

Council of the Isles Of Scilly

St Mary's Old School
Demolition

Pre Construction Information

Construction (Design and Management) Regulations 2015

Date: June 2016

Contents

Sweett (UK) Ltd Quality Assurance Procedures	iii
--	-----

Introduction	1
---------------------	----------

Notification of Project	1
-------------------------	---

1.0 Project Details	3
----------------------------	----------

1.1 Description of the Project	3
--------------------------------	---

1.2 Site location and general environment	3
---	---

1.3 Timescale and Project Team	6
--------------------------------	---

1.4 Extent and location of existing records and plans	7
---	---

2.0 Client's considerations, planning and management requirements	10
--	-----------

2.1 Client Brief and Safety Goals	10
-----------------------------------	----

2.2 Communication	10
-------------------	----

2.3 Security of the site	11
--------------------------	----

2.4 Welfare provision	11
-----------------------	----

2.5 Overlap with the Client's undertaking and other users of the site	12
---	----

2.6 Client's site rules	12
-------------------------	----

2.7 Fire precautions and emergency procedures	12
---	----

2.8 Further Client site specific rules or restrictions	13
--	----

3.0 Project Health and Safety Hazards	15
--	-----------

3.1 Safety hazards	15
--------------------	----

3.1.1 Boundaries and general access, including temporary access	15
---	----

3.1.2 Restrictions on deliveries, vehicular traffic or waste collection or storage	15
--	----

3.1.3 Vehicle/Plant movements	15
-------------------------------	----

3.1.4 Adjacent land uses	16
--------------------------	----

3.1.5 Existing Services	16
-------------------------	----

3.1.6 Ground conditions	17
-------------------------	----

3.1.7 Information about existing structures	17
---	----

3.1.8 Further hazard considerations	17
-------------------------------------	----

3.2 Health hazards	17
--------------------	----

3.2.1 Asbestos, including results of surveys	17
--	----

3.2.2 Existing storage of hazardous materials	18
---	----

3.2.3 Contaminated land, including results of surveys	18
---	----

3.2.4 Existing Services	18
-------------------------	----

3.3 Hazard management/key hazards	18
-----------------------------------	----

3.3.1 Hazard management	18
-------------------------	----

3.3.2 Significant Hazards	18
---------------------------	----

4.0 The Health and Safety File	20
---------------------------------------	-----------

Appendices

Appendix A - Work Involving Particular Risks

Appendix B - Anticipated Health and Safety Standards/Client Rules

Appendix C - Site's/Clients fire safety procedures / fire plan

Appendix D - Information on Significant Risks

Appendix E - Construction Phase Plan Criteria

Sweett (UK) Ltd Quality Assurance Procedures

This Document has been checked in accordance with the Sweett (UK) Ltd procedures.

Author	Matt Taylor MRCIS	Date	21/06/2016
Reviewed By	Kevin Redfern MRICS	Date	22/06/2016

Revision

Revision	Date	Comment

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.

Notification of Project

With reference to Regulation 6 this project requires notification to the Health and Safety Executive and on appointment of the Principal Contractor a notice shall be raised and thereafter issued to the Principal Contractor for their display on site.

Project Details 1:

1.0 Project Details

1.1 Description of the Project

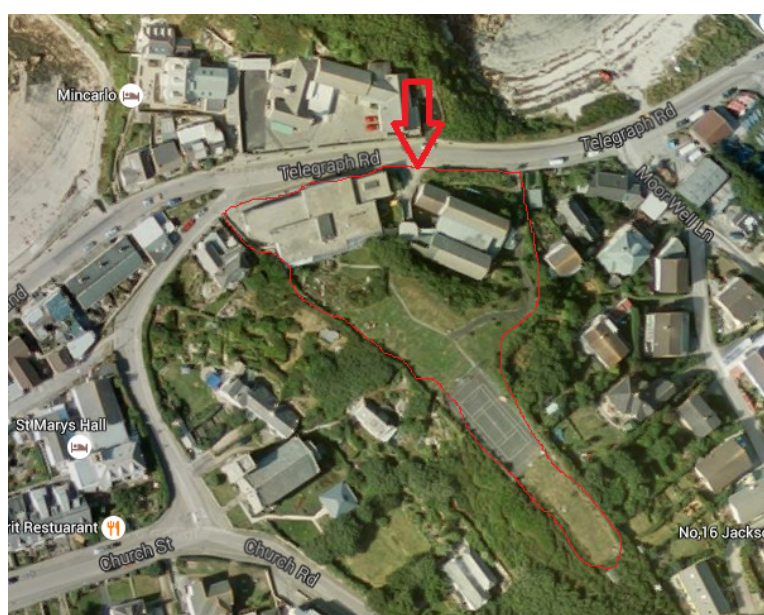
The project comprises demolition of the existing School and Science block. The school is no longer used by pupils or teachers but recently has been used as site setup and welfare for a Contractor working on another project on the Island. There will be no construction of a new building on the site within this Contract.

1.2 Site location and general environment

The site is situated on a rise on Telegraph Road and slopes significantly to the south, where a narrow finger extends to the rear of St Mary's Parish Church. Other than a tennis court, there is no built development in this area. There are two existing buildings built into the hillside, an east block of more traditional built form and a west block, built onto the street, and in part over-sailing the footway. The site rises to the rear and has become overgrown away from the road. There is a small landscaped area to the front of the east building. The remainder of the site is surrounded by residential housing. Access to the site is from Telegraph Road and there is limited parking. There is very little space around the building that faces onto the highway and it is considered to be within a constrained location. The contractor shall make themselves fully aware of the specific requirements and access restrictions contained in the Preliminaries and in particular section A34.

The full site address is: The Old School, St Mary's, Isle of Scilly, TR21 0LW

The aerial photo below shows the site location, with immediate adjacencies and restrictions:



The OS site location plan below shows extent of grounds associated with the site. The tendering contractors should note that the proposed demolition works are within close proximity of

residential/commercial and educational establishments. Additionally the Island is subject to a high degree of tourists whom will not be familiar with the local area.



The following photos highlight the close proximity the demolition site is to the public road and neighbouring buildings.



Existing School Block – with cantilevered section / façade forming part of the sports hall.



Main School building adjacent Island roads and footpaths leading to beaches and local businesses.



Main School building adjacent Island roads and footpaths leading to beaches.



Science block – road leading down to beach and light industrial estate – blue hatching denoting outside

1.3 Timescale and Project Team

Key Event	Date/Weeks
Minimum mobilisation period for preparation and planning of demolition	4 weeks
Anticipated start date for the construction phase	6 th September 2016
Anticipated duration of the construction phase	17 weeks
Anticipated completion date	3 rd January 2017

No phasing requirements have been identified.

Project Team Member	Company Name and Address	Contact Details
Client	Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly TR21 0LW	Diana Mompoloki Email: DMompoloki@scilly.gov.uk Tel: 01720 424000

Project Team Member	Company Name and Address	Contact Details
Project Manager	Sweett Group Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter EX2 5TY	Paul Chamings MRICS Email: paul.chamings@sweettgroup.com Tel: 01392 813047
Principal Designer	Sweett Group 1st Floor Studio 5-11 5 Millbay Road Plymouth PL1 3LF	Matt Taylor MRICS Email: matt.taylor@sweettgroup.com Tel: 01752 825000
Contract Administrator	Sweett Group Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter EX2 5TY	Paul Chamings MRICS Email: paul.chamings@sweettgroup.com Tel: 01392 813047
Cost Manager / Quantity Surveyor	Sweett Group Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane Exeter EX2 5TY	Aidan Irving Email: Aidan.irving@sweettgroup.com Tel: 01392 813040
Principal Contractor	TBC	TBC
Structural Engineer	MBA Consulting Boscawen House, Chapel Hill, Truro TR1 3BN	Chris Owen Email: chris.owen@mbatruro.co.uk Tel: 01872 260962
Mechanical and Electrical Engineer	SJH Design Services Ltd Pentidna Barn, Proposer Hill, Hayle, Cornwall TR27 5EB	Stephen Hird Email: Stephen@sjhdesign.biz Tel: 01736 757624

1.4 Extent and location of existing records and plans

There are limited record drawings available of the site, the following information is available for this project from the sources indicated below and/or copied included within the issued tender documentation. The Principal Contractor shall not solely rely upon the information contained within these documents but shall visit site and examine the design proposals to satisfy themselves that the information is sufficiently detailed to allow identification of any hazards that may exist and they must 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 'As Built' Drawings	Refer to MBA report appendix C	Sweett Group	Included in issued tender documents
Utilities Location Drawings	None available – refer to M&E consultants approximate routes – refer to prelims where it is the responsibility of the principal contractor to determine precise locations. Report and drawings – SJH M&E Services Isolation Strategy Aug 2015	Sweett Group	Included in issued tender documents
Asbestos Survey Report	AMS Refurbishment and Demolition Survey report – J017692 and J16402	Sweett Group	Included in issued tender documents
Asbestos Register	Not included – refer to R&D Asbestos Survey report.	As above	As Above
Ground Investigation Report	Ian Farmer Associates – Preliminary Investigation Report November 2013	Sweett Group	Included in issued tender documents
Structural Inspection Report	MBA Consulting Visual Appraisal Report March 2016	Sweett Group	Included in issued tender documents
CCTV Drainage Survey	Xtek Innovations CCTV survey	Sweett Group	Included in issued tender documents
Environmental Reports	Plan 4 Ecology – P4E268	Sweett Group	Included in issued tender documents

Client's Considerations, Planning and Management Requirements 2:

2.0 Client's considerations, planning and management requirements

2.1 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 construction site.
- Provide safe access and egress from places of work.
- Provide work places that are free from risks to the health and safety of persons at work, so far as is reasonably practicable.

In particular the site traffic and deliveries and the management of the public footpath will need to be carefully managed.

The Principal Contractor is required to put in place suitable measures to achieve the above in respect to 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.

There is a requirement that the principal contractor complies with the planning documentation including site hoardings whereby providing hoarding and gates at a minimum height of 2m to prevent unauthorised entry. The contractor is to ensure the site is securely protected in accordance with the compound layout as per drawing 25505_ AP1001 and 25505_ AP1001

2.2 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.

The contract shall be awarded under Traditional Single Stage JCT form of contract.

All formal communications, instructions, technical queries, etc are to be routed via the Project Manager and 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. Future progress and technical meetings shall be agreed at the Pre-Start Meeting.

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 Project Manager/Architect/Engineer and the Principal Designer.

Health and safety is to be an agenda item on all primary construction co-ordination meetings.

2.3 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. Reference should also be made to 3.1.1.

Particular account shall be taken of unauthorised persons, especially young people, straying into work areas while construction activities are taking place.

All security fencing, hoarding, partitioning, etc shall be secure and lockfast and of adequate design and construction to withstand horizontal loading, e.g. wind loading or being hit by vehicles. Bases to fences etc shall be arranged so that they do not create a trip hazard and gaps in, or under, the fencing shall be closed. 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.

2.4 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.

The Principal Contractor shall include in all monthly progress reports a statement for the Client confirming the ongoing suitability of the welfare provision.

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

There shall be no overlap with concurrent construction works and that of the client's undertaking or other users of the site.

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.

2.6 Client's site rules

Please refer to Appendix B for general site safety standards/rules. No particular Client specific site health and safety rules have been identified during the preparation of this document.

There is no specific Client Permit to Work procedure but the Principal Contractor shall implement their own procedure as deemed appropriate including but not limited to the control of activities such as "key structural demolition works", "hot works", work in public areas especially around the front façade and overhang over the public pavement through to work to live services and breaking ground.

The Principal Contractor shall address the Permit to Work requirements of the relevant supply authorities.

2.7 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. It is important that this plan is regularly reviewed due to the nature of works being that of a complete demolition and routes will be no doubt changing during the complete programme of works.

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 and prepare a salvage operation plan.
- 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 with the Client's team
- Procedures for communicating with neighbours on matters of fire safety/evacuation
- Maintaining adequate means of escape for all personnel, building occupants, visitors to the site and the public using adjacent car parks and occupied buildings.
- Provision of temporary fire detection and fire extinguishers
- 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.

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 Clients Fire Safety Procedures/FIRE PLAN which need to be incorporated into the CPP.

2.8 Further Client site specific rules or restrictions

To include no access to any other part than the site areas.

Project Health and Safety Hazards 3:

3.0 Project Health and Safety Hazards

The following issues have been included, highlighted, 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.

3.1 Safety hazards

3.1.1 Boundaries and general access, including temporary access

The site is limited to the areas defined in the tender documents and associated drawings included within appendix 7 of the tender documents. Access will be via the contractors own compound entrance.

Unloading of materials / plant (if required) may take place within the designated site delivery area only. The contractor must be mindful that all areas surrounding the site are frequented by the public and island visitors, this must be considered when deliveries are being planned. Adequate warning signs, traffic management systems and temporary barriers etc. will need to be in place prior to any deliveries and any works.

The Principal Contractor will be responsible for the safety and welfare of site personnel and the public/others and therefore, where necessary, safe traffic/pedestrian routes must be provided.

In conjunction with all contractors on site, the Principal Contractor should also consider the routes for distribution of materials around the site.

Routes for emergency vehicles entering and exiting the adjacent sites must be maintained at all times

Significant safety hazards include:

- Access for site vehicles especially plant used for demolition: Route to be predetermined to minimise the risks to the public or traffic in the vicinity.
- Off-loading of plant and transportation/removal of associated debris / materials following demolition.

3.1.2 Restrictions on deliveries, vehicular traffic or waste collection or storage

3.1.3 Vehicle/Plant movements

The Principal Contractor shall prepare a traffic management plan that shall address the following:

- Marked up site location plan highlighting phased demolition of the existing buildings, including plant movements and restrictions on key high risk areas.
- Details of any transport requirements and local traffic restrictions e.g. one way systems parking restrictions etc.
- A marked up site plan showing vehicle movement routes to and from the site, including to and from any storage areas.
- All delivery of materials etc. shall be planned to avoid busy periods e.g. start and finish times.

- Where practicable the Principal Contractor shall segregate pedestrian and vehicular traffic, on and off site.
- ALL reversing vehicles and plant usage, when on site or adjacent thereto MUST be attended by a banksman.
- Adequate warning signs, traffic management systems and temporary barriers etc., shall be in place prior to construction commencing.
- Safe routes for distribution of materials around the site.
- All highway systems to be kept clear, clean and safe to the full satisfaction of the (PM)/ Client, the Police and Highway Authority.

The Principal Contractor shall ascertain and comply with any requirements or restrictions concerning access to the site, local road traffic, standing vehicles and any restricted times or places for loading, unloading of materials, plant, equipment etc., imposed by the local council, highway authority, the police and other relevant bodies and liaise with neighbours.

Significant traffic safety hazards and restrictions include:

- Adjacent residential properties
- Island Residents, visitors and local businesses
- Narrow lanes
- Adjacent road providing access to light industrial estate, beach and other island businesses
- Neighbouring pre-school / nursery, staff and the public being in the vicinity
- Narrow lanes
- Parking restrictions to adjacent roads
- Client designated access routes

3.1.4 Adjacent land uses

There are residential dwellings, local businesses, beach, main island roads and light industrial units in the surrounding area and adjacent to the site. Significant safety hazards and restrictions include:

- Planning and execution of foundations relating to any Party Wall Notice requirements
- The planning and execution of all demolition works are to be undertaken in a controlled manner and in a way so that it does not endanger surrounding land use.

3.1.5 Existing Services

Basic utility services information will need to be obtained.

Reference should also be made to Section 1.4.

The following services may exist on site or adjacent to the site:

- Electrical – HV or LV
- Heating
- Domestic / Mains Water Services
- Sewerage (gravity and pumped)
- BT Communications
- Data and Fibre Links

The Principal Contractor shall on appointment take responsibility for ascertaining the exact location, nature and status of each service and isolation point prior to commencing work, i.e. implement visual inspection, testing, CAT scan, radar survey, hand dig trial pits, etc.. The Principal Contractor shall not rely on the information provided but shall independently contact and liaise with the Utility Authorities and the Client (PM) Management team prior to commencing any works.

All services, including those indicated as redundant, shall be treated as being live until proven otherwise.

3.1.6 Ground conditions

Significant ground safety hazards and restrictions include:

- Refer to Ian Farmer Associates preliminary investigation report – C60141 included within the issued tender documentation.

3.1.7 Information about existing structures

Significant structural safety hazards and restrictions include:

- Refer to MBA Consulting Structural Survey reports included within the issued tender documentation.

E.g. fragile roof materials, structural instability, pre-stressed concrete, post-tensioned structures etc.

3.1.8 Further hazard considerations

- Interaction with ongoing Client site activity if applicable
- Any difficulties relating to plant and equipment in the premise, such as overhead gantries whose height restricts access
- Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure or boundaries.
- Any difficulties relating to plant and equipment in the premise, such as overhead gantries whose height restricts access
- Health and safety information contained in earlier design, construction or “as-built” drawings, such as details of pre-stressed or post-tensioned structures

3.2 Health hazards

3.2.1 Asbestos, including results of surveys

A refurbishment and demolition survey has been carried out on both of the buildings; this is split between two survey reports that have been included within the tender documentation. The summary of the reports highlight that there is large amounts of asbestos present some of which is in poor condition, not adequately treated, vulnerable to damage and requires removal under controlled conditions.

Notwithstanding the above, the Principal Contractor shall ensure that all operatives and sub-contractors who are carrying out their normal everyday work, or who may influence how work is carried out, have received basic asbestos awareness training.

Asbestos information for the building will be requested as above and this must be consulted before works start. Further investigations will be necessary in the working area. If any suspect material is identified then the contractor must cease work and report to the project manager.

Any asbestos work shall comply with the Control of Asbestos Regulations 2012.

3.2.2 Existing storage of hazardous materials

- None identified, it is assumed that the council will remove all existing materials stored within the buildings prior to commencement of the contract, however the contractor should remain vigilant at all times.
- During the removal / demolition works associated with the contract, the principal contractor is to take responsibility to store all materials, including building waste in suitable containers that comply with individual hazardous material regulations as well as storage of fuel for plant.

3.2.3 Contaminated land, including results of surveys

- Ian Farmer Associates – Preliminary Investigation Report November 2013

3.2.4 Existing Services

- Refer to SJH Design services Ltd M&E Services Isolation Strategy Report dated Aug 2015.

3.3 Hazard management/key hazards

3.3.1 Hazard management

The Principal Contractor shall independently undertake their own risk assessments in accordance with statutory requirements, and all such risk assessments shall be incorporated within the Construction Phase Plan.

It has been assumed by the project team that standard demolition methods shall be adequate for the project; however planning, sequencing and programming shall suit the particular design.

3.3.2 Significant Hazards

Refer to Appendix A for summary table of significant construction phase hazards.

The Health and Safety File

4:

4.0 The Health and Safety File

It is the responsibility of the Principal Contractor to provide sufficient information for the Health and Safety File as required by the Construction (Design and Management) Regulations 2015.

The Health and Safety File is to be compiled by the Principal Designer and shall be based on the following:

Key Health and Safety File information shall include the following:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction process, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc
- Information associated with all waste transfer notices and disposal of site materials.

Health and Safety File information shall be provided by the Principal Contractor independently / separately to completion handover documentation.

The Health and Safety File shall be prepared in parallel with and, when appropriate, co-ordinated with the Principal Contractor's completion handover documentation.

All the information provided by the Principal Contractor for the Health and Safety File or associated manuals shall be contained in a series of A4 size, loose leaf, four ring binders with plastic sleeved hard covers, each indexed, divided and appropriately titled on the front cover and spine. Selected drawings needed to illustrate or locate items mentioned in the file or associated manuals, where larger than A4, are to be folded and accommodated neatly and securely in the binders.

All information is to be provided in hardcopy and electronically, i.e.: **1 hard / paper copy of the H&S and 1 PDF copy of the same. Drawings to be supplied in both PDF and AutoCAD DWG formats.**

Please refer to the detailed requirements of the Contract Preliminaries.

Insert client - Project Name
Pre Construction Information

Appendices 5

Appendix A - Work Involving Particular Risks

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. Further project specific significant hazards are listed in Table 2.

TABLE 1

Activity		Comment / Note
1.a	Work which puts workers at risk of burial under demolition falls, where the risk is particularly aggravated by the nature of the work.	Significant risk
1.b	Work which puts workers at risk of falling from a height, where the risk is particularly aggravated by the nature of the high level of the site.	Significant 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.	The redundant building is being cleared, the contractor and their operatives are to remain vigilant at all times.
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 power lines/ buried 11KV cable	Not identified at the time of tender, however the use CAT scanning equipment to be undertaken and review of existing service records.
5	Work exposing workers to the risk of drowning.	The work is close to the beach and sea wall. Although any risk seems unlikely the CPP will need to include recognition of the location and include arrangements for managing any potential hazard.
6	Works adjacent to public road and footpath	Detailed planning both within the demolition phase and site hoarding is vital when works are set to take place over the cantilevered section of the building.
7	Work involving the assembly or dismantling of heavy prefabricated components.	Risk – careful sequencing of demolition works needs to be reviewed against MBA spec.

Insert client - Project Name
Pre Construction Information

TABLE 2

Activity		Comment / Note
1.	Proximity to residential properties, narrow road access	The site is close to many surrounding properties
2	Surrounding public access	The site is adjacent to one of the main roads into Old Town.
3.	Working on the electrical systems	As detailed within section 3, the principal contractor is to assume that all electrical systems are live until they have fully tested and isolated all services.
4.	Carrying out excavations next to footing of an old buildings or adjoining properties.	Careful planning is required where demolition works are set to take place near or adjacent to buildings. This also includes the buildings/structures within the site area.
5.	Discovery of hazardous materials.	A refurbishment and demolition asbestos survey has been undertaken, which has been issued with the tender documentation. There is a requirement that all operatives have the necessary asbestos awareness training, and all asbestos is removed in accordance with HSE regulations for the control of asbestos and where potential asbestos is encountered which is not identified it is treated accordingly to regulations.
6.	Control of dust and debris.	Requirement to follow MBA specification in regards to dust control and requirement to ensure that the main roads are kept clear of mud, debris and surface water contained within the site.
7.	Working during serve weather conditions.	Careful programming will need to be undertaken; including protection measures put in place when sections of the buildings are being demolished where serve weather conditions could present concerns over bracing, such as during the removal of the roof structure.
8.	Temporary supports.	Fully designed temporary supports will need to be detailed to ensure stability is maintained during the demolition process, ensuring wind loadings are taken into account.
8.	Cantilevered structure.	Refer to MBA spec requirement for propping required during demolition to prevent premature failure of structure.
9.	Storage of Plant and Fuel.	The principal contractor is to ensure that within their traffic management plan, site setup that designated areas are kept for any COSSH and fuel storage including spill kits etc.
10.	Working Hours / Lighting.	Ensure suitable task lighting provided.

Appendix B - Anticipated Health and Safety Standards/Client Rules

The Principal Contractor shall comply with all statutory health, safety and emergency procedures and this must be acknowledged and referred to in the Construction Phase Plan.

1. Only trained, certified and competent personnel shall be permitted to operate mechanical plant, tools and equipment. Copies of all certificates are to be available on site.
2. Portable radios and other audio equipment are NOT permitted on site.
3. Disposal of waste material by burning on site is NOT permitted.
4. Operatives to wear hard hats, safety boots and high visibility vests at all times, and other PPE, as and when required.
5. All personnel (operatives and visitors) are to sign in and out daily in the site register.
6. Eating and drinking shall only be permitted in designated welfare facilities.
7. All operatives (including staff and visitors) shall receive appropriate safety induction from the Principal Contractor.
8. Allow only authorised people onto site.
9. Identify emergency procedures and contact numbers for all contractors, utilities and services and display this information clearly on site and within the Construction Phase Plan.
10. Ensure that all noisy and dusty work is carried out during reasonable hours and that any inconvenience to adjacent neighbouring properties is kept to a minimum. Take all necessary measures to keep noise and dust to a minimum.
11. No personnel, visitors etc shall be allowed on site under the influence of alcohol or drugs nor allowed to consume these whilst on site.
12. Verify the existence and status of hidden, buried, overhead services prior to commencing works. Liaise with the appropriate authority.
13. The use of foul or abusive language or gestures shall not be tolerated.
14. Racist or sexist behaviour or material shall not be tolerated on site.
15. Fire and emergency procedures are to be set up in conjunction with the Emergency Services. Ensure that all necessary fire precautions are observed and that site personnel are aware of all fire drills, all escape and rally points and positions of all firefighting equipment in the event of a fire.
16. A NO SMOKING policy shall be applied to the site except in specific areas designated by the Principal Contractor.

Appendix C - Site's/Clients fire safety procedures / fire plan

The principal designer is awaiting confirmation from the client as to whether are existing plans set up – for the purpose of the principal contractor to prepare their construction phase plan it should provide a full detailed programme and site layouts highlighting key fire strategies at key demolition stages of the project.

Appendix D - Information on Significant Risks

This pre construction report refers to a number of documents associated with significant risks; these documents are detailed within the table in section 1.4.

All documents have been included within the documents issued to the tendering contractors, however are individually available via the principal designer whose contact details are included within section 1.3

Appendix E - Construction Phase Plan Criteria

INFORMATION REQUIRED

Section 1 - General Project Information

- 1.1 Description of the project;
- 1.2 Programme details;
- 1.3 Details of Client, PS, Designers, PC and other consultants;
- 1.4 The management structure and responsibilities

Section 2 - Management Arrangements

- 2.1 Project health and safety aims and goals
- 2.2 The site rules
- 2.3 Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings
- 2.4 Arrangements for involving workers - consultation with workforce
- 2.5 Site induction / Site Training
- 2.6 Welfare facilities
- 2.7 Fire and emergency procedures (Fire Plan)
- 2.8 Security arrangements
- 2.9 First aid arrangements
- 2.10 Accident/incident reporting and investigating, RIDDOR
- 2.11 Monitor and review health and safety performance
- 2.12 Site plan/traffic management plan
- 2.13 Significant safety risks – reference Schedule 3, CDM 2015
- 2.14 Health and Safety File Information

