

PRE-CONSTRUCTION INFORMATION PACK



2A THE GROVE, LONDON, NW11 9SH
(DOCUMENT REFERENCE: SA/2ATG/PCI Rev A)

REVISION RECORD

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INTRODUCTION

This document forms the Pre-Construction Information for the project identified overleaf, as required by the Construction (Design and Management) Regulations 2007. Please note that these regulations are likely to change on 6th April 2015, however, the information noted within this document will remain a requirement.

Should the planned changes come into force in April 2015, the role of the CDM Coordinator (CDMC), will no longer be in place. A new role of Principal Designer (PD) will be implemented. Where a CDMC has been appointed prior to April 6th 2015, the CDMC can remain in place up to October 2015, at which point a PD will need to be appointed. However, there is an expectation that a PD is appointed as soon as possible after April 6th.

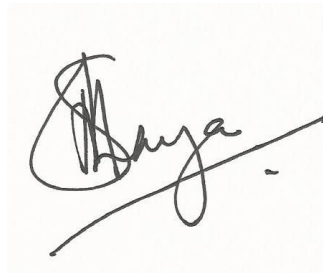
Other existing duty holders, i.e. the Client, Principal Contractor and Contractors will main, but there will be some changes to their relevant duties.

The information contained in this document should be developed by the Principal Contractor to form the Construction Phase Plan.

The Construction Phase Plan (CPP) must be forwarded to the CDM Co-ordinator before the Pre-Contract Meeting is held. Shaya Associates will then assess that the Plan has been suitably developed on behalf of the Client.

Should the Construction Phase Plan fail to reach the criteria expected, no works will be allowed to start on site. However, every effort will be made to work with the Principal Contractor to ensure that the necessary improvements to the Plan are achieved as soon as possible so that works can commence on site.

References: Construction (Design and Management) Regulations 2007- Regulation 23

A handwritten signature in black ink, appearing to read 'Mervyn Shaya', with a long horizontal stroke extending to the right.

Mervyn Shaya
Date: 17th March 2015

1.0 DESCRIPTION OF PROJECT AND CONTACT DETAILS

1.1 DESCRIPTION OF PROJECT AND LOCATION OF SITE

The works to be undertaken for this project are as described within the tender documentation, however the scope of this project includes;

- Demolition of existing detached property
- Construction of new property, consisting of a basement, ground, first and second floors.

1.2 LOCATION OF WORKS

The works are to be undertaken at premises located at;

- 2A The Grove, London, NW11 9SH (see figure 1).

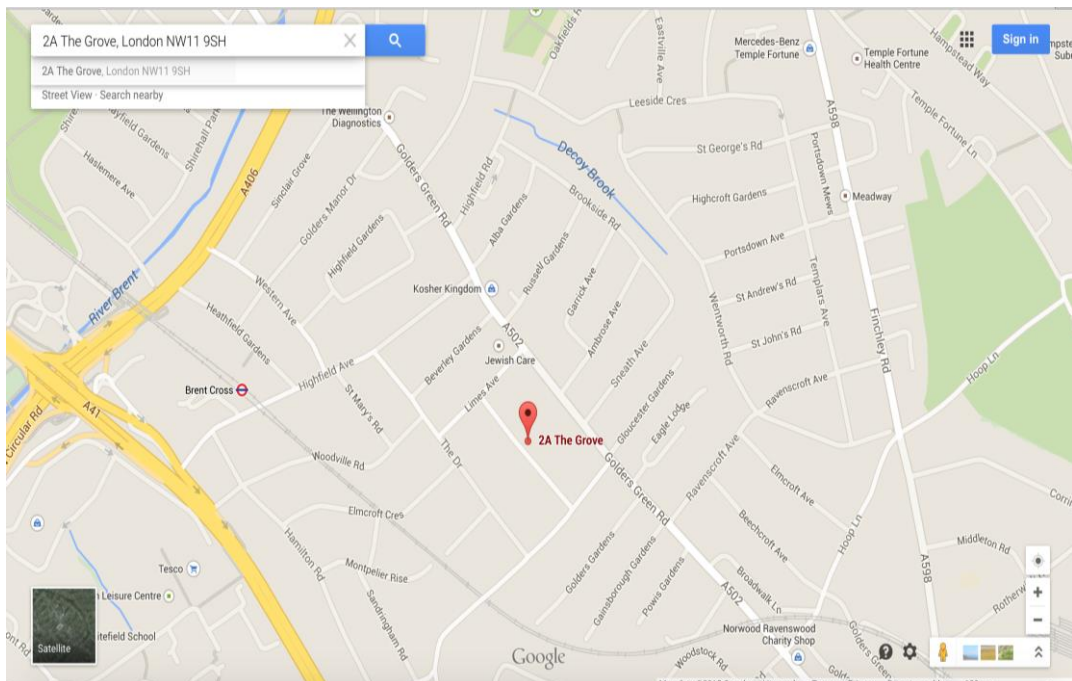


Figure 1

1.3 CONSTRUCTION TIMETABLES

- Commencement of construction works; TBA
- Duration of project construction works; 52 weeks

1.4 PREPARATION AND PLANNING TIME

- The minimum time allowed to the Principal Contractor for planning and preparation for the work is 1 week.

1.5 NOTIFICATION TO HEALTH AND SAFETY EXECUTIVE

This project is notifiable under Regulations 2(3) & 21 of the Construction (Design & Management) Regulations 2007. Initial notification is yet to be made.

1.6 PROJECT TEAM CONTACT DETAILS

| Role | Name/Address | Contact/Tel/Email |
|--|---|---|
| Client | Practical Building Solutions 28 Brookside Road London NW11 9NE | Contact; Eli Seliger Tel; 07976 298019 Email; eli@practicalbuildingsolutions.co.uk |
| CDM Co-ordinator | Shaya Associates 62 Princes Park Avenue London NW11 0JT | Contact; Mervyn Shaya Tel; 020 8455 2693 Email; mms@shayaassociates.co.uk |
| Designer - Architect | Space Agent Architects Limited 52 Great Eastern Street London EC2A 3EP | Contact; Matthias Hamm Tel; 020 7099 6136 Email; lon@spaceagent.com |
| Designer - Structural Engineers | Shaya Associates 62 Princes Park Avenue London NW11 0JT | Contact; Mervyn Shaya Tel; 020 8455 2693 Email; mms@shayaassociates.co.uk |

1.7 APPLICATION OF THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

These premises are not to be used as a workplace, therefore the finished product does need take account of the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.

1.8 LOCATION AND EXTENT OF EXISTING RECORDS AND BUILDING INFORMATION

The client is not aware of any existing information that may be available in relation to this property.

2.0 CLIENTS CONSIDERATIONS MANAGEMENT REQUIREMENTS

2.1 ARRANGEMENTS FOR PLANNING AND MANAGING THE CONSTRUCTION WORK, INCLUDING ANY HEALTH AND SAFETY GOALS FOR THE PROJECT

2.1.1 Client Specific Requirements

Suitable hoarding and site security must be in place to prevent unauthorised access and protect members of the public from injury during the works as well as to reduce the likelihood of theft and vandalism.

2.1.2 Health and Safety Goals for the Project

In respect of health and safety, the overall objectives of health and safety on this project are to ensure that, as far as is reasonably practicable, no serious or life threatening accidents occur to any person employed on, or visiting the site or affected by the site e.g. the general public, minor accidents are reduced to a minimum and that lost working days caused through accident or ill-health are significantly reduced from the construction industry "norm".

In respect of the Pre-Construction Information, the objective of this document is to ensure that designers of all persuasions have given due consideration to the subject of health and safety in respect of the project works and that all reasonable information is made available to all interested parties prior to the commencement of the construction phase.

In respect of the Construction Phase Plan, the objective of this part of the Construction Phase Plan is to ensure that the Principal Contractor addresses all of the hazards and risks identified in the pre-construction stage so as to ensure, as far as is practicable, the health, safety and welfare of all those employed on or visiting the construction site.

2.1.3 Communication and Liaison between the Client and Others

The Client is actively involved in the decision-making process associated with the project and will need to be kept informed of all the decisions made by the design team and the Principal Contractor.

2.1.4 Arrangements for Security of the Site

Ensure suitable hoarding is erected where there are not suitable measures to prevent the public from gaining access to site, consideration must be given to any external building works as well as storage. Ensure that all doors and entrances to the work site remain locked while not in use. The Principal Contractor must make suitable arrangements to secure all work areas to prevent access by members of the public.

2.1.5 Provision for Adequate Welfare Facilities

The Principal Contractor will provide adequate welfare on the basis of the local site conditions and risk assessment. Details of the proposed site compound facilities should be highlighted in the Construction Phase Plan and agreed with the Client and CDM Co-ordinator prior to the construction works commencing. Welfare capacity may be added to or increased as the workforce develops however as a minimum the Principal Contractor should provide welfare facilities as outlined in Schedule 2 of Construction (Design and Management) Regulations 2007, Approved Code of Practice.

2.2 REQUIREMENTS RELATING TO THE HEALTH AND SAFETY OF THE CLIENTS EMPLOYEES, CUSTOMERS OR THOSE INVOLVED WITH THE PROJECT

2.2.1 Overlap with Client Business Operations

Not applicable

2.2.2 Contractor Specific Site Rules

The Client demands that disturbance to the local community is kept to a minimum and that all reasonable precautions are made to ensure the safety and welfare of all individuals affected by the works both on and off the site. The site will remain in sole control of the Principal Contractor until handover and it is therefore the responsibility of the Principal Contractor to detail the site rules and ensure that all are made aware of them.

2.2.3 Fire Precautions

The Principal Contractor is to detail his proposals for fire and emergency procedures in accordance with Regulatory Reform (Fire Safety) Order 2005 and within Fire Prevention on Construction Sites, which is published by the Construction Federation Fire Protection Association.

2.2.4 Emergency Procedures and Means of Escape

It is the Principal Contractor's duty to ensure that all means of escape are provided and maintained within the construction site and that the works do not impact on escape or access routes for the site, adjacent buildings and properties. The Principal Contractor must not allow vehicles to block any neighbouring premises fire exit doors/routes.

2.2.5 Client Permit to Work Systems

Works must NOT commence on site until the CDM-C has been satisfied that a Construction Phase Plan has been suitably developed for the project.

The Principal Contractor is expected to operate his own Permit-to-Work systems for at least the following;

- Excavations
- Entry into confined spaces
- Hot works
- Work on electrical systems

2.2.6 Site Hoarding Requirements

All site hoardings are to be erected using nominal 50mm x 50mm planed softwood, faced with minimum 18mm thickness plywood, painted to the public face with emulsion. All hoardings are to be braced and anchored to the floor to ensure stability. All access doors cut into the hoardings must be flush fitting. The height of the hoardings from ground level is to be a minimum of 2.4m.

2.2.7 Client's Requirements Relating to Asbestos

The client is not aware of any locations that contain asbestos containing materials, therefore a demolition/refurbishment survey will need to be undertaken by a competent person. The results/report of this survey is to be made available to the Principal Contractor.

2.2.8 Areas of Restricted Access or Special Authorisation

The CDM Co-ordinator is not aware of any areas of restricted access or where special authorisation is required.

2.2.9 Site Transport Arrangements and Traffic Restrictions

The work site is situated within a residential area, with parking restrictions in force. Vehicle movements are to be coordinated and arranged to take place during off-peak periods.

The equivalent of two parking bays will be dedicated for the delivery of construction plant/materials and for waste removal (see figure 2).



Figure 2

As previously stated, sufficient importance must be given to managing to interface between construction traffic and pedestrians whilst on site.

2.2.10 Access to Confined Spaces

There are no issues that the CDM Co-ordinator is aware of however the Principal Contractor should be aware of the Confined Spaces Regulations and take suitable precautions when operating within areas which may be deemed as a confined space.

2.2.11 Smoking Restrictions

The site is a workplace, therefore, all smoking must be done off the premises. The Principal Contractor must identify a suitable place where site personnel can be allowed to smoke.

2.2.12 Parking Restrictions

Parking restrictions are in force within The Grove, which are in the main, single yellow line.. The Principal Contractor is to outline the parking arrangements within their Construction Phase Plan.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 SAFETY HAZARDS INCLUDING:

3.1.1 Boundaries, Access and Egress Including the Provision of Temporary Access

Access to and from the site is via the frontage of the property, which is to be suitably hoarded, prior to any works taking place. Therefore, temporary access is to be provided within the hoarding, which must be secured. Suitable signage must also be placed onto the hoarding, giving indication of it being a construction site and that no unauthorised access is permitted.

Site boundaries are delineated within figure 3.

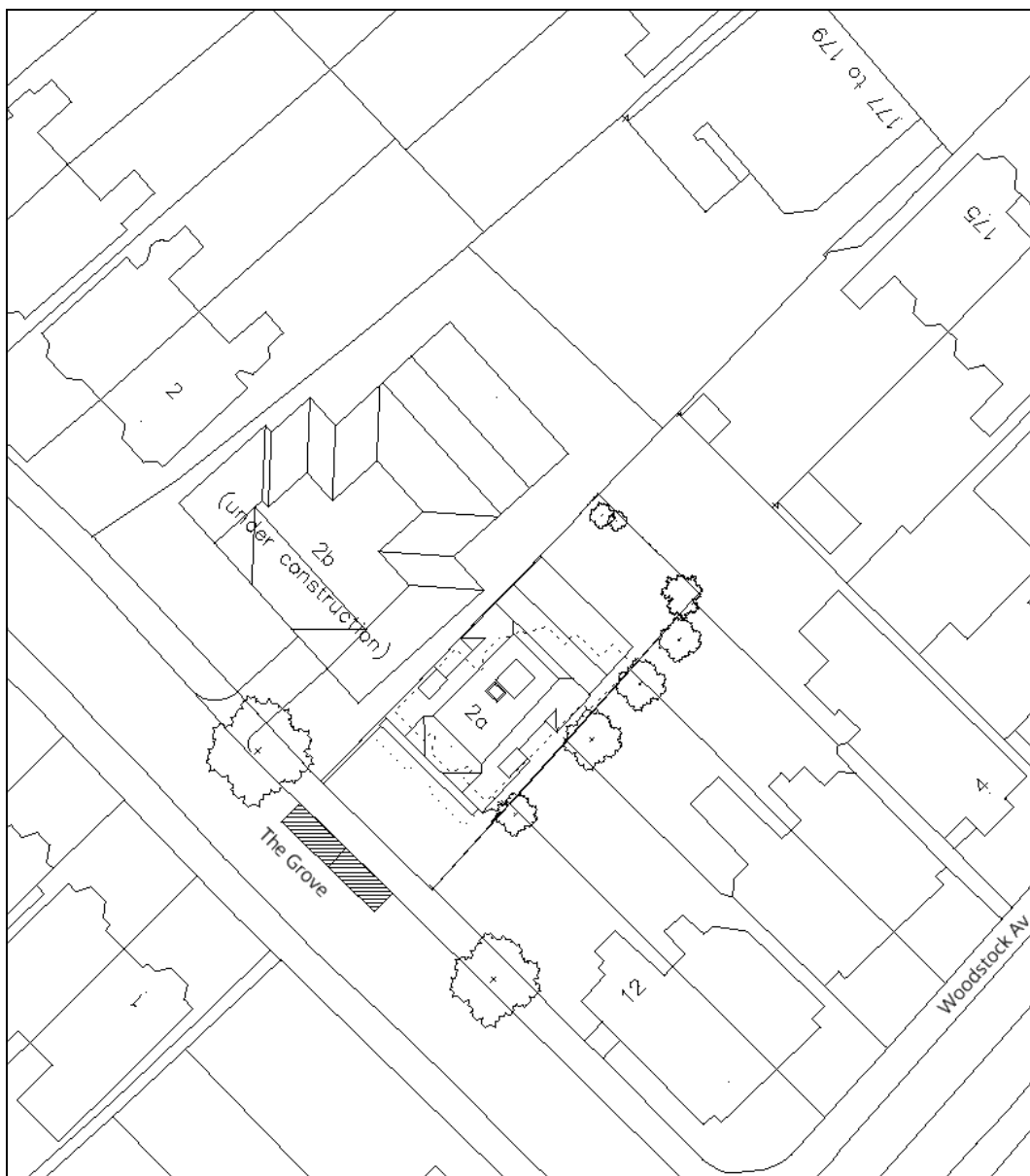


Figure 3

3.1.2 Contractor Site Set-Up

The Principal Contractor will liaise with the CDM Co-ordinator on appointment with regard to site set-up with arrangements detailed within the Construction Phase Plan.

3.1.3 Restrictions on Deliveries, Storage and Waste Collection

It is advised that deliveries are arranged for off peak times, so as to minimise disruption.

The Principal Contractor must clearly set out within the Construction Phase Plan, arrangements for deliveries, storage and waste collection.

The Principal Contractor is to provide and manage a suitable laydown and storage area within the site demise.

3.1.4 Existing Storage of Hazardous Materials

There are no known hazardous substances or materials being stored on site.

3.1.5 Adjacent Land Uses

The access to the site is a residential area, with the site itself being surrounded by other properties.

3.1.6 Existing Ground Conditions

The CDM Co-ordinator has not been made aware of any significant hazards associated with ground conditions.

3.1.7 Location of Existing Services

The following services are located within the site demise.

3.1.7.1 Electricity

Available on site and is currently isolated.

3.1.7.2 Water

Available on site and is currently isolated

3.1.7.3 Gas

Available on site and is currently isolated

3.1.8 Information about Existing Structure

The client has no other information in relation to the existing structure, other than it being a detached house, traditionally built.

3.1.9 Previous Structural Alteration

The client is not aware of any previous structural alterations.

3.1.10 Working at Height Issues

Within the scope of works for this project, there are a number of activities that will necessitate working at height. The Principal Contractor must ensure that the requirements of the Working at Height Regulations are taken into consideration and applied as required. This includes the need to avoid working at height, wherever it is possible to do so.

3.1.11 Likely Structural or Demolition Issues

The client is not aware of any structural or demolition issues. A method statement must be produced by the Principal Contractor, detailing both the methodology and sequence of demolition. The method statement must be supported with a risk assessment, that will identify the foreseeable significant risk and how they are to be subsequently eliminated or reduced to a tolerable level.

3.1.12 Issues Relating to Previous Building Damage

The client is not aware of any previous building damage.

3.1.13 Difficulties Relating to Plant and Equipment Access

Aside from the proximity of the site to adjacent retail properties, access for plant and equipment would appear to be satisfactory, however the Principal Contractor will need to undertake their own review and implement any arrangements necessary. Any such arrangements are to be detailed within the Construction Phase Plan.

3.1.14 Historic Building Information and the Health and Safety File

Not applicable

3.2 HEALTH HAZARDS INCLUDING:

3.2.1 Asbestos

The client is not aware of any locations that contain asbestos containing materials, therefore a demolition/refurbishment survey will need to be undertaken by a competent person. The results/report of this survey, is to be made available to the Principal Contractor.

3.2.2 Contaminated Land

The CDM Co-ordinator has not been made aware of any contaminated land issues.

3.2.3 Use of Hazardous Chemicals and Substances

There are no known hazardous chemicals or used or stored within the site demise.

3.2.4 Health Risks arising from the Client's Activities

Not applicable

3.2.5 Ecological

The CDM Co-ordinator has not been made aware of any ecological issues.

3.2.6 Waste or Rubbish

Waste storage and collection arrangements are to be planned for by the Principal Contractor as part of the Construction Phase Plan.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 SIGNIFICANT DESIGN ASSUMPTIONS, SUGGESTED WORK METHODS, SEQUENCES OR OTHER CONTROL MEASURES.

There are no significant design assumptions or unusual methods of construction required within the scope of works. A schedule of method statements and risk assessments must be provided to the CDM-C with the Construction Phase Plan, prior to any works taking place.

4.2 ARRANGEMENTS FOR COORDINATION OF ONGOING DESIGN WORK AND HANDLING DESIGN CHANGES

The following procedures must be observed where unforeseen eventualities arise during construction or where design changes might result in the reallocation of health and safety resources.

- Any design change must be reviewed by the designer(s) following the same procedures as adopted in the original design process.
- Details of design changes with health and safety implications must be issued to the CDM Co-ordinator.
- The design changes will be reviewed on site by the Principal Contractor to examine the health and safety implications and all necessary measures taken to implement these changes.
- Construction changes generated by unforeseen circumstances must be assessed by the "designer" and the designer(s) and resolution to these problems passed to the CDM-C.

4.3 INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN

4.3.1 Designers Risk Reviews

Issues relating to any risks arising from design should be identified, raised and managed during monthly project team meetings, with minutes taken and distributed accordingly. Any relevant information will be communicated to all relevant parties accordingly.

4.4 PRINCIPAL CONTRACTOR DESIGN INPUT

Where the Principal Contractor is expected to develop their own detailed designs from the conceptual designs produced from the architects and consultants engaged on the project, the Principal Contractor should be aware that they will also be deemed a "designer" under the CDM Regulations and subject to the same duties as defined. Designs will be expected to comply with the Workplace (Health, Safety and Welfare) Regulations 1992, be buildable without risk to health and safety so far as is reasonably practicable, the designs should take into consideration the principles of prevention; Eliminate, Inform, Reduce and Control.

Where any residual hazards and risks remain once the work is completed, these should be documented on a residual risk register along with suggested control measures. The same change control procedure will apply as defined in Section 4.2. Where there is formal change control process in effect, the Principal Contractor should ensure that all change and requests for are documented in a formal way such as, site minutes, design team group email etc. Where any change impacts on the existing health and safety of the site or the overall design of the building, the Principal Contractor should bring this to the attention of the CDM Co-ordinator as a priority.

5.0 GENERAL CONSTRUCTION HAZARDS

5.1 COMMON CONSTRUCTION HAZARDS

The list below contains the more common hazards that are found on construction sites. Whilst it is appreciated that the contractor will recognise these hazards, his attention is drawn to the need to control these as well as the more site-specific risks. The list is not exhaustive and should be extended as appropriate by the Principal Contractor. Risks associated with these hazards are to be addressed as appropriate.

5.1.1 Noise

The Principal Contractor should consider the Noise at Work Regulations and the levels of exposure of their site operatives and the general public. The Principal Contractor should monitor noise levels on site, particularly when carrying out works such as breaking out of concrete and demolition activities. The appropriate actions should be undertaken where the action levels are exceeded. Regulation 5, paragraph 1 states: "An employer who carries out work which is liable to expose any employees to noise at or above a lower exposure action value shall make a suitable and sufficient assessment of the risk from that noise to the health and safety of those employees, and the risk assessment shall identify the measures which need to be taken to meet the requirements of these Regulations".

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80 dB
- A peak sound pressure of 135 dB.

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85 dB
- A peak sound pressure of 137 dB.

The exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB
- A peak sound pressure of 140 dB

Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations. The Principal Contractor's attention is also drawn to the Environmental Protection Act 1990 with respect to noise being emitted from a site, which may deem to be statutory nuisance.

5.1.2 Vibration

The Principal Contractor should consider the Control of Vibration at Work Regulations and the levels of exposure of their site operatives. The Principal Contractor should monitor vibration levels on site. The appropriate actions should be undertaken where the action levels are exceeded. Regulation 5, paragraph 1 states: "An employer who carries out work which is liable to expose any of his employees to risk from vibration shall make a suitable and sufficient assessment of the risk created by that work to the health and safety of those employees and the risk assessment shall identify the measures that need to be taken to meet the requirements of these Regulations".

For Hand-Arm Vibration the exposure limit and action values are:

- The daily exposure limit value is 5 m/s² A(8)
- The daily exposure action value is 2.5 m/s² A(8)

For Whole Body Vibration the exposure limit and action values are:

- The daily exposure limit value is 1.15 m/s² A(8)
- The daily exposure action value is 0.5 m/s² A(8)

Where it is likely that these values will be exceeded, the Principal Contractor should take steps to eliminate the works exposing the operative to vibration altogether. Where this is not reasonably practicable, the Principal Contractor should (via risk assessment) determine the safest method of continuing such as the need for job rotation.

5.1.3 Personal Protective Equipment

Personal Protective Equipment (PPE) should be provided where risks to health and safety arising from the work cannot be controlled by other means. The Principal Contractor's attention is drawn to the Personal Protective Equipment at Work Regulations which require that PPE be provided in certain circumstances. The Principal Contractor is to ensure that PPE is used where provided and that the PPE will not be detrimental to the safety of the persons being asked to wear it.

5.1.4 Abrasive Wheels

Abrasive wheels should be used by persons who are competent and have received the appropriate information, instruction and training. Abrasive wheels should be used with due regard to others in the immediate vicinity who may be affected by the works.

5.1.5 Electricity

It is important that all electrical supplies and equipment both permanent and temporary are constructed to a safe standard. The Principal Contractor's attention is drawn to the Electricity at Work Regulations which gives guidance for preventing danger from work on, or near, electrical systems and also the Electrical Equipment (Safety) Regulations which applies to low voltage electrical equipment.

5.1.6 Fire

The control of fire on the construction site is of utmost importance. The Principal Contractor should work in accordance with Part 4 of the CDM Regulations to prevent fires from occurring on site. The Principal Contractor's attention is also drawn to the "Fire Prevention on Construction Sites" produced by the Building Employers Confederation, the Loss Prevention Council and the National Contractors Group.

5.1.7 Lifting Appliances and Lifting Gear

The regulations that now cover the use of lifting equipment and lifting operations is the Lifting Operations and Lifting Equipment Regulations. Broadly, the regulations require that all plant and equipment is adequately maintained and that records are kept of this maintenance. When lifting operations are undertaken all plant and equipment is to be stable and that lifting points are adequate and sound. Where significant lifts are required the Principal Contractor should ensure that a detailed lifting plan is produced and agreed prior to the operation being carried out. Personnel who have received suitable information, instruction and training with regard to the operations that they are undertaking should only undertake lifting operations.

5.2 GENERIC SITE HAZARDS

Below are some general health and safety considerations that the Principal Contractor may wish to bear in mind when carrying out the work for this project.

Dust Suppression – Where works may give rise to significant amounts of dust and/or debris the Principal Contractor should provide measures to reduce this such as damping down materials, screens or Local Exhaust Ventilation (L.E.V.)

Segregation of Activities – Where works may impact on circulation routes around the building then adequate signage and barriers will be required which should encourage pedestrians to move away from the work in question.

Trailing Leads – Wherever possible leads should be laid away from main walkways and circulation areas to avoid them presenting a trip hazard. Where this is not possible lead guards or similar control measures should be in place.

Cutting/Grinding/Mechanical Operations – Mechanical operations such as cutting can give rise to significant levels of noise. Wherever possible these operations should be carried out externally, this will also assist in suppressing dust and debris.

Location of Compound, Waste Areas and Skips – Given the restrictive nature of the site in terms of space, locations of the above items should be in sympathy with the clients existing activities and minimise impact on the vehicle and pedestrian routes where possible.

6.0 THE CONSTRUCTION PHASE PLAN

6.1 CONSTRUCTION PHASE PLAN CONTENT

The Principal Contractor will develop the Construction Phase Plan prior to works commencing on site. A copy should be forwarded to the CDM Co-ordinator at the earliest possibility prior to work commencing for comment. The Principal Contractor will liaise with the CDM Co-ordinator to determine the suitability of the Construction Phase Plan. Upon confirmation of a suitable and sufficient plan, the CDM Co-ordinator will advise the Client that work can commence.

Further guidance on the content of the Construction Phase Plan can be found in the HSE published 'Managing Health and Safety in Construction – Construction (Design and Management) Regulations 2007 Approved Code of Practice' Appendix 3.

6.2 METHOD STATEMENTS AND RISK ASSESSMENTS

The Principal Contractor and Main Contractors are required to consider the health and safety issues of an activity and are to consider the measures that should be put in place to protect the workforce and others, who may be affected from these risks. This process requires the development of risk assessments and method statements. Method statements will contain the results of risk assessments/risk analyses, which in turn contain the following information;

- Project Reference;
- Date of issue;
- Author;
- Activity/Design element;
- Hazard associated with the activity;
- Risk assessment based on;
 - severity in terms of the injury likely to result from the hazard;
 - the frequency of exposure to the event; and
- The action to be taken.
- It should be noted that one method statement may refer to a number of risk assessments, and that these risk assessments may be generic risks encountered on numerous sites, however site-specific risk assessments must also be undertaken, as these will describe the risks that are to be encountered on site and the specific control measures implicated in order to mitigate the risk.

6.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

It may be necessary for the Principal Contractor to generate COSHH assessments where necessary for any hazardous materials to be used on site or those generated by the nature of the works. The Principal Contractor is to ensure that persons who are using these materials, or carrying out the works appreciate the hazards associated with them and understand the safety requirements. It will be necessary to obtain safety data sheets in order to understand the nature of the substances. Safety Data Sheets should contain the following information;

- Identification: Material type and composition;
- Physical and chemical properties;
- Toxicology. i.e. Routes of entry, acute effects, chronic effects;
- Emergency procedures i.e. spillage/disposal, first aid, fire;
- Precaution for handling and use i.e. protection of:-
 - Public
 - Employees
- Other consideration i.e. storage, health surveillance.

The Principal Contractor should also note that common by-products of work such as cutting/drilling of concrete give rise to dust. The concrete dust itself is a silicate and is considered a harmful substance when breathed. Dust and airborne particulates should also be controlled particularly when adequate ventilation is not available and working indoors.

7.0 THE HEALTH AND SAFETY FILE

7.1 CONTENT OF THE HEALTH AND SAFETY FILE

When putting together the health and safety file, the Principal Contractor should consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work;

- A brief description of the work carried out;
- Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);
- Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery
- Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);
- Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc; and
- Information and as-built drawings of the structure, its plant and equipment for example, the means of safe access.

Appendices

A) CDM RESPONSIBILITIES

RESPONSIBILITIES UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

(i) The Client

The Client has overall responsibility for the health and safety of all their employees whilst at work and for all other persons not in their employ, including visiting Consultants, members of the public etc. The Client is responsible for ensuring that all persons engaged on the project carry out their activities in accordance with all relevant health and safety legislation, as far as is reasonably practicable. The Client is responsible for terminating works if he/she believes that persons' safety is at risk.

(ii) The CDM Co-ordinator

The CDM Co-ordinator is responsible for ensuring that all requirements under the Construction (Design and Management) Regulations 2007 applicable to the role are carried out. The CDM Co-ordinator is responsible, as far as is reasonably practicable, for ensuring that all designers provide information as appropriate in respect of health and safety matters and that they co-ordinate and co-operate with each other. The CDM Co-ordinator, Turner Business Consultants Ltd, has been authorised by the Client to place a stop on all projects if CDM requirements have not been fulfilled before commencement on site. This particularly refers to the acceptance of the Construction Phase Plan produced by the Principal Contractor. The CDM Co-ordinator is responsible for ensuring that the Client is kept informed of all relevant health and safety matters applicable to the project.

The CDM Co-ordinator is responsible for carrying out various site safety audits, as instructed by the Client and has authority to prohibit works on site should any situation pose an imminent risk to health and safety of any persons. The ultimate aim of these visits is to ensure that the Client's responsibilities are met, that a continuous review of the Contractor's health and safety competencies is undertaken and to ensure that the CDM management procedures set forth in the Construction Phase Plan are being carried out. These visits do not negate the Principal Contractor from their responsibilities. The CDM Co-ordinator is not responsible for health and safety matters on site, but merely acts in an advisory capacity.

(iii) The Designer

All designers of all persuasions are responsible for complying with their duties under Regulation 11 of the Construction (Design and Management) Regulations 2007. Designers must produce Design Risk Assessments, or other such documents for their designs in accordance with any standard documentation approved by the Client. All residual health and safety hazards resulting in a specific design solution must be accompanied by a Design Risk Assessment which outlines how the hazard is to be controlled and monitored during both the construction phase of the project and during the subsequent use of the building. Designers must ensure that they consider on-going design changes during the construction process and must adapt previous Design Risk Assessments to address new hazards and residual risks. They must also ensure that any such changes are highlighted to the CDM Co-ordinator. The Principal Contractor is to note that under any Design and Build Agreement he is deemed to be a designer under CDM and must follow the requirements of Regulation 11, ensuring that information is shared between any design department and on-site construction division. Information contained in the Design Risk Assessments must be shared within the Project Team.

(iv) The Principal Contractor

The Principal Contractor is responsible for ensuring that all requirements under the Construction (Design and Management) Regulations 2007 applicable to the Principal Contractor are carried out. The Principal Contractor is responsible for ensuring the health, safety and welfare of all people employed on or visiting the construction site or affected by the site e.g. general public. The Principal Contractor is responsible for fulfilling those aspects of the Construction Phase Plan as specifically described. The Principal Contractor must also ensure that all relevant Notices, including all Statutory Notices are displayed on site as necessary. The Principal Contractor is responsible for developing the Construction Phase Plan as necessary to address all hazards and risks identified in respect of the project, including for any changes made during the course of construction. The Principal Contractor is responsible for ensuring that all contractors and subcontractors appointed to the project are competent in respect of health and safety matters and that they receive adequate information, instruction and training in respect of any specific site safety rules and procedures. The Principal Contractor is responsible for notifying the CDM Co-ordinator of any significant changes to the design of the project, construction method changes etc so that any implications for health and safety can be considered. The Principal Contractor is responsible for liaising with the CDM Co-ordinator in respect of any matter relative to the construction project which might have a bearing on general health and safety, legal responsibilities under any Act or Regulation, in particular the Construction (Design and Management) Regulations 2007. The Principal Contractor is responsible for the reporting of all accidents, incidents etc as they occur, to the CDM Co-ordinator, Design Team, Enforcing Authorities etc. The CDM Co-ordinator must be notified of any incident which may affect or influence health and safety matters on site or within the general vicinity of the project. The Principal Contractor is responsible for ensuring that the external works contractor complies with the requirements of the Construction Phase Plan, and the Principal Contractor is authorised to take whatever action is necessary in respect of health and safety issues in order to ensure that site safety is addressed. The Principal Contractor shall report to the Client, the Project Manager and to the CDM Coordinator any concerns regarding the performance of any contractor in respect of health and safety issues. The Principal Contractor is responsible for ensuring that the Store Management are kept informed of works as they progress and must ensure full coordination and co-operation between all parties in respect of access to work areas/sales areas, access by the public and staff, delivery of the merchandise/construction materials, erection of hoardings, maintenance of fire escape routes etc. The Principal Contractor is not required to be an expert in all construction disciplines, but must ensure an overview and co-ordination role in respect of all work activities on site. This can be achieved by holding regular meetings, checking method statements, reviewing work practices, managing communal areas etc.