

Construction (Design and Management) Regulations 2015

Pre-Construction Information for Facilities & Plant Maintenance Contract at Penlee House Gallery & Museum Penzance



**June 2023
(Issue 001)**

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1. Introduction:

- 1.1** The Principal Designer duties will be undertaken by Penzance Town Council.
- 1.2** Fred Hurr BA Hons, M.Ch. Inst.CES, FAPS has also been appointed by the Principal Designer to act as CDM Advisor.
- 1.3** This pre-construction information document has been compiled in accordance with the requirements of CDM2015 by the Client and Principal Designer and is intended to provide relevant information about the project which has been obtained from the Client and other reliable sources. The information provided here is proportionate to the nature of the health and safety risks involved with the project.
- 1.4** This document shall be read in conjunction with other project information including:
- Client and CDM Principal Designer – Penzance Town Council
 - Building specifications, schedules, preliminaries, and scope of works
 - Local Planning and Building Regulations approvals (if applicable)
 - Client’s Existing plans and records including List of equipment and plant inventory
 - Reports and surveys carried out on behalf of the Client:
 - Asbestos Management Asbestos Survey dated 13/02/20 carried out by Allium Environmental Ltd.
 - Other designers drawings and specifications including structural engineer’s drawings and reports.
- 1.5** This pre-construction information document shall be issued prior to the start of the construction period and shall be used by the Principal Contractor to compile the Construction Phase Plan as required by the CDM Regulations 2015.
- 1.6** This document may need to be updated, as and when required, when any new information, relevant to the project, becomes available.
- 1.7** Refer to the Planning Permission Conditions for details that may place obligations and conditions on the Principal Contractor’s work on site. For a full list of planning conditions refer to the local planning and building regulations permissions and approvals (if applicable).

2 Pre-Construction Information

2.1 Description of Project (CDM 2015 - Commercial Project)

The works include for the maintenance of Penlee House Gallery and Museum, Facilities and Plant Equipment. The works shall be initially limited to three years and then awarded to annual renewals for five years.

All Tendering Contractors shall refer to all the details in the Contract Documents issued as part of the Tender Documents. The successful contractor appointed as the CDM Principal Contractor shall comply with all the CDM2015 Regulations documents relating to this contract and all other Penzance Town Council Rules and Restrictions that apply to contractors working on Penzance Town council lands and properties.

Start of construction	September 2023
End of construction	3 Years
Mobilisation Period	4 weeks

2.2 F10 Notification

An F10 notification shall be issued to the HSE when the Principal Contractor has been appointed.

2.3 Project Directory

2.3.1 Client

Penzance Town Council
 Penlee Centre
 Penlee Park
 Penzance
 TR18 4HE
 Contact: Anna Renton
 Tel: 01736 363405
 Email: arenton@penleehouse.org.uk

2.3.2 CDM Principal Designer

Penzance Town Council
 Penlee Centre
 Penlee Park
 Penzance
 TR18 4HE

2.3.3 CDM Advisor

Fred Hurr BA Hons, M.Ch.Inst.CES, FAPS
 31 Ash Drive
 Hayle, TR27 6PF
 Contact: Fred Hurr
 Tel: 07773 587219
 Email: fredhurr@yahoo.co.uk

2.3.4 Principal Contractor

TBC

2.3.5 Other Designers/Engineers

For details of other designers and engineers appointed to the project refer to the Project

2.3.6 Nearest Hospital with full A&E Services (in the event of an emergency call 999)

**Royal Cornwall Hospitals NHS Trust,
Treliske,
Truro,
Cornwall,
TR1 3LJ
01872 250000**

&

**West Cornwall Hospital
Hospital & Clinics
St Clare Street
Penzance
TR18 2PF
01736 874000**

(Minor Injury Services Only)

3 Client Considerations

3.1 Health and Safety Goals

The Client is generally committed to operating the site and provide a working environment, which is both safe and free from safety and health hazards for everybody associated with the construction activity. The Clients have made aware of their duties under the CDM Regulations 2015.

The health and safety goals for the project are to complete the project defect free, within budget and to achieve a zero-accident rating, if at all possible, for the project in accordance with the Client's intentions.

3.2 Clients Rules and Procedures

All contractors associated with the project shall be required to comply with the rules and procedures issued by the Client and Principal Designer and shall maintain regular contact with the Client and Principal Designer to discuss all relevant H&S matters relating to the works in progress.

The Principal Contractor shall be required to distribute H&S information such as risk assessments and method statement for safe working procedures to all parties at the appropriate time, during the construction phase.

3.3 Arrangements for Liaison between Parties

Close liaison will be necessary between the Client, Principal Designer, and the Principal Contractor to ensure good co-ordination, communication and safe management and control of the project.

3.4 Arrangements for Welfare

The CDM 2015 Regulations makes specific reference to adequate welfare arrangements **MUST** be in place from commencement of the construction period. Arrangements must include the provision of such facilities as required within the CDM 2015 Regulations.

3.5 Security

Contractor's working areas shall be made secure always to prevent un-authorized persons from entering working areas. The Contractor shall ensure that all external doors and internal doors are kept locked at all times both during the working hours and during out-of-hours working.

Measures should also include:

- General entry and exit procedure to be implemented.
- Arrangements for the security of the work areas
- Arrangements for the security of plant and equipment including the location of temporary storage of plant and equipment.
- General access and egress procedures including accountability of persons on site at any one time.

3.6 Surrounding Land Uses

The Penlee House property is located on Morrab Road in the centre of Penzance Town and within the boundaries of Penlee Public Park.

The surrounding area is a mix of offices, public buildings, retail, and residential property.

3.7 Traffic Systems and Parking Restrictions and Site Security

The main entrance to the property is via the main gate off Morrab Road into Penlee Park.

Site security, during the construction phase, will need to be maintained to at all times and guard against unauthorised entry, theft, and break-ins. The site should be made secure by ensuring that all access points ie. doors and windows both front and rear are locked when the building under construction is not occupied by the contractors staff (details to be agreed with the Penzance Town council).

3.8 Permits and Authorisation Procedures

The appointed Principal Contractor should consider arrangements for the implementation of an appropriate permit to work system to reduce risks to persons or others who may be affected by the following work activities:

- Hot works (if applicable)
- Working in confined spaces such as sewer manholes etc
- Isolation of electrical supplies and systems and other utilities such as mains gas
- Work at height (especially for any roof works)
- Work activities involving risks to others or members of the public or emergency services personnel.
- Use of cranes or other mechanical lifting equipment. All lifting operations to comply with the LOLER Regulations. For more information go to www.hse.gov.uk

If a Permit to Work system is used it shall communicate information between parties involved, in order that additional training, instruction, or information can be shared to ensure that persons are not exposed to the actions of others outside your control and should be readily available to those persons undertaking the works.

The permit should, as a minimum, contain the following information:

- Name of person issuing the permit
- Date of application is made
- Dates the permit is current
- Description of the works
- Hazards and risks associated with the work activity described above in the description
- Control measures to be implemented throughout the permit duration
- The name of the person receiving the permit
- The name of the person cancelling the permit
- The date and time the cancellation takes effect.

3.9 Contractors and Visitors Entry Procedures/Loading and Unloading Operations

All visitors intending to enter work areas shall first visit the site manager's office and sign in and out. The Principal Contractor shall operate sign-in/sign-out procedures for his own workforce and sub-contractors.

Contractors shall take care not to damage private vehicles parked at the property and in the road outside the property and especially during unloading and loading activities using large vehicles and shall not block or obstruct entrances and exits to other private properties nearby.

There are several places within Penlee Park which the Principal Contractor may use for vehicle parking, installation of site office and welfare facilities and storage of materials. The Principal Contractor shall obtain permission from the client for use of these areas.

3.10 The Workplace (Health Safety and Welfare) Regulations 1992

These regulations (where applicable) impose duties upon duty holders to consider the end user's requirements for the health, safety and welfare of those persons employed within the premises.

During construction consideration, should be given to how those persons employed by the end user (Client) can manage those arrangements for operating, maintaining, and repairing the premises, including operation of any plant or equipment within the premises.

Designers should consider issues identified by the client for:

- Maintaining the premises

- Operation and maintenance of plant and equipment
- Arrangements for the welfare of employees
- Accessibility of the premises, plant, or equipment

For further information, refer to the regulations at **www.hse.gov.uk**

4 Principal Contractor Considerations

4.9 Construction Phase Health and Safety Considerations

The Principal Contractor and other Contractors may not be able to complete fully the Construction Phase Plan prior to commencement of the project. However, the Principal Contractor must provide a Safe System of Work including site specific Risk Assessment/Method Statement for each element of the work before it commences.

The Construction Phase Plan is required to be sufficiently developed by the Principal Contractor prior to the construction work commencing, and then, to be fully developed throughout the project.

4.10 Emergency Procedures

4.2.1 Fire

The Principal Contractor shall be required to detail the emergency procedures for fire within the Construction Phase Plan. A suitable rescue plan shall be prepared. Should a fire occur then occupiers of adjoining premises shall be alerted.

Consideration should also be included for the following:

- Routes of escape from the work areas
- Fire prevention measures when working in confined spaces or areas of restricted natural ventilation within the work areas.
- Means of sounding and raising the alarm
- The surface spread of fire emanating from hot works
- Lone or isolated work activities within confined, restricted, or controlled working environments.
- Hot works involving flammable gas and flammable materials.

In addition to the above consideration should also be given to the following:

- Responding to alarms activated by others.
- The ability to hear fire alarms within enclosed working environments.
- Means of escape from mobile elevated work platforms in the event of fire.
- Monitoring of the atmosphere within the confined spaces or restricted working environment.

4.2.2 Accident/Injury/Dangerous Occurrence

The Principal Contractor shall be required to detail his arrangements for the management and control of Accidents, Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Plan.

The above provides clear information to those persons working within the area the actions to be taken for: -

- The treatment of minor accidents or injuries
- The action to be taken to raise the emergency services
- The action to be taken by whom to record and report the incident or accident
- Where to obtain emergency first aid treatment.

Consideration should also be given to the rescue of persons from the confined or elevated working platforms and in deep excavations (if applicable).

4.2.3 Reporting Procedures

The Principal Contractor shall be required to detail his arrangements for the Reporting of Accidents/Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Plan.

Any serious accidents shall be reported to the HSE under the RIDDOR regulations.

This provides clear information to those persons working within the area, the actions to be taken for:

- Who to report accidents or incidents to
- Whose responsibility it will be for completing the relevant forms
- Whose responsibility it will be for informing the design team
- Where the forms can be located

4.3 Working Hours

The Principal Contractor shall be required to detail the arrangements for working hours within the Construction Phase Plan.

Consideration should be given to the following adequate timescales for; -

- the erection of security hoardings (if applicable)
- the placement and delivery of external temporary welfare facilities for the project
- the delivery times of large and heavy items of plant and equipment
- the protection of others and staff who may be affected by the hours of work
- safe access and egress to the working area throughout the working hours for the duration of the project
- the control of emissions into the atmosphere including dust, noise and vibration during the construction working hours

4.4 Monitoring and Review of Construction Operations

This shall include the monitoring and control of direct and sub-contractors engaged to complete various work activities associated with the construction works.

This provides clear information and guidance on the following:

1. Frequency of monitoring
2. Carried out by
3. What will be recorded during monitoring
4. What action will be taken in the event of defects noted
5. Who will have the responsibility of rectifying the defects?
6. What action will be taken for non-compliance

The Principal Contractor shall be required to detail his arrangements for the monitoring and review of construction activities throughout the term of the project.

4.5 Consultation with Employees and Others

Appointed Contractors shall be required to provide a suitable and adequate means to consult with those contractors and others who may be affected by the construction activity, prior to construction operations commencing.

Consultation with others shall include regular meetings, exchange of health and safety information, training, co-ordination, and co-operation with those affected by the construction operations.

The Principal Contractor shall be required to detail the arrangement for consultation, co-ordination and co-operation between parties associated with the construction activity within the Construction Phase Plan.

4.6 The Selection and Control of Contractors

The appointed Principal Contractor shall be required to have adequate resources in place for:

- The selection of approved and experienced contractors for the tasks to be undertaken.
- Establishing the competence of selected contractors and persons required for construction activities.
- Have appropriate, resources in place for the procurement of resources including the appointment of suitable domestic contractors required for task.
- Adequate timescale in place for the mobilisation of other appointed contractors.

The Principal Contractor shall be required to detail the arrangements for the selection of competent contractors for the work activities, including mobilisation periods within the Construction Phase Plan for the project.

4.7 The Selection and Control of Plant and Equipment

The Principal Contractor shall be required to have adequate resources in place throughout the construction period for the selection and control of plant and equipment required for the project. Selection and control measures should be based upon suitable and sufficient assessment of risk to persons and others who may be affected by the construction activity.

The Principal Contractor shall be required to co-operate and co-ordinate with others undertaking construction activities and to disseminate site rules and procedures to others regarding the control and selection of plant and equipment required for construction activities.

All plant and equipment selected should be:

- fit for purpose and free from defect
- effectively used as its intended design
- operated by trained and competent persons
- properly and regularly maintained

The Principal Contractor shall be required to detail the arrangements for the selection and control of plant and equipment for the work activity within the Construction Phase Plan.

4.8 Site Induction and Training

The management and control of the general health and safety of employees and others associated with the project falls within the duties of the appointed Principal Contractor to ensure that persons are:

- Adequately informed of the special nature of these works and the family's needs
- adequately informed of the site rules and procedures
- suitably experienced and competent to undertake the type of work
- adequately trained and supervised during the works
- provided with safe access and egress to the place of work
- provided with safe and maintained plant, equipment, and appropriate PPE
- provided with adequate arrangements for welfare

Training should contain the following information:

- Site rules appertaining to working on the construction site
- Reporting of accidents, injuries, dangerous occurrences
- Emergency procedures for fire and evacuation of the site
- Emergency procedures for the discovery of buried suspect materials or substances.
- general security procedures

The Principal Contractor shall be required to detail the arrangements for the site safety induction of persons. Induction procedures should clearly identify the names and telephone numbers of those persons with management responsibility actively associated with the project within the Construction Phase Plan.

4.9 Approval of Risk Assessments and Method Statements

Work activities associated with the project shall require work to be undertaken in a specific logical sequence to reduce risk to employees and others to a minimum.

The Principal Contractor shall be required to detail the arrangements for the implementation of suitable and sufficient risk assessments and the production of appropriate method statements for the work to be undertaken within the Construction Phase Plan.

4.10 Arrangements for Dealing with Design Changes/Unforeseen Eventualities during Construction

The following procedures must be observed where unforeseen eventualities during project execution result in substantial design changes which might affect the allocation of health and safety resources. Any substantial design changes shall be examined by the Designers for health and safety implications. Details of proposed substantial design changes must be submitted to the CDM Coordinator to ensure compliance with the regulations.

The Principal Contractor and, where applicable, other Contractors, shall re-examine changes and implement all necessary Health and Safety measures to deal with those changes.

Non-design generated works/site developments, which had not or could not have been envisaged, necessitating a revised approach, must be evaluated by the Designer(s) from a health and safety risk assessment before implementation.

The Designer's resolution of any such unforeseen circumstances must be submitted to the CDM Coordinator to ensure compliance with the regulations before implementation.

The Principal Contractor shall be required to detail his arrangements for the management and control of design changes within the Construction Phase Plan.

5 Significant Hazards and Risks Associated with the Property

5.1 Potential Health & Safety Risks Relating to the Site and Property

- 5.1.1 Asbestos – Asbestos Management Survey carried out by Allium Environmental Ltd in 2020 has identified some ACM’s at the property. However, there are various areas within the property which the asbestos surveyor was not able to access and which may contain ACM’s which could affect the proposed works under this contract. The Client must consider whether an additional asbestos survey is required before the start of the contract to fully locate and identify all in-situ ACM’s within working areas.**
- 5.1.2** The report had advised that these ACM’s should be removed before any construction works commence. Asbestos removal shall be carried out by a licensed contractor in accordance with the Asbestos Regulations.
- 5.1.3 Working at Height** - Where such places have no suitable edge protection the Principal Contractor and any other contractors carrying out WAH shall carry out suitable risk assessments and complete suitable method statements for safe working procedures before ‘work at height’ commences.
- 5.1.4 High levels of noise** – The Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of noise during the works including protecting his workforce and other users of the building from the harmful effects of noise.
- 5.1.5 High levels of dust** - Generated by the construction works – the Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of dust during the works including protecting his workforce and other users of the building from the harmful effects of airborne dust.
- 5.1.6 Working in confined spaces** (if applicable) - Making connections to existing sewers and health risks from coming into contact with contaminated water (sewage).
- 5.1.7 Oil, Gas and Electrical Services** - Making connections to live services – refer to record plans and services drawing.
- 5.1.12 Use of moving plant and equipment** – The Principal Contractor shall ensure that all plant and equipment have up to date certificates for use and maintenance of vehicles, plant, and equipment. Use of such must comply with PUWER and LOLER Regulations.

For all other construction regulations relating to these works such as: COSHH, Manual Handling etc - go to www.hse.gov.uk

- 5.1.13 Demolition Works - CDM2015 Regulations states – “Regulation 20 Demolition or dismantling. The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.”**

5.2 Services

The Principal Construction Contractor should undertake all necessary investigation to establish the location and the nature of services within the work area which may be affected by the construction works and shall include the following:

- Alteration and isolation of gas and electrical supplies
- Alteration to mechanical services
- Alteration and repair to emergency systems within the premises
- Alteration and isolation of telecommunication supplies

The Principal Contractor shall be required to detail their arrangements for the identification, protection, and isolation of services within the Construction Phase Plan.

Please refer to existing services drawings and statutory records for isolation points prior to undertaking any ground works. The PC shall use all necessary measures including *CATSCAN* equipment to locate buried services. Hand dig procedures shall also be used to locate services if there is any doubt.

Application must be made to the Client's representative and a full permit to work procedure implemented prior to any isolation works to electrical supplies.

The Principal Contractor shall be required to detail the arrangements to implement and manage live underground services.

5.3 Delivery of Materials

The Principal Contractor shall be required to detail the general arrangements for the handling and positioning of such equipment and materials associated with the construction works within the Construction Phase Plan.

5.4 Work at Height

The Principal Contractor shall ensure that when working off high level scaffolding that no objects, tools, or equipment can be dropped onto areas below. Safety measures shall be used to prevent all items falling from height.

The Principal Contractor shall be required to detail the arrangements for the selection and control of all access equipment for Work at Height within the Construction Phase Plan.

5.5 Lifting Operations

The Principal Contractor shall be required to detail the management arrangements for lifting operations or lifting devices selected as classified within the LOLER Regulations within the Construction Phase Plan.

This should include full details of:

- (a) The arrangements for carrying out a suitable risk assessment for the lifting operations
- (b) The preparation and provision of a suitable method statement for the lifting operation
- (c) The nominated persons to act as the person in control of the lifting operations

5.6 Manual Handling

The project may require the removal/handling of large or heavy items.

This should be undertaken by persons suitably experienced in handling and lifting heavy items greater than 25kgs with specialist equipment.

The Principal Contractor shall be required to detail his arrangements the management of persons exposed to manual lifting or lifting of weights greater than 25 kgs within the Construction phase plan. For more information refer to the current Manual Handling Regulations

5.7 Restrictions on Noise, Vibration, and other Environmental / Planning Issues

The Principal Contractor is expected to use his best endeavours to limit the amount of noise and dust emanating from his works. Vibration, noise, and dust pollution must be kept to a minimum considering the properties nearby. All reasonable steps must be taken to reduce noise and dust pollution to levels acceptable to the Local Authority Environmental Health Department under the Environmental Protection Act 1990.

The Principal Contractor shall be required to detail his arrangements for the control and monitoring of emissions into the atmosphere. This shall include noise and dust associated with Construction activities.

5.8 Fire Escape Routes/Fire Risk Assessment

The Principal Contractor shall prepare a construction Fire Risk Assessment for the duration of the works and make sure that it complies with the existing building Fire Risk Assessment. A copy of the building Fire Risk Assessment can be obtained from Penzance Town Council.

6 Appendices

6.1 Appendix 1 – Principal Contractor’s Emergency Arrangement Drawing

The Principal Contractor shall be required to provide with the construction phase plan, a suitable drawing showing the emergency routes, call points, fire alarm systems, and if applicable, the location of waste skips external welfare facilities, traffic routes and storage areas.

6.2 Appendix 2 - CDM 2015 Regulations Schedule 2

Sanitary Conveniences

- Suitable and sufficient sanitary conveniences to be provided or made available at readily accessible places, adequately illuminated, and ventilated
- Kept clean and in good order and condition
- Separate facilities for both men and women when applicable, or where the facilities can be secured from the inside when in use by a single person.

Washing Facilities

- Suitable and sufficient facilities for washing must be provided, within the immediate vicinity of every sanitary convenience
- Washing facilities must be provided with hot and cold or warm running water so far as is reasonably practicable
- Must be provided with suitable means of cleaning and drying including soap and towels
- Must be adequately ventilated and illuminated
- Must be maintained in and clean and tidy order
- Must be capable of being secured if intended of being in use by a single person only

Drinking Water

- Adequate supply of clean fresh drinking water to be provided at readily accessible places.
- Must be adequately signed to identify drinking water
- Adequate supply of suitable cups or other drinking vessels unless water is provided by a jet.

Drying Room/Changing Facilities

- Suitable and sufficient changing facilities to be provided or made available where persons are expected to wear special clothing for work
- Be provided at readily accessible places
- Provided with adequate seating and lockers

Facilities for Rest

Facilities for rest or rest areas must be provided at readily accessible places and include suitable arrangements for:

- The protection of smokers and non-smokers
- Be equipped with adequate number of suitable tables and chairs with backs to support the total number of persons on site at any one time
- Include suitable arrangements to ensure meals can be prepared and eaten
- Including means to heat food and water
- Be maintained at an appropriate temperature

6.3 Appendix 3 - The CDM Regulations 2015 H&S File

The Health and Safety File shall be a project specific document containing all necessary information relating to the construction works. For the required number of copies and mode of presentation refer to the Contract Documents.

Sub Directories and Files:

- **Project Description**
- **Project Directory**
- **Residual Hazards**
- **As Built Drawings**
- **List of materials manufacturers and suppliers**
- **Operation and Maintenance Manuals for Installed Equipment**
- **Cleaning and Maintenance Strategies**