



Council of the Isles of Scilly

Decking Replacement

Normandy Swimming Pool

Pre-Construction Information

4101565

Revision control

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Contents

1. Introduction.....	1
2. Project Details.....	2
2.1 Description of the project.....	2
2.2 Site location and general environment.....	2
2.3 Timescale/programme.....	4
2.4 Project team.....	4
2.5 HSE offices.....	5
2.6 Extent and location of existing records and plans.....	5
3. Client's considerations, planning and management requirements.....	6
3.1 Client brief and safety goals.....	6
3.2 Communication.....	6
3.3 Information communication with contractors.....	7
3.4 Arrangements for monitoring and review.....	7
3.5 Works supervision.....	8
3.6 Security of the site.....	8
3.7 Welfare provision.....	9
3.8 Overlap with the Client's undertaking and other users of the site.....	9
3.9 'No-go' areas or other authorisation requirements for those involved in the project.....	9
3.10 Client's site rules and code of practice.....	9
3.11 Permit-to-work systems.....	9
3.12 Fire precautions and emergency procedures.....	10
3.13 Site specific fire plan.....	12
3.14 Design changes.....	12
3.15 Contractor designed items.....	13
4. Project Health and Safety Hazards.....	14
4.1 Key safety hazards.....	14
4.2 Health hazards.....	15
4.3 Hazard management/key hazards.....	16
5. The Health and Safety File.....	17
5.1 Required information.....	17
Appendices.....	18

Appendix A - Work Involving Particular Risks

Appendix B - Designer's Hazard Schedule

Appendix C - Asbestos Information

Appendix D - Contractor Health & Safety Code of Practice

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 (hereafter CDM 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.

To ensure this document achieves its purpose under the Regulations, and to avoid unnecessary duplication and complication, this document acts as a single source PCI which applies to the whole works package. See Appendix B for designer’s hazard schedule.

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

Work to the property 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.

The Principal Contractor’s initial Construction Phase Plan is to be forwarded to the Principal Designer so that it can be assessed for its adequacy on behalf of the Client prior to any works starting on site. The Construction Phase Plan is to be submitted to the Client and Principal Designer for review **a minimum of two weeks prior to commencement**. 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.

The Client and design team members reserve the right to request further clarification and information from the Principal Contractor and on the management of Health and Safety issues during the construction phase of the project. This could, for example, include the provision of additional method statements.

Notification of project

With reference to Regulation 6, this project does not require notification to the Health and Safety Executive.

Design specification

Any design provided for this project must comply with all relevant current legislation and guidance including the Building Regulations 2010 (latest updates).

Workplace (Health, Safety and Welfare) Regulations 1992

The space will be used as a workplace and, therefore, the Workplace (Health, Safety and Welfare) Regulations 1992 is applicable to this project.

2. Project Details

2.1 Description of the project

The project comprises the replacement of the existing timber decking and ramp with a composite decking and ramp as well as replacement of the external kitchen door to the rear of the building.

2.1.1 Works will include (but not limited to):

For a full scope see the tender documents. Key types of work include the following:

- Replace existing timber decking and ramp with composite decking and ramp system
- Replace external kitchen door, frame and ironmongery

2.2 Site location and general environment

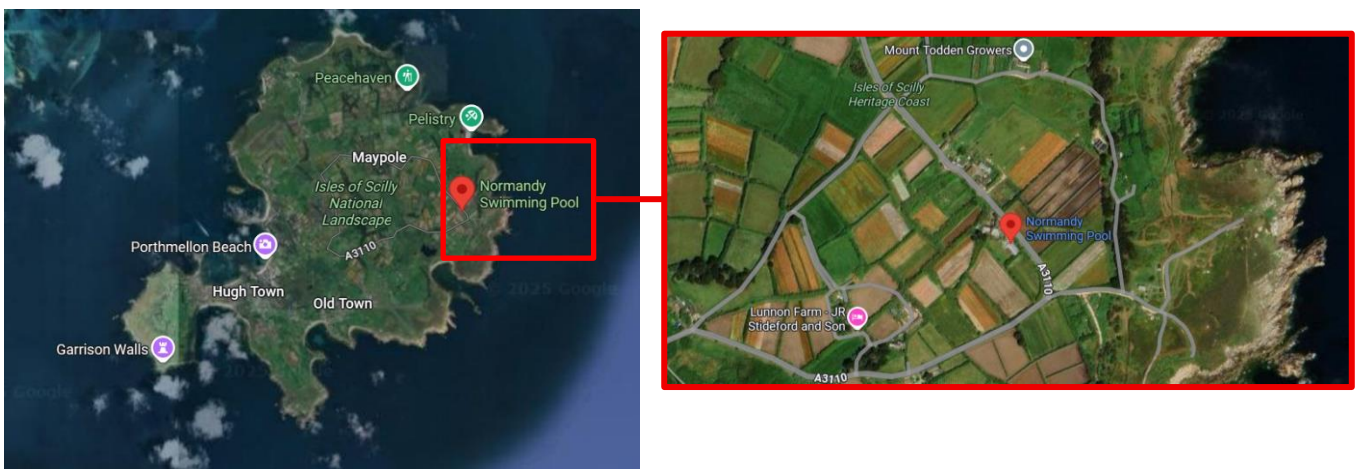


Figure 1 – Normandy Swimming Pool and its relative location on St Mary's highlighted in red

The site is located on the east of the island away from the main population on St Mary's (see Figure 1 above).

The site is situated in land adjoining a large house which is now divided into flats. The surrounding area is largely unpopulated rural land and the environment is generally quiet.

The building and surrounding highways will remain 'live' throughout the works. The Principal Contractor must ensure that there is clear segregation and boundaries in place from the other works.

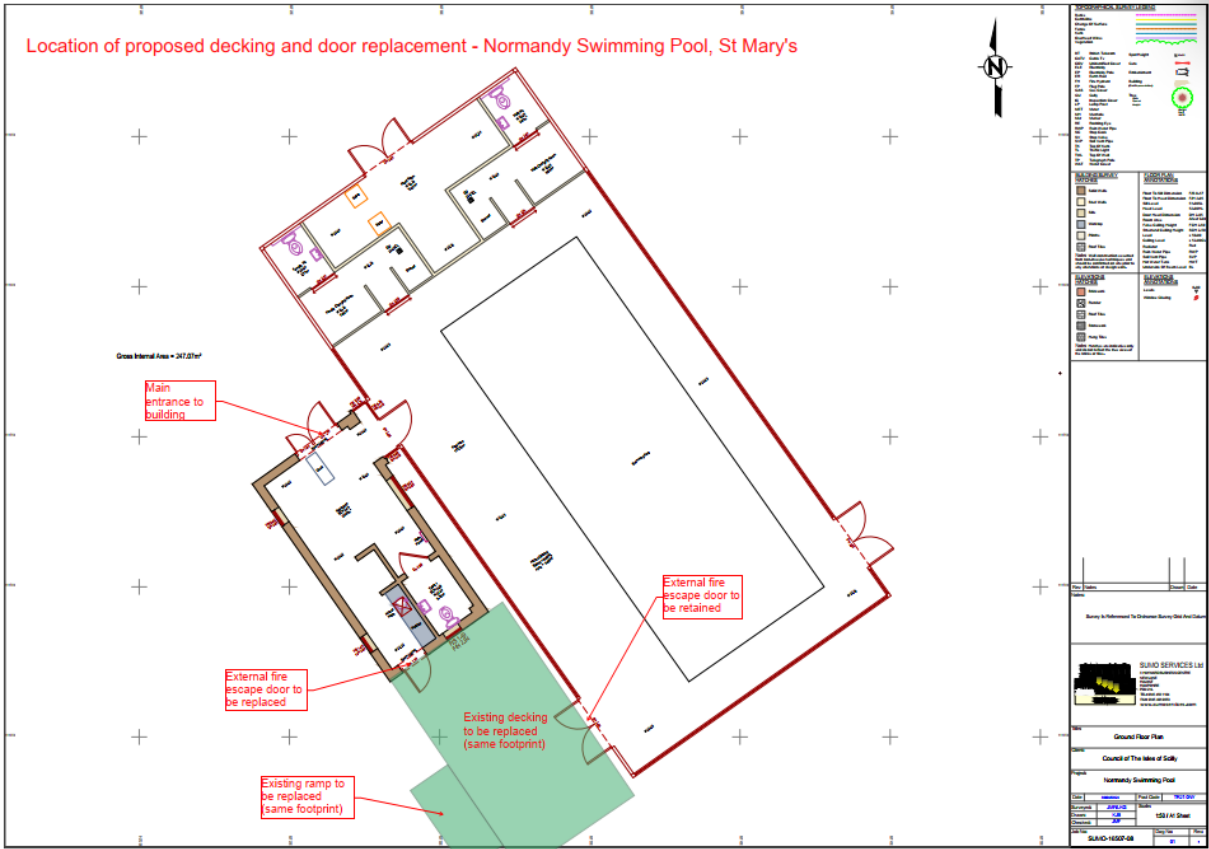


Figure 2 – Marked up floor plan showing decking area in green and location of kitchen door to be replaced.



Photo 1 – Kitchen door to be replaced



Photo 2 – General photo of decking to be replaced

2.3 Timescale/programme

Key Event	Date/Weeks
Contractor mobilisation	3 weeks
Anticipated start date for the construction phase	November 2025
Anticipated duration of the construction phase	2 weeks
Anticipated completion date	December 2025

2.4 Project team

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	Jayne Henning T 01872 324607 E Jayne.Henning@scilly.gov.uk
Contract Administrator	Currie & Brown Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter EX2 5TY	Aidan Irving T: 01392 813 040 E: Aidan.Irving@curriebrown.com
Quantity Surveyor	Currie & Brown Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter EX2 5TY	Aidan Irving T: 01392 813 040 E: Aidan.Irving@curriebrown.com
Principal Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth PL1 3GE	Jack Donovan T 01752 278 100 E jack.donovan@curriebrown.com
Designer	Currie & Brown Unit 6, Mills Bakery, Royal William Yard, Plymouth PL1 3GE	Ayrton Hemmens T 01752 278 100 E Ayrton.hemmens@curriebrown.com
Principal Contractor	TBC	TBC

2.5 HSE offices

Head Office	Local Office
Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS	Health and Safety Executive 1st Floor Cobourg House 32 Mayflower Street Plymouth PL1 1QX

2.6 Extent and location of existing records and plans

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

Information type	Document title and reference	Held by	Comments
Electrical information	Domestic Electrical Installation Certificates (DEICs) for various properties	CIOS	Provided upon request
Asbestos Management Survey	Asbestos Management Surveys	CIOS	Provided upon request

The Principal Contractor shall not solely rely upon the information contained within these documents but, where required, 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 about the quality or accuracy of the information supplied.

If any damage to services results from the execution of the Works, notify the Client and appropriate service provider without delay. Plan for making good without delay to the satisfaction of the service provider and the Client.

All services should be accurately recorded for inclusion in the Health and Safety File.

3. Client's considerations, planning and management requirements

3.1 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 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. The Principal Contractor shall also familiarise themselves with CIOS's procedures where relevant.

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 always achieved so that all work is undertaken safely.

3.2 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.

Designers, including those working for the Principal Contractor, have a duty to ensure the design is coordinated 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 suitable 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 copy reports etc. to the Client, Contract Administrator, Project Manager (where applicable) and the Principal Designer during the construction phase.

Health and safety is an agenda item on all primary construction coordination meetings.

Additionally, the Principal Contractor is requested to notify the Project Lead of:

- Any visits to the construction/project site by any regulator e.g., HSE, EHO as soon as possible but without delay
- A report on the outcomes of these regulated site visits
- Any incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3.3 Information communication with contractors

It should be the policy of the Principal Contractor to inform sub-contractors and operatives about risks to their health and safety arising from the environment in which the project is to be carried out and the works using the following methods:

- All operatives to be given site safety and emergency training.
- Compulsory, formal inductions for all contractors and operatives. All site operatives must complete the Client's site induction where applicable.
- Compulsory toolbox talks (reactive)
- Informal toolbox talks as required (proactive)
- Formal and Informal site inspections and discussions with sub-contractors and operatives
- A dedicated Health and Safety notice board
- Works specific Risk & Hazard awareness training.
- Machinery must be re-fuelled in a designated area which will be cordoned off away from the highway, watercourse and footpath and have all appropriate bunds and spill kits.

The Principal Contractor should check 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 up to date information)
- Information about the project (e.g., relevant parts of the Construction Phase Plan)

As appropriate, contractors will ensure that arrangements are made for consulting and co-ordinating the views of workers or their representatives.

3.3.1 Communications and liaison procedures

Regular project team site meetings will be convened with the Client, Contract Administrator (CA), Designers and Principal Contractor during the works period. These meetings will include an agenda item to deal with health and safety and design change issues in compliance with requirements. Health and Safety matters will be discussed as part of the agenda at the regular project team meetings. The meetings should be attended by the Client, Principal Contractor, the CA, M&E consultant, the structural engineer and the Principal Designer.

Continued liaison will include review of the Construction Phase Plan following any substantial design changes that may have potential health and safety implications. Consideration must be given to "design out" or at least minimise the risks associated with the same and introduce control measures in compliance with the CDM Regulations and good working practice.

The Principal Designer must be informed of any substantial design changes to enable the same to be reviewed and commented on. The Principal Contractor and where applicable any works contractors, must reassess the Health and Safety implications of any substantial design changes and introduce control measures accordingly.

3.4 Arrangements for monitoring and review

The Client will expect to see evidence of regular inspections of health and safety performance on site. These reports should be made available to the project team during the project meetings on site.

The Principal Contractor shall provide a competent source of health and safety advice within their organisation and a trained and competent operative to monitor health and safety on site. The

Principal Contractor will be expected to provide an adequate CV for any individual or organisation engaged for the activities.

3.5 Works supervision

The Principal Contractor must provide a full-time manager(s) for the Works. The manager(s) must be competent and hold an appropriate evidence, trade card e.g., CSCS Site Manager etc.

The Client further expects the designated site manager(s) to be SMSTS and First Aid qualified as a minimum. It is recommended that all site managers undertake all free online courses provided by the CITB that keep them up to date with changes in regulations.

A visiting supervisor or infrequent attendance by a supervisor is deemed not to comply with the requirement for full-time supervision.

3.6 Security of the site

Security is of primary importance to the Client. The works, welfare and compound areas must be kept secure at all times and the Principal Contractor's security provisions must be agreed with the Client.

In order to protect the general public within close proximity to the site from on-site activities, a detailed description of security arrangements including hoarding, fencing, signage, signing in and out procedures etc. are to be included in the Construction Phase Plan. The Principal Contractor shall provide suitably robust demarcation between the works and all roads, hardstandings and pavements. All site security measures should be in accordance with HS(G) 151 - 'Protecting the Public - Your Next Move'.

All contractors' staff attending a site must check in with their link officer unless the site is 'handed over' to the Principal Contractor.

Elsewhere, the project operates a standalone signing in procedure. The Principal Contractor must ensure this procedure is maintained and keep records. A record of any keys and/or ID Badges issued must be maintained by the Principal Contractor.

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.

All security fencing, hoarding, partitioning, etc shall be secure and lock fast 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 public, children, etc to the dangers of entering a construction area.

Entrances into construction areas shall always be kept closed and secured when unattended and hoarded off from the rest of the 'live' building. Ideally a 2.0 - 2.4m high hoarding should be erected around the site with panels that must have viewing sections for the public to use.

3.7 Welfare provision

At tender stage, the Principal Contractor will be expected to provide all temporary accommodation, service connections and sanitary and welfare facilities as required by the Construction (Design and Management) Regulations 2015 Schedule 2.

The Client is aware of their responsibilities under the abovementioned Regulations and will not permit works to commence on site until adequate welfare and sanitary arrangements are in place. If at any time connections to services are not available, then the Principal Contractor shall provide alternative temporary arrangements such as a self-contained "Oasis" unit etc.

Any power to the site welfare should be through a permanent supply where/if possible, reducing the need for generators, this will also reduce the noise and emission issue. This is to be confirmed between the Principal Contractor and Client prior to commencement of the works.

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

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

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

The Principal Contractor must note that there may be other contractors on site on occasion. There should not be any interfaces between these projects and are independent of each other however liaison over boundaries will be required and agreed routes to be recorded formally prior to works commencing.

3.9 'No-go' areas or other authorisation requirements for those involved in the project

All areas not forming part of the Works are to be considered 'no-go' areas.

All works access shall be externally to ensure the swimming pool can continue normal operations.

Due to the nature of the site, all operatives will be required to have a valid DBS Enhanced with Barred Lists which should be made available by the Principal Contractor upon request.

The Principal Contractor shall ensure that its operatives are made aware of all areas into which they are not allowed to go. The Principal Contractor shall liaise with the Client with regard to these.

3.9.1 Areas designated as confined spaces

Subject to risk assessment of each site.

3.10 Client's site rules and code of practice

The Client has a code of practice all contractors must abide by. See Appendix D – 'Contractor Health & Safety Code of Practice'.

Site working hours are Monday to Friday 8.30am – 17.30pm (no Bank Holiday working permitted). Working outside these hours will be planned and agreed with the Client in advance.

3.11 Permit-to-work systems

The Client imposes a site-specific permit to work criteria on Principal Contractors on their projects for the following:

- Hot works
- Asbestos works
- Electrical apparatus work
- Confined spaces work
- Excavations
- Roof and overhead works
- Ground penetrating works
- Opening the Highways
- Works requiring traffic management infrastructure within the highway
- Other high-risk tasks wherever deemed appropriate.

The Client requires three days advanced notice where permit-to-work related activities are required. Notice for excavations and M&E isolations is to be confirmed between the Principal Contractor and Client prior to commencement of the works.

In the case of construction work where a Principal Contractor is appointed, the Principal Contractor will issue the PTW.

Elsewhere, the Principal Contractor shall implement their own procedure as deemed appropriate including but not limited to the control of activities such as work in public areas and work to live services.

It should also be noted that the Client operates other Advanced Notice Periods for work activities. This should be discussed at the pre-start meeting.

3.12 Fire precautions and emergency procedures

The Principal Contractor shall take all necessary steps to identify combustible materials within each site. Please refer to HSG168 Fire safety in construction to implement all precautions in respect of fire.

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 (Fire Point) in the event of a fire. A fire safety plan shall be (included within the CPP) 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 including fire points 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 each 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.

The Client operates a No Smoking policy. See also Appendix D – ‘Contractor Health & Safety Code of Practice’.

3.12.1 Emergency procedures and means of escape

The site emergency procedures, routes and exits are to be displayed and marked on a plan of the site, included by the Principal Contractor in the Construction Phase Plan and communicated to all operatives and visitors. All emergency routes are to remain open throughout the duration of the works.

An emergency first aid notice shall be displayed on site.

The procedure and displayed info shall include:

- Arrangements for means of escape in case of emergency.
- Rescue / recovery of non-ambulatory personnel.
- Location and telephone number for treatment of minor injuries (Minor Injuries Unit).
- Procedure for major injuries requiring attendance at an Accident and Emergency (A&E) department.
- Location and telephone number of local police station.
- Location and telephone number of local ambulance station.
- Emergency telephone numbers for statutory services.
- In the event of an environmental emergency, the Environment Agency should be contacted.

The procedures should include liaison arrangements between the Principal Contractor and Client, including named persons as points of contact, with agreed procedures.

Note: There is no Accident & Emergency healthcare facility on the Isles of Scilly.

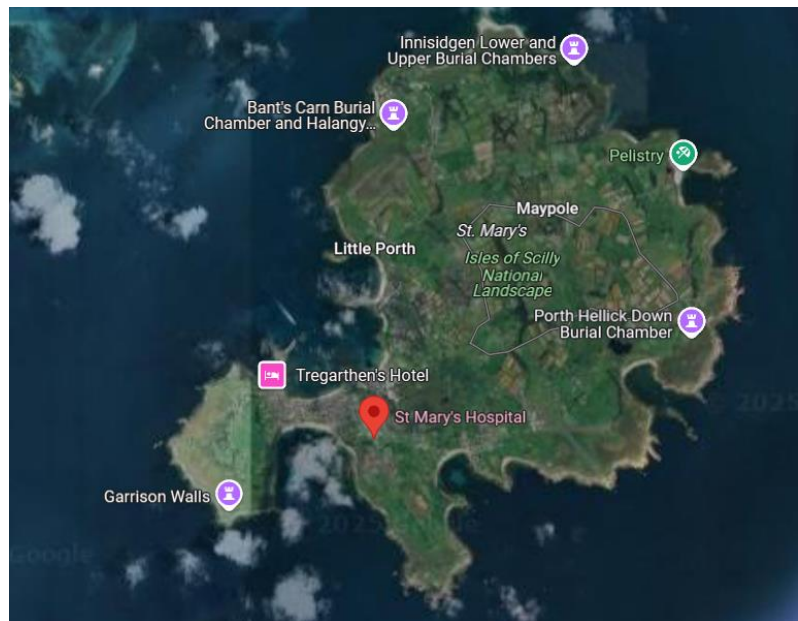
For injuries treatable in a minor injuries unit (MIU), the nearest MIU is:

St Mary's Hospital,
Belmont, St Mary's, Isles of
Scilly, TR21 0LE

For general enquiries, call the
switchboard on 01720 422
392.

Website:

<https://www.cornwallft.nhs.uk/st-marys-community/>



For medical emergencies, call 999.

For non-life threatening injuries requiring treatment at an Accident & Emergency hospital, attendance to a mainland hospital will be required and the Principal Contractor is to familiarise themselves with procedures for prompt action.

3.13 Site specific fire plan

A fire plan will also be required.

The Fire Plan must be detailed in the Construction Phase Plan (CPP) and discussed together at the Pre-Start Meeting with the Principal Designer and the Principal Contractors. The Principal Contractor is responsible for appointing a 'Fire Safety Co-ordinator' and 'Fire Marshalls' if necessary. A site-specific fire plan is essential. The Fire Plan should:

- a) Name of the Site Fire Safety Co-ordinator.
- b) Set out what action to take in the event of fire.
- c) Identify the location of the fire point – fire extinguishers and warning alarm.
- d) Set out the Evacuation Plan and identify the muster point.
- e) Indicate Fire Brigade access routes.
- f) Indicate hydrant locations.
- g) Contain a register of fire drills previously carried out.

The Fire Safety Co-ordinator is in turn responsible for:

- a) Assessing the fire risks.
- b) Formulating and regularly updating the 'Site Specific Fire Plan'.
- c) Issuing hot works permits.
- d) Site housekeeping and removal of fire risks.
- e) Storage area for LPG or other flammable materials.
- f) Smoking areas (Note that smoking, including e-cigarettes, is banned on sites). Separate designated areas may need to be provided for smokers and e-cigarette users.
- g) Carrying out regular fire equipment inspections.
- h) Obtain telephone contact for local fire service centre.

The Fire Plan should be located at each fire point and in the site office as well as in welfare facilities. The Fire Plan will change and evolve as the project progresses. This must be discussed at site meetings and updated as necessary.

3.14 Design changes

As per Regulation 13(139) requires the Principal Contractor to liaise with the Principal Designer regarding 'matters such as changes to the designs and the implications these changes may have for managing the health and safety risks'. 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.

Design changes must be recorded as an amendment to the Construction Phase Plan.

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.

Cooperation/coordination must be established between permanent and temporary design processes.

3.15 Contractor designed items

Elements that are to be designed by the Principal Contractor or specialist sub-contractors 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 in accordance with Regulation 9.

4. Project Health and Safety Hazards

Key health and safety hazards listed in Appendix B have been 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.

4.1 Key safety hazards

4.1.1 Disruption to emergency access/egress routes

Where emergency escape routes are disrupted, the Principal Contractor is to ensure alternative means of escape is provided at all times. The works could be phased to ensure a temporary escape route is available from each affected exit at all times.

4.1.2 Boundaries and general access, including temporary access.

Pedestrian access to properties must be maintained. Any deliveries taking place must be physically segregated from the pedestrian areas with safety signage displayed.

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

Delivery/waste transport vehicles must be under the control of an experienced banksman and further temporary segregation may be required dependent upon the size of the vehicle.

4.1.4 Adjacent land uses

The swimming pool and external areas will remain 'live' throughout the works. The works and routes that deliveries may take must be segregated from 'live' areas by way of signage and barriers.

4.1.5 Location of existing services particularly those that are concealed – water, electricity etc.

The following services may be present around the work area or adjacent to the site:

- Electrical – HV and LV
- LPG
- Oil
- Water
- Sewerage
- Communications

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 and testing. The Principal Contractor shall not rely on the information provided but shall independently contact and consult with the Utility Authorities and Client prior to commencing any works.

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

The Principal Contractor must establish a formal procedure to ensure that any unrecorded services located during the works are carefully checked to determine nature and status and marked up on the 'as built' drawings.

All service routes should be accurately recorded for inclusion in the Health & Safety File.

4.1.6 Ground conditions

No information on existing ground conditions has been provided. The Principal Contractor is to undertake all necessary investigations appropriate for the work.

4.1.7 Demolition & dismantling

All alteration, demolition and dismantling work should be carefully planned and conducted by 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 required to prevent accidental collapse of the structure.

4.1.8 UXO

UXO risk should feature in any relevant risk assessments and included in training for site-based staff e.g., inductions and toolbox talk.

4.2 Health hazards

4.2.1 Asbestos, including results of surveys

The Client has provided the latest asbestos survey reports and ACMs have been to various properties. These can be provided upon request.

A Refurbishment & Demolition Survey of all work areas must be arranged by the Principal Contractor prior to commencement of any work.

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

Any asbestos work shall comply with the Control of Asbestos Regulations 2012. Until there is considerable evidence to the contrary, all suspected materials must be presumed to contain asbestos.

4.2.2 Existing structures containing hazardous materials

Potential issues that existing structures contain hazardous material:

- Lead
- ACM products

4.2.3 Health risks arising from Client's activities

No health risks from Client activities in terms of CDM has been noted.

4.2.4 Lead contamination

Processes which create lead dust, fume, or vapour. These include:

- blast removal and burning of old lead paint.
- stripping of old lead paint from doors, windows etc
- hot cutting in demolition and dismantling operations
- working with metallic lead and alloys containing lead, for example soldering
- some painting of buildings

4.2.5 Control of construction dust

Wood dust – created when working on softwood, hardwood, and wood-based products like MDF and plywood.

4.2.6 Noise & vibration

The Contractor must assess the risks and who is affected including building occupants, decide what precautions are needed and prevent or adequately control exposure to noise and vibration. The Contractor will detail in their method statement what precautions are to be put in place and ensure that they are used and maintained.

Where the Principal Contractors' employees are likely to be exposed at or above the upper exposure action values, the Principal Contractor must take action to reduce noise exposure with a planned programme of noise control.

Even where noise exposures are below upper exposure action values, the Principal Contractor should take action to reduce the risks, e.g., reducing exposure further.

4.3 Hazard management/key hazards

4.3.1 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 for each property.

Due to the nature of the environment of each site and the Works the following assumptions with respect to construction methods, sequences and control measures have been assumed.

It has been assumed by the project team that standard construction methods shall generally be adequate for the project.

4.3.2 Significant hazards

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

Principal Contractor must refer to all the identified risks and formulate appropriate working methods and written Method Statements.

5. The Health and Safety File

Prepared in accordance with the Construction (Design & Management) Regulations 2015.

It is a requirement of the regulations that the Principal Contractor provides the Principal Designer with any relevant information that needs to be included in the Health and Safety File. The Principal Contractor is to implement an effective management system by which such information is promptly provided to the Principal Designer. Activities include:

- the obtaining of relevant health and safety information and documentation from all designers (where applicable).
- 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 'Acrobat' format documents shall not be password or encryption protected and produced such that the client can disassemble and extract separate '.pdf' documents from it.

The Client requires copies of the Health and Safety file in pdf format.

The Health & Safety File will be compiled by the Principal Designer and is a separate document to the Operations and Maintenance (O&M) Manuals; information is NOT to be repeated, but cross referencing will be undertaken where relevant.

5.1 Required information

To assist the production of the Health and Safety File, the Principal Contractor is to provide information related to the following items:

- 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/s.
- 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, its plant and equipment *(for example, the means of safe access to and from service voids, fire doors and compartmentation etc.)*

The above Health & Safety contribution information must be available and delivered to the Principal Designer within two weeks of completion of works.

Appendices

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 - Significant Hazards that require Specific Measures

	Activity	Comment/Note
1	Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.	Not applicable
2	Work which puts workers at risk from chemical or biological substances constituting a danger to the health or safety of workers or involving a legal requirement for health monitoring.	Possibly 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 power lines.	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	Not applicable

Table 2 - Further project Specific Significant Hazards

	Activity	Comment/Note
1	Working with foul water system	Appropriate working practices required to prevent damage, contamination and exposure.
2	Live Services, Electrical Works,	The location, nature and status of each service and isolation point must be ascertained prior to commencing work. All services shall be treated as being live until proven otherwise.
3	Isolation of Works	Strict demarcation and security/segregation of the work site location must be put in place using

		appropriate fencing and barriers. Signage warning of construction hazards must also be put in place.
4	Asbestos	<p>Where an asbestos containing material (ACM) has been identified within R&D Survey Report, the Principal Contractor must assess if there is a risk that the ACM will be disturbed or otherwise affected by any of the project works.</p> <p>If there is a risk that the project works will disturb or cause a release of asbestos fibre the ACM must be removed as part of the project works package.</p>
5	Overlap with other contractors	Formal agreement required so all parties are aware of responsibilities under CDM 2015.

Table 3 - CDM Design Risk Registers

A Designer's Hazard Schedule has been provided in Appendix B.

Appendix B - Designer's Hazard Schedule

Appendix C - Asbestos Information

Available upon request

Appendix D - Contractor Health & Safety Code of Practice



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