



Ward Williams Associates  
The Strand  
Pre-Construction Information

Re-roofing, external repairs and redecoration

At

The Strand

Hugh Town

St Marys

For

Council of the Isles of Scilly

Date: April 2017

Project Ref: 15-3830BS

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<b>Job No.</b>	15-3830BS
<b>Date</b>	April 2017
<b>Revision</b>	1

<b>Reviewer</b>	Sam Thompson Assistant Building Surveyor	<i>Signed</i> 
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# PREAMBLES

## Pre-Construction Information

The Pre-construction Information has been prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations). It has been compiled on the basis of the information available about the project at the time of this revision.

This document is intended to collate information provided into a useful document that can be taken forward and used to plan the project in terms of general cooperation and consideration as well as detailing known health and safety issues.

This document does not attempt to list the responsibilities of the Principal Contractor, of which he should already be fully aware. Further details of such can be viewed in guidance document L153 for the CDM Regulations 2015. This document does however give a guide as to the issues that have been identified already and inform of any site peculiarities or Client restrictions.

This document should not be used in isolation for planning health and safety matters as reference should always be made to other information detailed as well as tender information. Site inspections should always be carried out by the Principal Contractor prior to works commencing to ensure all relevant issues have been identified as far as reasonably possible.

## Construction Stage

The successful contractor should note that the appointment will not be confirmed unless or until the Client is satisfied as to the competence of the contractor to fulfil these duties and as to the adequacy of resources to be allocated to the health and safety aspects of the project.

## Construction Phase Plan

It is a requirement under the CDM Regulations 2015 that the Principal Contractor produces a comprehensive Construction Phase Plan (herein referred to as the Plan). This plan must be submitted to the Principal Designer in sufficient time for the review to take place before works commence on site.

The information provided within this document and other documents referenced herein should be referred to when the Principal Contractor is preparing the Plan. Details of how the hazards will be managed should be included.

The Plan must not be a generic health & safety policy style document but must detail actual information that will be implemented. Irrelevant and out of date information (including reference to the 1994 and 2007 Regulations) must be removed or amended.

The Principal Contractor shall assume full responsibility for the maintenance of this information and for the development of the Construction Phase Plan which shall be up-dated as necessary during the course of the project.

No construction shall be allowed to commence without receipt of written confirmation that the Client is

satisfied that the plan is satisfactorily developed and appropriate to the work at hand and the welfare facilities are suitable and sufficient.

## HSE Notification

An F10 notification is not deemed required, should any changes become apparent which could affect the accuracy of the Form F10 then this information should be passed to the Client and Principal Designer as soon as practicable.

# 1.0 DESCRIPTION OF PROJECT

## 1.1 Location

The Strand, Hugh Town, St Marys

## 1.2 Project Description

External repairs and redecoration.

## 1.3 Programme

Planned commencement:	TBC
Contract period:	TBC weeks
Mobilisation period (minimum):	4 weeks (after instruction of Principal Contractor before commencement of works on site)

The Principal Contractor is required to provide a detailed programme of the works which will be used and updated on a regular basis. Any significant changes to the programme should be notified to the Client in good time

## 1.4 Contact Details for Duty Holders

<b>Client</b>	Council of the Isles of Scilly Town Hall Hugh Town St Marys Isles of Scilly
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<b>Principal Designer</b>	Ward Williams Associates Mills Bakery Royal William Yard Plymouth PL1 3GE Richard Warren-Nicholls 01752 250480
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<b>Principal Designer</b>	Ward Williams Associates Compass House Truro Business Park Threemilestone TR4 9LD Daryl Hill 01872 272906
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<b>Principal Contractor</b>	TBC
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## 1.5 Extent and Location of Existing Plans and Records

A number of surveys, reports and plans relating to the property and relevant to the works are, included within this document, held by Ward Williams Associated copies can be obtained from these parties on request.



# 2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

## 2.1 Planning & Managing Construction Work

The Client attaches particular importance to the promotion of a positive Health & Safety Culture on all their construction sites, and as a result requires that the following Safety Goals are targeted:

- Project to be managed to achieve 'Zero' accidents
- If this target is not met all accidents are to be fully investigated and details reported as necessary and published to the Client
- The project shall not receive any HSE enforcement action
- The scheme shall comply with any current HSE initiatives; current initiatives include; the 'Asbestos Hidden Danger' Campaign and the 'Shatter Lives' slips and trips campaign

The Principal Contractor will need to identify in the Plan exactly how the project will be planned and managed detailing, but not limited to, the sections provided in this document. This will include the need for a full and detailed programme of works.

## 2.2 Communication & Liaison between the client and others

It should be ensured that the lines of communication throughout the project are maintained to a high degree. Therefore any significant information produced or received should be passed to the relevant people in good time.

The Principal Contractor is to include within his construction phase plan; details of how clear communication lines will be maintained between all key parties. Including how relevant information from this document and his construction phase plan will be passed to the subcontractors.

The Principal Contractor is to identify how and when communication and liaison will take place in the form of schedules of meetings etc. The method for passing information to all parties should also be detailed.

## 2.3 Arrangements for Security of the Site

The Principal Contractor must ensure that adequate security measures are implemented to prevent unauthorised access to the site. All necessary site hoarding and/or enclosures are to be provided by the Principal Contractor to isolate the site works and protect the public and adjacent activities. The site shall not be left in an unsecured condition.

The client has identified the boundaries on drawing 15-3830BS-01 which need to be kept secure throughout the course of the contract.

The flats will be occupied during the works and the principal contractor will have to liaise with the residents with regards to securing the site and access to the internals.

The Principal Contractor must note they have a duty of care to trespassers under the Occupiers Liability Act 1984 and reasonably practicable security measures must be undertaken.

Due to the nature of the site, no parking is possible. Neighbouring areas are generally restricted. Details of how the Principal Contractor will comply with these provision must be included within the Construction Phase Plan.

## 2.4 Arrangements for Welfare Provision and First Aid

Adequate provision will need to be made by the Principal Contractor for all required welfare facilities in accordance with Schedule Two of the CDM Regulations 2015.

No facilities in the building can be used for the duration of the works. The Principal Contractor must include in the Construction Phase Plan, how they will ensure that adequate facilities are provided.

The Principal Contractor must include within his Construction Phase Plan; details of the following:

- Details of welfare facilities being provided;
- Details of any phasing requirements for the welfare facilities

The Principal Contractor is required to make suitable provision for first aid facilities in accordance with the Health and Safety (First Aid) Regulations 1981. Details of equipment provided and trained first aiders must be included within the Construction Phase Plan.

## 2.5 Fire Precautions and Emergency Procedures

The Principal Contractor is required to comply with the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' (known as The Fire Code) and accordingly produce a fire safety plan as part of the Construction Phase Plan which is updated as required whilst the project progresses.

There are no specific fire precautions other than those that would normally be connected with working on such a site. Any specific fire risks brought about by the construction works will need to be raised in the Plan and detailed as required to reduce risks wherever possible. Flat roofing installation can require an element of hot works and provisions for this must be included in the Construction Phase Plan.

The details relating to emergency procedures will need to be detailed in the Plan to include items such as those detailed in the list below:

- Means of warning and escape
- Significant accidents(s)
- Bomb threat
- UXO strike
- Utilities strike

## 2.6 No-go Areas

The works are restricted to the site area only and no deviation from this is permitted. It is particularly important that the adjacent land users are protected and no access into or disturbance of those areas will be permitted.

## 2.7 Site Rules

The Plan is to detail all site rules used by the Principal Contractor and the method of relating these to the workforce, such as in the site induction procedure. Inductions will be required for all visitors where the site rules will be related. The rules are to be explained to all persons working and visiting the site at the induction stage. A copy is to be displayed on site in an accessible location and individual points reinforced as required as part of the Principal Contractors discipline policy.

## 2.8 Permit to Work Systems

The Principal Contractor is to set out within the Construction Phase Plan the work activities that will trigger the need for a permit to work system. The Permit to work system is to be rigorously enforced.

For Work in existing client premises the client requires the Principal Contractor implement the following permit to work procedures:

- Work at height
- Work on services
- Live working
- Work affecting the load bearing capacity of the building
- Work on life safety systems
- Noisy and/or vibratory works

## 2.9 Personal Protective Equipment (PPE)

Strict details will need to be provided in relation to PPE to ensure the safety of all construction staff, project team members and visitors. The Principal Contractor will need to detail what PPE requirements are the minimum standard and make suitable PPE available for workers and visitors. All risk assessments and method statements will need to identify what task specific PPE is required.

## 2.10 Confined Spaces

The Principal Designer has not been made aware of any areas designated as confined spaces

# 3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

## SAFETY HAZARDS

### 3.1 Access and Egress

The Principal Contractor is to note that the following restrictions are present on the neighbouring roads. Note here, access issues such as, narrow roads, one way systems, busy junctions, low bridges, weight restrictions. Access to and from the site is via Telegraph Road and The Strand for the duration of the project.

The front of the property is directly on a pedestrian footpath with narrow paths to either side of the building.

A detailed traffic management plan will need to be produced by the Principal Contractor to show information in relation, but not limited to, all items noted below:

- Access routes and one way systems
- Delivery / working times
- Parking (contractors & visitors)
- Construction vehicle storage & refuelling (bunded area)
- Delivery drop off
- Banksman
- Materials storage
- Waste storage
- Waste collection
- Wheel wash / road cleaning / inspection
- Pedestrian & vehicles routes

A clean area will need to be provided for deliveries / waste removal to ensure that no mud or debris will be transferred onto the road. Arrangements are also to be detailed in the event that any cleaning is required.

There is no parking on site and the Principal Contractor is requested to keep the number of vehicles to a minimum by vehicle sharing or using public transport.

The occupiers of the adjacent properties to the above site are sensitive to traffic movements and this must be planned in order to reduce disturbance and inconvenience to them. Therefore the numbers of vehicles must be kept to a minimum as well as deliveries and waste collections which should be planned to occur at off peak periods and the parking of vehicles/positioning of skips given due consideration to prevent blocking the road.

### 3.2 Deliveries, Storage and Waste Collection

All deliveries are to be made to the site entrance on The Strand. Materials are to be stored off-site and delivered to site as required. The Principal Contractor is to include in his Construction Phase Plan a plan showing the positioning of all site deliveries.

Unloading operations must be noted within the Construction Phase Plan.

### 3.3 Adjacent Land Uses

The neighbourhood shows a mix of property types including, residential, industrial, retail. In close proximity to the site is a busy road and pedestrian footpath that will need to have due consideration made for it, particularly when planning, noisy or vibratory works or for the delivery of materials.

No adjacent projects have been identified to the Principal Designer. This should be verified on site prior to works and included for within the Construction Phase Plan if applicable.

### 3.4 Existing Storage of Hazardous Substances

None identified to the Principal Designer

### 3.5 Location of Existing services

The extent of the existing services has been identified by visual inspection only. This should not be relied upon alone and the Principal Contractor must allow for further visual inspection of exposed services and use of cable avoidance scanning tools. Construction work should not be carried out unless or until the Principal Contractor is satisfied that all services in the vicinity of the works have been identified. Should any previously unidentified services be found then these should be protected, isolated if appropriate and reported to all parties as soon as possible and marked on a services plan for future reference.

### 3.6 Ground Conditions

Not applicable.

### 3.7 Existing Structural Information

The Principal Designer has not been made aware of any issues.

Should the Principal Contractor discover any structural abnormalities work in the area is to cease immediately and the Principal Designer and Employers Representative informed at the earliest practicable opportunity.

### 3.8 Previous Structural Modifications

None identified to the Principal Designer.

### 3.9 Fire Damage, Ground Shrinkage, Movement or Poor Maintenance

None identified to the Principal Designer.

### 3.10 Fragile Materials

The Principal Contractor must ensure that all fragile materials are suitably protected either by boarding over the top with a suitable material or providing continuous edge protection.

### 3.11 Traffic Routes on Site

Where traffic controls are required the Principal Contractor shall design and implement a Traffic Management Plan. The plan will control speed limits on and around the site as appropriate and provide adequate segregation between pedestrians and vehicles as well as suitable signage. These arrangements shall be managed and maintained as required for the duration of the project.

### 3.12 Unexploded Ordnance

Not applicable.

### 3.13 Other safety Risks

The Principal Contractor is to consider the hazards detailed below and include within his Construction Phase Plan methods as to how each matter will be dealt with to ensure the health, safety and welfare for his employees, subcontractors and third parties; when carrying out these activities:

- Working at height
- Scaffolding and other temporary works
- Work on or near water where there is a risk of drowning
- Work involving caissons or compressed air working
- Precise details to be provided in each case

## HEALTH HAZARDS

### 3.14 Asbestos

A Refurbishment and Demolition survey has not yet been conducted, however will be undertaken prior to commencement on site and provided to the Principal Contractor.

Despite the above survey report it is possible that asbestos containing materials are still present within the structure. The Principal Contractor is to ensure that appropriate control measures are in place and all operatives are aware of the presence of Asbestos and what to do should a suspected ACM be discovered on site. Should a suspected ACM be discovered on site; work in the area is to cease immediately and the Principal Designer and Clients representative informed immediately.

All Asbestos removal needs to be undertaken by a competent/licensed removal contractor in accordance with Control of Asbestos at Work regulations 2012. Details of the removal and completion certificates need to be made available for inclusion in the H&S File.

### 3.15 Ground Contamination

Not applicable.

### 3.16 Noise and Vibration

The Principal Contractor is to note that the site/building is directly adjacent to/attached to a neighbouring occupied building. The Principal Contractor is to implement a management regime for ensuring noisy/vibratory works do not represent a health hazards to his employees or a nuisance to neighbouring parties.

### 3.17 Hazardous Materials within the Structure

Should the Principal Contractor discover any hazardous or suspected hazardous materials within the structure; he is to cease work immediately and inform the Principal Designer and Client's Representative immediately.

### 3.18 Health Risks Arising from Client Activities

The Principal Designer is not aware of any health risks arising from client activities.

### 3.19 Other significant health risks

The Principal Designer is not aware of any other significant health risks on site.

# 4.0 Significant Design and Construction Hazards

## 4.1 Design Assumptions and Suggested Work Methods

The Principal Contractor should refer to the Designers Risk Assessment for information.

## 4.2 Coordination of Ongoing Design and Handling Design Changes

Any ongoing design changes are to be distributed to all relevant parties in good time in order to improve coordination and to ensure that all relevant health, safety and other issues have been identified. The Principal Contractor is to detail how such changes will be managed and who will retain responsibility for distributing and following up on such changes.

The Principal Contractor and designers will be required to ensure that any significant design changes are notified to the Principal Designer as soon as reasonably practicable and before work on that element commences on site

## 4.3 Significant Risks identified during design

The Principal Contractor should refer to the Designers Risk Assessment for information on significant risks that the designers could not design out.

The sanction of the suitability of the Construction Phase Plan in compliance with regulations 23(1)(a); and 23(2) and 22(1)(c) is dependent on the inclusion of satisfactory method statements in respect the items noted above.

## 4.4 Materials Requiring Precautions

No materials are known to have been specified which will require specific precautions other than those in normal use in the construction industry, which will require COSHH assessments in any case.

## 4.5 Asbestos Declaration

The designers are required to provide a declaration stating they have not specified any Asbestos Containing Materials.

The Principal Contractor is required to provide a declaration stating he has not installed any Asbestos Containing Materials.

The above information will be used by the Client to form part of their Asbestos Register in accordance with the Control of Asbestos Regulations 2012.



## 5.0 HEALTH AND SAFETY FILE

It is a requirement of the Regulations that the Principal Contractor implements an effective management system by which the requisite information is provided for inclusion in the Health and Safety File which should include:

- Brief description on the work carried out
- Residual hazards and how they have been dealt with (for example surveys or other information concerning contaminated land, water bearing strata, buried services etc)
- Key structural principles incorporated in the design of the structure (e.g. bracing, sources of substantially stored energy including pre or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burned off)
- Health and safety information about equipment provided for cleaning or maintaining the structures
- The nature, location and markings of significant services, including fire fighting services
- As-built drawings of the structure, its plant and equipment
- Operation and Maintenance information in relation to all building aspects including services and plant installed.
- Any other information relevant to the construction and future of the building, including demolition which should be passed to future users of the building.

# APPENDIX A – CONSTRUCTION PHASE PLAN REQUIREMENTS

## 1. Description of Project

- a. Project description and programme details including any key dates;
- b. Details of Client, Principal Designer, designers, Principal Contractor and other consultants
- c. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

## 2. Management of the work

- a. Management structure and responsibilities
- b. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
- c. Arrangements for
  - i. Regular liaison between parties on site
  - ii. Consultation with the workforce
  - iii. Exchange of design information between the Client, designers, Principal Designer and contractors on site
  - iv. Handling design changes during the project
  - v. The selection and control of contractors
  - vi. Exchange of health and safety information between contractors
  - vii. Site security
  - viii. Site induction
  - ix. On site training
  - x. Welfare facilities and first aid
  - xi. Reporting and investigation of accidents and incidents, including near misses
  - xii. Production and approval of risk assessments and written systems of works
- d. Site rules (including drug and alcohol policy)
- e. Fire and emergency procedures

## 3. Arrangements for controlling significant risks

- a. **Safety risks, including**
  - i. Delivery and removal of materials (including waste) and work equipment taking account of any risk to the public, for example during access or egress from the site
  - ii. Dealing with services
  - iii. Accommodating adjacent land uses
  - iv. Stability of structures
  - v. Preventing falls
  - vi. Work with or near fragile materials
  - vii. Control of lifting operations
  - viii. Maintenance of plant and equipment
  - ix. Work on excavations or work where there are poor ground conditions
  - x. Work on wells, underground earthworks or tunnels
  - xi. Work on or near water where there is a risk of drowning

- xii. Work involving diving
- xiii. Work in a caisson or compressed air working
- xiv. Work involving explosives
- xv. Traffic routes and segregation of vehicles and pedestrians
- xvi. Storage of materials and work equipment
- xvii. Any other safety risks

**b. Health risks, including:**

- i. Removal of asbestos
- ii. Dealing with contaminated land
- iii. Manual handling
- iv. Use of hazardous substances
- v. Reducing noise and vibration
- vi. Work with ionising radiation
- vii. Exposure to UV radiation
- viii. Any other significant health risks

#### 4. Health and Safety File

- a. Layout and format
- b. Arrangements for the collection and gathering of information
- c. Storage of information

# APPENDIX B – HEALTH AND SAFETY FILE

## Section 1 General Information

- 1.1 Important Notice
  - 1.1.1 Statutory Requirements
  - 1.1.2 Purpose of the Health & Safety File
- 1.2 File Maintenance
  - 1.2.1 Keeping and Maintaining the File
  - 1.2.2 Amendments to the File

## Section 2 Project Particulars

- 2.1 Brief Description of Project
- 2.2 Address of the Project
- 2.3 Project Dates
- 2.4 Project Directory

## Section 3 Design Criteria

- 3.1 Lead Designer - key design principles
- 3.2 Architectural - design philosophy statement
- 3.3 Structural
  - 3.3.1 Design philosophy statement
  - 3.3.2 Safe working loads/limits (floors & roofs)
  - 3.3.3 Details of stored energy
  - 3.3.4 Special arrangements for lifting
- 3.4 Building Services
  - 3.4.1 Design philosophy statement
  - 3.4.2 Safe access to plant & equipment
- 3.5 Design Solution Statements
  - 3.5.1 Access Strategy statement
  - 3.5.2 Fire fighting strategy

## Section 4 Residual Hazards & Risks

- 4.1 Residual Hazards
- 4.2 Residual Hazardous Materials

## Section 5 Maintenance & General Details

- 5.1 Cleaning and Maintenance Strategy/ Statement
- 5.2 Contractor's advice and suggested method statements
- 5.3 Cleaning and Maintenance Provisions - Special Requirements
- 5.4 Future Demolition or Dismantling
  - 5.4.1 Prior Arrangements
- 5.5 Environment and disposal of waste materials and products

- 5.6 Commissioning reports and test certificates
- 5.7 Warranties & Guaranties
- 5.8 Surveys and Investigation Reports
- 5.9 Planning and Building Regulations Approval Documents

# APPENDIX C – DESIGNERS RISK ASSESSMENT

## Designers Risk Assessment - The Strand

Reference No	Identified Hazard or Risk. <i>Focus on hazard / activity leading to unusual, significant or unacceptable Risk (be specific) Please state what the specific hazard/risk is, and where / when it may occur.</i>	Persons at Risk				Design Measure for Hazard Elimination or Risk Reduction include alternatives considered/ ruled out (please give reasons)	Hazard Eliminated	Residual Risk to be controlled * <u>during construction</u> (information for Health & Safety Plan) and/or * <u>throughout life of building</u> (Health & Safety File)	Residual Risk Owner Client, Designer, Contractor	Construction Phase Plan	H&S File
		Construction	Maintenance	Client	Gen. Public						
1	Main site entrance leads onto busy highstreet.				x	Hazard cannot be eliminated due to location.		Contractor to ensure suitable traffic measures are in place for site deliveries and any vehicular movement to the front of the property.	Contractor		
2	Pathways around the site can be uneven with poor grip.	x	x			Hazard cannot be eliminated due to location.		Contractor not to use paths in unsuitable weather or light and remain vigilant. Appropriate footwear must be worn. Manual handling is to be avoided where possible.	Contractor		
3	Presence of asbestos.	x				Refurbishment and Demolition Survey has been commissioned. However the risk remains some asbestos may still be present.		Contractor to cease work immediately if suspected ACM is present and commission a suitably qualified person to inspect and advise.	Contractor		
4	Working on services.	x				Exact position of service runs are unknown.		Competent contractors to be engaged for the isolation and reinstatement of services as required to facilitate the proposed works.	Contractor		
5	Working at height.	x	x		x	Work at height can not be eliminated due the reroofing works		Contractor to employ suitable safe systems of work to ensure works at height can be carried out safely, including use of scaffold with edge protection. Scaffold to be double boarded to ensure materials are no dropped on highway below.	Contractor		
6	Exposure to chemicals in sealants, coatings and paints.	x				Water based paints have been considered and specified where appropriate.		Works to be carried out in accordance with COSHH data sheets highlighting relevant risks, PPE requirements and recommendations for safe use, storage and transportation.	Contractor		
7	Lifting heavy materials.	x			x	Materials specified to minimise heavy lifting.		Contractor to review working methods and submit a method statement detailing how materials will be lifted from the contractor compound to the area of work.	Contractor		
8	Working in an occupied site.	x		x	x	Hazard cannot be eliminated as the residents have to remain in occupation during the construction.		Works are to be undertaken during daylight hours only to ensure maximise visibility to residents. Contractors to remain vigilant and aware and laise with residents regarding site movements.	Contractor		

