the specific project/contractor requirements.**

**Section 1.0 – Introduction Sheet & Amendment Log**

**Section 2.0 – Project Description & Project Contact Directories**

- Brief description of works + start & completion dates
- Project Design Team Contact Directory
- List of Subcontractors with contact details
- List of Suppliers with contact details

**Section 3.0 – Key Design Principles & Residual Hazards**

- Asbestos Register
- Below Ground Services
- Details of any remaining hazardous materials
- Safe Floor Loadings
- Future demolition risks
- Plant access and maintenance
- Scaffold installation and removal
- Future plant removal strategy (designers)

**Section 4.0 – Certificates & Guarantees**

- Electrical Test Certification
- Gas Installation Test Certification
- Emergency Lighting Test Certification
- Sprinkler System Test Certification
- Security Installation Test Certification
- Fire Alarm Test Certification
- Diagram/display for fire alarm panel
- Pipework pressure tests
- Pipework Disinfection certificates
- Product Guarantees

**Section 5.0 – Record Drawings & Design Information (required in CAD & PDF Format)**

- Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Structural Design Statement

**Section 6.0 Maintenance Information & Access Arrangements**

- Cleaning & Maintenance Strategy
- Plant & Equipment Detail Sheets
- Commissioning & Test Records

**Section 7.0 Fire Strategy**

**APPENDIX 1 – F10 NOTIFICATION**

**To be submitted on the appointment of the Contractor**

## **APPENDIX 2 – DESIGNER RISK REGISTER**

### APPENDIX 3 – ROUTES TO SITE

#### Proposed routes to site:

Notification of the available access routes to the site from the local road network will be provided to the contractor and sub-contractor personnel and delivery companies as part of contract agreements.

The Site is best approached from the National road network by —

**Route 1** from the **West, Bristol** via the A4

**Route 2** from the **North**, from Junction 17 of the M4 via A350, A4, B3109/8

**Route 3** from the **East**, Melksham via A350 and A4

**Route 4** from the **South**, Warminster via A36

#### **Route 1** from the **West, Bristol** via the A4 **HGV & LGV**

South-east on Bath Rd/A4 Continue to follow A4 1.7 mi

Continue, Bath Rd/Brislington Hill/A4 Continue to follow Bath Rd/A4 1.5 mi

Hicks Gate Roundabout, take 2nd exit Bath Rd/Keynsham Bypass/A4 1.8 mi

Broadmead Roundabout take 2nd exit Bath Rd/A4 Continue on A4 3.0 mi

At roundabout, take the 2nd exit onto Pennyquick 1.0 mi

Continue onto Whiteway Rd 1.2 mi

Turn left onto Englishcombe Ln 1.2 mi

Continue onto Hatfield Rd 0.1 mi, right onto Wellsway/A367 0.7 mi

Turn left onto Midford Rd/B3110 0.3 mi, Roundabout, take the 1st exit onto Bradford Rd/A3062 52 ft

At roundabout, take the 1st exit and stay on Bradford Rd/A3062 0.7 mi

At roundabout, take the 2nd exit and stay on Bradford Rd/A3062 0.4 mi

At roundabout, continue straight onto North Rd 0.3 mi

Continue onto Claverton Down Rd 0.9 mi

At roundabout, take the 2nd exit onto Brassknocker Hill 0.7 mi

Turn right onto Warminster Rd/**A36** 171 ft

Turn left onto Lower Stoke/B3108 0.6 mi

Follow Lower Stoke to Woods Hill in Limpley Stoke 0.2 mi

Turn right onto Lower Stoke 0.2 mi

Site contractors car park (by arrangement only) on left, unloading and Site (with Banksman) on right: Woods Hill

Hop Pole Inn, Woods Hill, Limpley Stoke, Bath BA2 7FS

All site traffic will be directed from the **A36** by directional signage to and from Site.

**Route 2** from the **North**, M4 Junction 17 via A350, A4, B3109/8 **LGV only**

Leave the M4 at Junction 17, take the A350 south 2.9 mi

At Malmesbury Roundabout, 3rd exit onto W Cepen Way/A350 0.2 mi

Badger Roundabout, 2nd exit and stay on W Cepen Way/A350 0.6 mi

Brook roundabout, take the 2nd exit, stay on W Cepen Way/A350 0.2 mi

Bumpers Farm Roundabout, take the 3rd exit onto W Cepen Way/A350 1.4 mi

At the roundabout, take the 2nd exit and stay on W Cepen Way/A350 0.2 mi

At Chequers Roundabout, take the 4th exit onto Bath Rd/A4 2.4 mi

At the Hare & Hounds roundabout, take the 2nd exit, stay on Bath Rd/A4 499 ft

At the roundabout, take the 1st exit and stay on Bath Rd/A4 148 ft

At the roundabout, 2nd exit past red telephone box, stay on Bath Rd/A4 0.2 mi

Slight left onto Bradford Rd/B3109 1.1 mi

At the roundabout, take the 2nd exit and stay on Bradford Rd/B3109 5.4 mi

At the roundabout, take the 2nd exit (right) onto Mount Pleasant/B3109 0.1 mi

At the roundabout, take the 2nd exit (right) onto Bath Rd/A363 0.1 mi

At the roundabout, take the 1st exit (left) onto Winsley Rd/B3108 1.2 mi

At the roundabout, take the 2nd exit (right) onto **B3108** 2.0 mi

After passing under **Low Rail Bridge** —Height restriction **4.1m**, width **6.25m**—  
turn left onto Lower Stoke 0.2 mi

Site contractors car park (by arrangement only) on left, unloading and Site (with  
Banksman) on right: Woods Hill

Hop Pole Inn, Woods Hill, Limpley Stoke, Bath BA2 7FS

All site traffic will be directed from the **B3108** by directional signage to /rom Site.



**Route 3** from the **East**, Devizes via Melksham, A350 and A4 **LGV only**

From Devizes head south-west on Bath Rd/A361 towards The Locks 2.5 mi  
Continue onto Bath Rd/A365 2.8 mi  
At the roundabout, 2nd exit, stay on Bath Rd/A365 0.4 mi  
At The Spa Roundabout, 2nd exit onto Western Way/A365 0.5 mi  
At Western Way Roundabout, 2nd exit onto Western Way/A350 0.2 mi  
At Semington Rd Roundabout, 2nd exit and stay on Western Way/A350 0.8 mi  
At Farmers Roundabout, take the 1st exit onto Bradford Rd/B3107 3.1 mi  
At the roundabout, take the 3rd exit onto Springfield/B3109 0.2 mi  
At the roundabout, 1st exit onto New Rd/B3109 through 1 roundabout 0.3 mi  
At the roundabout, take the 2nd exit (right) onto Bath Rd/A363 0.1 mi  
At the roundabout, take the 1st exit (left) onto Winsley Rd/B3108 1.2 mi  
At the roundabout, take the 2nd exit (right) onto **B3108** 2.0 mi  
After passing under **Low Rail Bridge**—Height restriction **4.1m**, width **6.25m**—turn left onto Lower Stoke 0.2 mi  
Site contractors car park (by arrangement only) on left, unloading and Site (with Banksman) on right: Woods Hill

Hop Pole Inn, Woods Hill, Limpley Stoke, Bath BA2 7FS

All site traffic will be directed from the **B3108** by directional signage to/from Site.

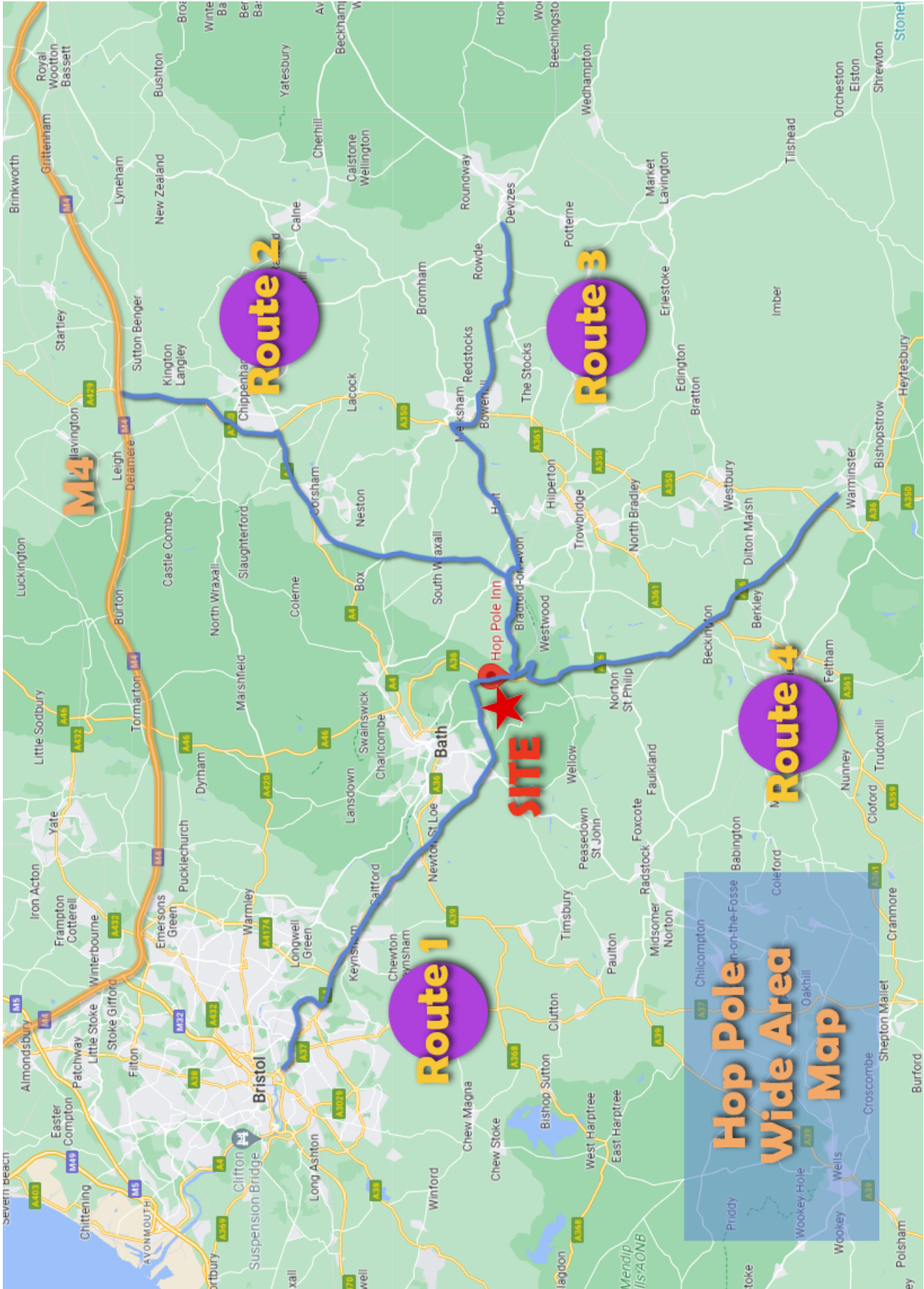
**Route 4** from the **South**, Warminster via A36 **HGV & LGV**

Warminster - head north-west on Bath Rd/B3414 through 1 roundabout 0.8 mi  
At the roundabout, take the 2nd exit onto A36 4.7 mi  
At the roundabout, take the 3rd exit and stay on A36 0.7 mi  
At the roundabout, take the 2nd exit and stay on A36 6.6 mi  
Turn right before railway bridge (Signed Bradford On Avon B3108 and Hop Pole Inn) onto Lower Stoke 0.2 mi  
Site contractors car park (by arrangement only) on left, unloading and Site (with Banksman) on right: Woods Hill

Hop Pole Inn, Woods Hill, Limpley Stoke, Bath BA2 7FS

All site traffic will be directed from the **A36** by directional signage to and from Site.

Map i, WIDE AREA ROUTES TO SITE



Map ii LOCAL AREA ROUTES TO SITE, TRAFFIC MANAGEMENT PLAN



**APPENDIX 4 – SITE LOGISTICS PLAN**

