



Council of the Isles of Scilly

Kirklees Flat Conversion

Pre-Construction Information

4101565-K

December 2023

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1. Introduction

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

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

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

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

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

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

Notification of Project

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

Definitions

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

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

2. Site and Proposed Works

2.1 Kirklees

2.1.1 Site address:

Kirklees
33 Porthcressa Road
Hugh Town
St Mary's
Isles of Scilly
Cornwall
BA5 2PU

2.1.2 Site location and general environment

Kirklees is a residential property owned by the Council of the Isles of Scilly Housing, believed to have been constructed around 1960's-1970's. The property is located in Hugh Town with Town Beach to the North and Porthcressa Beach to the South. The surrounding areas consists of a combination of residential and commercial land uses.

The property is South-Facing and fronts directly onto Porthcressa Road. There is no associated off-road parking. There is a small rear patio garden which backs directly onto the next terrace garden with no direct external access.



2.1.3 Adjacent land uses

Kirklees is an end-terrace dwelling primarily with residential adjacent land uses. There is a link attachment to the East to Penlee Boathouse, understood to be a small store/workshop.

2.1.4 Proposed works

The proposed works consist of the conversion of the dwelling into two self-contained residential flats situated on the ground floor and first and second floor.

Summary of the schedule of works (including but not limited to):

- Compartmentation of the units to achieve fire and sound requirements
- Separation and upgrades to existing services to supply each flat individually
- General refurbishment including kitchen and bathroom renewals
- Repairs and redecorations

2.1.5 Existing Services

The following services are understood to be present:

- Mains water
- Electricity
- Rainwater and foul drainage

2.1.6 Timescale

Key dates as follows:

- Issue tender documents – December 2023
- Tender returns – January 2024
- Commence on site – February 2024
- Completion – April 2024

2.1.7 Extent and location of existing records and plans

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

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

Information Type	Document Title and Reference	Held by	Comments
Existing Floor Plans	4101565-K-0-01 Existing Plans	Currie & Brown	Issued as part of tender package
Asbestos Refurbishment and Demolition Survey	L-30203 Survey Report - Kirklees, Isles of Scilly (R)	Currie & Brown	Issued as part of tender package

3. Project Team

Project Team Member	Company and Address	Contact Details
Client	Council of the Isles of Scilly Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly. TR21 0LW	Sian Greenlaw Tel: 01720 424417 E: sian.greenlaw@scilly.gov.uk
Client	Council of the Isles of Scilly Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly. TR21 0LW	Rachel Guy Tel: 01720 424417 E: rachel.guy@scilly.gov.uk
Contract Administrator	Currie & Brown Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter. EX2 5TY	Aidan Irving Tel: 01392 813 049 E: aidan.irving@curriebrown.com
Quantity Surveyor	Currie & Brown Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter. EX2 5TY	Aidan Irving Tel: 01392 813 049 E: aidan.irving@curriebrown.com
Principal Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth. PL1 3GE	Ayrton Hemmens Tel: 01752 278 199 E: ayrton.hemmens@curriebrown.com
Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth. PL1 3GE	Ayrton Hemmens Tel: 01752 278 199 E: ayrton.hemmens@curriebrown.com
Principal Contractor	TBC	TBC

4. Client's considerations, planning and management requirements

4.1 Client Brief and Safety Goals

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

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

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

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

4.2 Communication

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

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

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

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

Health and safety is to be an agenda item at all progress meetings.

The Principal Contractor shall notify the project lead of:

- Any visits to the site by any regulator (HSE etc.) as soon as possible.
- A report on the outcome of the visit.
- Any incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

It is the Principal Contractors responsibility to ensure that contractors, operatives and visitors on site have been provided with:

- Appropriate, work specific information.
- Health and safety training as appropriate to the works.
- Site induction (including access to up-to-date information).
- Information about the project (e.g., relevant parts of the Construction Phase Plan).

4.3 Design changes

As per CDM2015 (Regulation 20(1)(c)(ii) requires the Principal Designer to liaise with the Principal Contractor regarding 'any design development which may affect planning and management of construction work) the Principal Designer must be notified of any design changes and associated significant risks that may occur during the construction phase of the works. Liaison between the Client, Principal Contractor and Principal Designer is essential to ensure that such changes do not increase risks during the works.

Major changes to construction methods / processes and/or changes to working practices that may increase risk during the works must also be referred to the Client and Principal Designer.

The Principal Contractor is to ensure the Construction Phase Plan is continually reviewed and updated to accommodate any design and construction method changes.

4.4 Contractor designed items

Elements that are to be designed by the Principal Contractor or specialist sub-contractors who shall for the purposes of CDM Regulations will be deemed Designers. The Principal Contractor must allow for all necessary liaison with the Principal Designer as to any health and safety implications to the inclusion of such items to the Construction Phase Plan.

4.5 Security of the site

The Principal Contractor shall be wholly responsible for the security of all areas in their possession and provide all practicable measures to prevent un-authorised access ensuring that any visitors are instructed by way of signage to report to the site office and to sign in accordingly. At the end of each working day, the site is to be left secure in such a manner that no unauthorised persons can gain entry to works areas.

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

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

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

4.6 Welfare provision

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

There is scope for an off-site storage compound located on St Mary's to be designated for use by the Contractor for the works duration. This is to be agreed with the Client in advance of the works programme following confirmation of compound requirements.

4.7 Overlap with the Client's undertaking and other users of the site

There shall be no overlap with concurrent construction works by other users of the site. The site shall remain vacant throughout the duration of the project.

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

4.8 Permit-to-work systems

The Principal Contractor shall comply with all the Clients Permit to Work procedures that are in place, where none are in place, the Principal Contractor shall implement their own permit procedures to control operations such as:

- Hot Work
- Service disconnections and isolations
- Work at height
- Works in confined spaces

4.9 Fire precautions and emergency procedures

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

The fire plan for the works shall address the following:

- Ensuring there is a responsible person in charge of fire safety who can assess fire risks, understand fire growth, and spread, will prepare and update site evacuation plans as necessary.
- Being alerted to any event or alarm at the adjacent buildings.
- Include procedures to reduce the risk of fire, the spread of fire and for dealing with fires, explosion and other major incidents.
- Establishing an agreed and suitable Fire Muster Point.
- Procedures for communicating with neighbours on matters of fire safety/evacuation/
- At all times, maintaining adequate means of escape for all personnel, building occupants, visitors to the site and the public using adjacent occupied buildings.
- Identification and maintaining clear access to existing fire hydrants.
- Advising all site staff/operatives on existing building fire alarm systems and procedures.
- Maintaining routes for emergency vehicles.

In addition, the Principal Contractor shall have a formulated emergency procedure for the site and these procedures shall include details of the nearest accident and emergency unit, local police details and a marked-up site plan for use by the emergency services. All emergency routes are to remain open throughout the duration of the works.

4.10 Smoking restrictions

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

4.11 Work in Public Areas

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

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

4.12 Client's site rules

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

The following is a list of additional, general site rules the Principal Contractor is expected to comply with.

- Operatives to wear minimum PPE, as identified by the Principal Contractor, at all times, and other PPE as and when dictated by COSHH or Risk Assessments.
- Only trained, certified and competent personnel shall be permitted to operate mechanical plant, tools and equipment. Copies of all certificates are to be kept available for reference.
- All personnel (operatives and visitors) are to sign in and out daily in a site register. Upkeep of the register is to be the responsibility of the Principal Contractor and instruction for use included within all site inductions.
- All operatives (including staff and visitors) shall receive appropriate safety induction.
- Only authorised people to be allowed into designated construction areas.
- At no time are tools, equipment, materials, or debris to obstruct common areas, shared access routes or fire routes and exits.
- All noisy and dusty work is to be carried out during reasonable hours and any inconvenience to adjacent neighbouring properties kept to a minimum.
- Comply with all Permit to Work procedures that are in place.
- Dust reduction and control measures will be employed prevent dust escaping from the works area.
- During working hours, waste and debris will be retained within the works area. At the end of each working day waste and debris could be removed to the contractors' compound (or

waste store) for removal to an approved waste receiving stations / recycling facility / approved landfill.

- No one shall be allowed on site under the influence of alcohol or drugs nor allowed to consume these whilst on site.
- The use of foul or abusive language or gestures shall not be tolerated.
- Racist or sexist behaviour or material shall not be tolerated on site.
- A NO SMOKING policy shall be applied except in any specific client identified areas.

5. Project Health and Safety Hazards

The following issues have been included, as they are deemed to be unusual and/or significant in respect to health and safety. The Principal Contractor is deemed to have visited the site and be fully acquainted with the nature, extent and restrictions relating to the site and its surroundings prior to commencing any work. It is also expected that the Principal Contractor will have reviewed in detail all available site information, surveys and reports.

5.1 Safety Hazards

5.1.1 Boundaries and general access, including temporary access

It is anticipated scaffold access will need to be installed outside of the property boundary on Porthcressa Road with the necessary approvals. This poses an additional risk of harm to the general public from works at height and risk of falling objects.

There is no associated land to the front of the property which is accessed directly off Porthcressa Road. This poses an additional risk of harm to the general public from contractors transporting materials, equipment and waste into and out of the property and risk of collision.

5.1.2 Vehicle movements

Deliveries to site will be within publicly accessible areas due to the site being accessed directly off Porthcressa Road. A nominated person, based on site, shall be appointed to co-ordinate vehicle deliveries and collections.

Significant traffic safety hazards include:

- Deliveries.
- Removal of waste materials.
- Heavy access plant / cranes.
- Compound location accessed via entrance to active recycling centre.

The Principal Contractor shall include in their Construction Phase Plan a traffic management plan.

- A marked-up site plan showing vehicle movement routes to and from the site, including to and from any storage areas.
- Reversing of vehicles shall be under the supervision of a suitably trained banksman.
- Safe routes for distribution of materials around the site.

5.1.3 Demolition and dismantling

All alteration, demolition and dismantling work should be carefully planned and conducted by a competent people to avoid unplanned structural collapse. This safe system of work must be developed in the form of a safety method statement identifying the sequence require to prevent accidental collapse of the structure.

5.1.4 Asbestos, including results of surveys

An Asbestos Refurbishment and Demolition Survey has been undertaken and is included within the tender package. The survey has confirmed asbestos containing materials are present within the property.

Positive ACM's were identified in the following locations however not deemed to be affected by the current scope of works:

- Vinyl floor tiles and paper backing to the ground floor stairwell.

- Asbestos insulating board panel soffit (main roof area, not including dormer extension).
- Cement undercloak to gable end.

It should be noted that additional areas have been flagged as potentially containing asbestos but not tested due to damage limitations which will be affected by the current scope of works.

The Principal Contractor is to ensure that due care and attention is given throughout the works. If potentially ACM's are discovered during the works, works should halt, and the Principal Contractor should obtain specialist advice with any removal undertaken by a competent person in accordance with HSE guidance.

The Principal Contractor shall ensure that all operatives and sub-contractors who are liable to disturb materials while conducting their normal everyday work, or may influence how work is carried out, have received basic awareness training in the event that a suspicious substance is detected.

5.1.5 Control of construction dust

The Principal Contractor must assess works activities against the creation of dust and implement measures to reduce and prevent spreading. The method for controlling this should be included with the Construction Phase Plan and updated as subsequent work phases progress.

- Silica dust – created when working on silica-containing materials like concrete, mortar, and sandstone (also known as respirable crystalline silica or RCS).
- Wood dust – created when working on softwood, hardwood, and wood-based products like MDF and plywood.
- Lower toxicity dusts – created when working on materials containing little or no silica. The most common include gypsum (e.g., in plasterboard), limestone, marble and dolomite.

5.1.6 Location of existing services

There is limited information available regarding the location of existing services to and within the building. All available information has been included within the pre-construction information pack. The contractor is expected to have visited the site and be aware of the existing services serving the site. All services should be considered live unless confirmed otherwise.

5.1.7 Hazard management

It is envisaged the Principal Contractor's Construction Phase Plan will detail how standard and low risk work will be managed.

Below is a schedule of potential hazards that will need to be managed:

- Manual Handling
- Works in contact with live services
- Works in confined spaces
- Vehicle movement and plant/machinery
- Works in close proximity with general public
- Vehicle movement within pedestrian areas

6. Significant Design and Construction Hazards

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

TABLE 1

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

The following issues have been identified, as they are deemed to be unusual and/or significant in respect to health and safety on this particular project.

6.1 Key hazards/risks identified in the Design Risk Assessment include:

- Works at height – falls
- Limited site storage - increased manual handling requirements
- Localised demolition and removals at height – risk of collision from falling objects
- Asbestos
- Works on electrical services

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

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

7. The Health & Safety File

Compiled by the Principal Designer in accordance with the Construction (Design & Management) Regulations 2015.

It is a requirement of the regulations that the Principal Contractor, in discussion with the Principal Designer, identifies the input required of contractors for inclusion in the Health and Safety File, and implements an effective management system by which such information is promptly provided to the Principal Designer.

- The obtaining of relevant health and safety information and documentation from all designers.
- The obtaining of relevant health and safety information and documentation from all contractors.
- In addition, the provision of all drawings in indexed AutoCAD (".dwg") and indexed PDF format (unless otherwise agreed).

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

7.1 Required information

The following required information is to be identified relevant to the health and safety of any future construction, maintenance, and repair work or cleaning.

- A brief description of the project.
- Any residual hazards which remain and how they have dealt with (*All relevant information or surveys or relating to asbestos, contaminated land, water bearing strata, underground services, drainage, and obstructions*).
- Key structural principles (*bracing, safe working loads for floors and roofs noting potential requirements for scaffolding and heavy machinery*).
- Hazardous materials (*lead paint, pesticides and special coatings which should not be burnt off*).
- Information on the removal or dismantling of installed plant and/or equipment (*Including special arrangements for access and lifting plus special instructions / procedures for dismantling*).
- Health and Safety information regarding equipment provided or required for maintenance, and cleaning of the building.
- The nature, location and markings of all major services including underground cables, gas supply equipment and fire-fighting services.
- Information and as built drawings of the structure, it's plant and equipment (*for example, the means of safe access to and from service voids, fire doors and compartmentalization etc.*

The above Health & Safety contribution information must be available (Draft version in advance of the below guide) and delivered to the Principal Designer a minimum of TWO WEEKS PRIOR to the award of Practical Completion.

Appendices

Appendix A - Site Location

Kirklees, Porthcressa Road, Hugh Town, St Mary's



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Date: 26/04/2019

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0 30 60 metres

Town Hall, The Parade,
St Mary's, Isles of Scilly, TR21 0LW



Council of the
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Appendix B - Designers Hazard Register

Hazard Elimination Management Schedule

Project Title: Kirklees Flat Conversion

Job No.: 4101565-K

Design Discipline: BS/Architectural

Prepared By: AH

Checked By: AI

* **Persons at Risk:** (1) Construction workers, (2) Staff (3) Maintenance workers (4) General Public

** **Action by:**
 Principal Designer – include in the Pre-Construction Information document
 Principal Contractor – manage risk during the construction phase
 Other designer – take into consideration when preparing their designs
 Client – pass information to designers / Principal Designer

Ref.	Activity	Hazard	Persons at Risk *	Design Measures taken, or being taken to eliminate or reduce the hazard	Information on the Residual Risk	Date Issue Raised	Action Required by: **
1	Lack of site boundary to building entrance, accessed directly off Porthcressa Road.	Works / access route within public area, risk of collision general public.	1, 4	<ul style="list-style-type: none"> - Clear, identifiable, and protected pedestrian walkways to building entrances. - Easily moveable, barrier fencing to be used where practical to temporarily restrict access to works locations. 	Risk adequately managed. PC to monitor and adapt to the requirements of programmed works.		PC / C
2	Scaffold access requirement in public area.	Falling objects	1, 4	<ul style="list-style-type: none"> - Obtain relevant approvals for scaffolding outside of property boundary. - Protective toe boards and netting to be included within scaffold design as required to prevent falling objects. - Utilise easily moveable, barrier fencing where practical to temporarily restrict access. 	Risk adequately managed.		PC / PD

3	Working at height	Falls from height	1	Works at high level to be undertaken using safe and suitable working platforms.	Works at height to be documented within CPP.		PC / PD
4	Noise & vibration	Disturbance	1, 4	Limited in respect of works scope. Agree mitigation measures in advance and include in CPP.	Risk adequately managed.		PC / PD
5	No off-road parking on site. Proposed compound location situated away from site.	Increased manual handling requirement	1	Delivery area to be agreed. Route kept clear during site works with clear signage. Lifting aids to be used where necessary.	Agree mitigation measures in advance and included in CPP.		PC / PD
6	No off-road parking on site. Proposed compound location situated away from site. Delivery vehicles arriving to site will be within publicly accessible areas	Risk of collision from vehicle movement.	1, 4	The Principal Contractor shall include in their Construction Phase Plan a traffic management plan. <ul style="list-style-type: none"> - A marked-up site plan showing vehicle movement routes to and from the site, including to and from any storage areas. - Reversing of vehicles shall be under the supervision of a suitably trained banksman. 	Agree mitigation measures in advance and included in CPP.		PC / PD
7	Works in close proximity to residential land uses	Disturbance	4	Suitable working hours to be agreed and strictly followed.	Risk adequately managed.		PC
8	Scaffolding left unattended during out of work hours.	Falling from height / anti-social behaviour	4	Scaffolding to be secured with locking gates and hatches at the end of each working day. Agree mitigation measures in advance and include in CPP.	Risk adequately managed.		PC
9	Asbestos	Exposure to asbestos containing materials upon commencement.	1	Asbestos Refurbishment and Demolition survey available within tender package. Contractor to review and monitor throughout the project. If potentially ACM's are discovered during the works, works should halt, and the Principal Contractor should obtain specialist advice in accordance with HSE guidance.	Risk adequately managed.		PC



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