

JUNE 1, 2023

PRE-CONSTRUCTION INFORMATION
J22.075: LISKEARD PUBLIC HALL WC REFURBISHMENT

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1. INTRODUCTION

The **Construction (Design & Management) Regulations 2015** require that suitably adequate documentation, in a live and active format is produced as two separate entities, that will ensure the health, safety and welfare of all persons involved with the construction and subsequent usage of a building.

This pre-construction document describes the project, construction works and timing, identifies unusual hazards and risks, including interfacing activities and the required standards for health, safety and welfare.

The Information contained within the pre-construction document will be updated to incorporate information and any further hazards identified by the designers during the period of the works.

The Principal Contractor will develop the information contained within the pre-construction document into the construction phase health and safety plan, incorporating his programme, method statements and detailed arrangements demonstrating his management of construction, site safety and training.

Under the CDM Regulations 2015, a client is not to permit commencement of construction activities without the construction phase health and safety plan being in place, together with all necessary welfare facilities.

Similarly, the **CDM Regulations 2015** require the Principal Designer, (who has undertaken CDM Co-ordinator functions throughout the pre-construction stage) to transfer all associated documentation to the Principal Contractor, who immediately following his appointment will implement CDM Co-ordinator duties and responsibilities for the remainder of the Project. In addition, he continues to undertake the duties required by CDM Regs 2015 to develop the details contained within the pre-construction document to take account of the following:

- a) His proposed designs by his Specialist Sub-contractors in compliance with CDM Regulations 2015 and all current legislation, and subsequently agreed by the Principal Designer
- b) Any changes to the design proposed by the Client by agreement with the Principal Designer and Clients in compliance with CDM Regulations 2015
- c) All aspects of Health & Safety relevant to the Contractors method of working
- d) Detailed Health and Safety procedures of all his Contractors
- e) All current relevant legislation

Throughout the project, the documentation for the health and safety file will be prepared initially by the principal designer and subsequently by the appointed principal contractor for issue to the principal designer at practical completion, for his collation and use in the compilation of the file and subsequent handover by him to the client.

This file will contain all health and safety records, and information relating to the project, including information on the design, materials and construction and 'As Built' records and test certificates and operating and maintenance manuals.

2. PROJECT DESCRIPTION**a) Project Description and Programme**

Location: Liskeard Public Hall
3-5 West Street
Liskeard
PL14 6BW

Nature of Construction Work:

- In accordance with the agreed programme, remove all existing partitions and blockwork cubicle walls no longer required
- In accordance with the agreed programme, remove all redundant white goods, fittings and fixtures, pipework and finishes
- Install new white goods and plum in to existing drainage system with new pipework as required
- Construction of new wc cubicle system
- Installation of new lighting and electrics
- Construction of new basin units and vanity unit
- Decoration to all walls and ceilings

Period for Construction Work

Period for Construction Works	To be agreed
Mobilisation Period	Not less than 2 weeks – to be agreed
Site Works Commencement Date	As soon as possible in August
Practical Completion Date	As soon as possible

b) Project Team

Discipline	Name	Contact	Tel. No.
The Client	Liskeard Town Council Liskeard Public Hall 3-5 West Street PL14 6BW	Jacqui Orange (Facilities manager) Client contact: facilities@liskeard.gov.uk	Tel. 01579 345407 Direct Dial 01579 559562 Mob: 07926 571882
The Architect	Le Page Architects Ltd Plumer House Tailyour Road Crownhill Plymouth PL6 5DH	Charlotte Kelshall ckelshall@lepagearchitects.com	(01752) 849880
The Principal Contractor	To be advised		

c) Usage:

Various rooms are available for hire at the Public Hall, from small meeting rooms to the main hall with disabled access from Barras Place. The main hall seats up to 300 people and is a venue used for hosting wedding receptions, meetings and concerts etc. The main entrance to the Public Hall is off West Street and is open to the public between the hours of 8am-9pm.

d) Details of existing records and Plans

There is **no existing** Health and Safety File.

A refurbishment and demolition asbestos survey has not been included as part of the tender package as there is no identified risk within the Wcs.

The drawings contained within the Tender documentation have been prepared by the Design team.

Existing Services Details:

a) Water/Drainage - South West Water

An incoming underground water supply

b) Electricity - Western Power Distribution

c) Telephone - BT Openreach

Landlines are available within the building
Mobile signal is variable – fine.

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

a) Arrangements:

This project will be so designed and managed so as to achieve a zero notifiable accident record at practical completion. The project team, led by the Principal Designer will include health and safety as an agenda item at every meeting, both pre-contract and throughout the construction period.

Le Page Architects will act as Principal Designer and will be responsible for all actions under the CDM Regulations Act 2015. RCT will obtain and review Designer Risk Assessments and Considerations throughout the course of the project. Where residual hazards are identified, Le Page will ensure that these are within acceptable limits.

The Principal Designer will not only consult with the project team on site specific design matters, but will ensure that co-ordination and co-operation between the project team is achieved in compliance with **CDM Regulations 2015**.

The Principal Contractor is required to present to Le Page Architects their Construction Phase Health & Safety Plan and confirm that it has been suitably developed and adequate for use by all personnel operating upon the Project, following which Le Page will permit the construction phase of the project to commence.

The Principal Contractor is reminded to consult the Appendix 3 of the CDM Regulations 2015.

The Principal Contractor should note that all matters with Health and Safety implications arising throughout the course of the project must be reported to the Principal Designer immediately, particularly involving all design work undertaken by himself or his subcontractors.

There may be a room available within the Public Hall for site welfare, which is to be agreed with the client.

b) Requirements

THE SITE MANAGER IS TO HOLD **AS AN ABSOLUTE MINIMUM**, A CURRENT **CITB SITE SUPERVISOR'S** SAFETY TRAINING SCHEME CERTIFICATE.

All pedestrian routes and public highways must not be obstructed at any time.

Hot works to be undertaken in compliance with Principal Contractors hot works permit procedure.

No smoking or burning permitted on site.

No radios permitted.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Liskeard Public hall is accessed via two relatively busy public roads, those being West Street (from a Westerly direction) and Barras Place (From the east via a T- junction with the B3254 and from the north as a side road). The building is located on the corner between these two roads with a pavement running along the west street elevation only.

Access into the Public Hall along West street is level and through double doors, where a set of stairs then leads up to the WCs on the right hand side.

On West street, a set of steps leads up to a rear entrance, which is used only as a fire exit from the building. From this entrance, a set of stairs provides access up and down to a doorway leading into the upper section of the main entrance hall, from where there is access to the Wcs.

Internally, the main entrance area of the public hall incorporates the information desk and facilities manager office. The area is in good condition having recently been refurbished.

The principal contractor is required to adequately plan the works as detailed in his construction phase Health and Safety plan which incorporate his own risk assessment procedures.

Thereafter, he must compile and subsequently monitor effective and adequate safe systems of working within the public hall with any of the known hazards identified and contained within the tender documentation, in order to maintain a safe working environment for all personnel undertaking their activities, as well as the clients consultants and any other client visitors, together with all members of the public passing in close proximity.

Existing elements to be removed are of various constructions as noted in this pack and within the contract documentation. There is no space on site for siting of a skip. The Principal Contractor must note that **REMOVAL OF MATERIAL MUST BE SEQUENTIAL AND STRICTLY IN ACCORDANCE with his own METHOD STATEMENTS. Furthermore, where the weights of timber or other components exceed 20kg, the Principal Contractor must prepare his Method Statements and associated Risk Assessments in order to carry out the works in compliance with the Manual Handling Regulations 1992.**

The Principal Contractor must schedule lifting activities when conditions permit and also implement safe working procedures, including compliance with PUWER 1998 and LOLER 1998 to ensure the continual safety of all personnel involved in the works. This includes the provision of suitable handling and lifting equipment etc.

The Principal Contractor must address the safety and the protection of the occupants and users of the adjacent premises, as well as the public circulating around the perimeter of his site throughout the duration of the project concerning noise, dust and ensuring that the work areas are secure at all times from unauthorised access. There is an obvious risk of hazards with access for deliveries of goods, materials and removal of demolition arisings which the Principal Contractor must consider.

The Contractor must also ensure that all personnel involved in the project are adequately skilled, trained and experienced in the requirements of his construction phase Health and Safety plan and its method statements etc, and are fully aware of the procedures to be undertaken in the event that an emergency should arise. The risk of hazards with access for deliveries of equipment and materials and the removal of waste arisings must be assessed by the Principal Contractor.

All waste arisings etc must be adequately handled in compliance with the Principal Contractors waste management plan and disposed at licensed tips in compliance with [Landfill \(England and Wales\) Regulations 2002](#), [The Control of Asbestos Regulations 2012](#), and [‘The Hazardous Waste \(England and Wales\) Regulations 2005’](#) **NO BURNING** of debris will be permitted.

As noted above, the Principal Contractor will need to site a welfare unit within the adjacent grounds of the Barracks at a location to be agreed with the client (or a room within the Barrack Block if agreed with client). All parking of vehicles should be in the local car park. The Principal Contractor must ensure that all plant and equipment etc is removed and securely stored during non-working hours.

5. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Significant hazards or work sequences which have been identified by the Designers and which cannot be avoided are listed below. Common place hazards which should be controlled by good management and good site practices are not listed.

a) Access to the Site:

Hazard: Access via busy highways, used by private/public traffic,
Highways and pavements in regular use by members of the public including children
No immediate off road drop off space available
Vehicular access to and pedestrian access into adjacent business units

b) Existing Building:

Hazard: Stair access to the WCs area from the main entrance off West Street and from the rear entrance off Barras Place
Dirt and **hazardous dust**

c) Existing services:

Hazard: Live electric and water
Live incoming overhead electrical cabling
Live underground drainage routes

d) Working at Heights:

Hazard: N/A

e) Demolition:

Hazard: Instability of blockwork partitions /elements ;
Falls and Crush Injuries

f) Hazardous Dust and arisings, particularly from machining wood/ tile/ on site materials

Cuts and lacerations
Risk of hand/arm vibration syndrome

g) Site Works:

Hazard: Close proximity to members of the public throughout the project
Safe access in and out of the building via stepped entrances
Hazardous dust arisings from existing timbers, blockworketc.
Demolition and re-construction activities
Manual handling of arisings, window components etc.

h) Hoisting of Materials, Plant and Equipment:

Hazard: Unsafe containment of loads during lifting/lowering activities
Obstructions to traffic/pedestrians during loading/unloading activities
Crush injuries to personnel
Compliance with Manual Handling Regulations

i) Adjacent Tenants and their Visitors:

Hazard: Deliveries/collections of materials/equipment etc.
Tripping hazards
Traffic management and impact with or obstructions to traffic and pedestrians
Maintenance of existing entrances/fire escape routes
Access by unauthorised persons
Access to rooms 1 & 2 whilst works to east corridor are taking place

j) Fire & Emergencies:

Hazard: Asphyxiation/burns to operatives – hot works permit procedures

k) Client Personnel/Client Authorised Consultants/Visitors

Hazard: Trips and falls
Dust & noise

l) Cleaning and reinstatement of existing fabric:

Hazard: Inhalation of hazardous particulates

The Principal contractor **MUST** provide Method Statements prior to the commencement of his Site activities indicating his proposals for:

- (i) Maintaining safe access by the public to all the surrounding areas, footpaths and tenanted rooms.
- (ii) Managing pedestrian and vehicular traffic during delivery operations including signage.
- (iii) Carrying out all demolition works, including sequences, and proposals safe removal from site
- (iv) Minimising the risk of fire, including hot works permits.
- (v) All other activities as indicated in items (a) to (k) above.

6. THE HEALTH AND SAFETY FILE

The Principal Contractor will **provide 1 set** of Record documentation **at Practical Completion to the Principal Designer**, the contents of which will be previously agreed, but will generally consist of:-

1. Details of construction methods/materials used, (may be included on 'As Built' drawings), including names and addresses of specialist suppliers.
2. All 'As Built' drawings.
3. Manufacturers material Data sheets'.
4. Any other health and safety information which may help to avoid risk to those carrying out the above operations for the Client, such as known major hazards.
5. List of contractors/specialist plant and suppliers including addresses, telephone numbers and contact names.
6. All other relevant details and information as required by the Construction (Design & Management) Regulations 2015.

Thereafter, the Principal Designer will collate all the documentation from the Project team and prepare the Health and Safety File and subsequently formally hand over to the Client.

7. APPENDIX (a)**CDM Questionnaire**

The Tendering Contractors are required to respond to the questions below, **with their Tender** in order to satisfy the Client of their competence to be appointed as Principal Contractor for this Project.

1. Please advise whether you hold CHAS or SAFE Contractor accreditation.
If **Yes** – please GO to question nine and onwards.
If **No** – please answer all questions.
2. Please confirm that you have read and understand
The Construction (Design & Management) Regulations 2015 and all associated Guidance Notes
3. Please provide a copy of your Company's Health & Safety Policy Statement. Who is the senior person in your Company responsible for health, safety and welfare?
4. Please describe your organisation and individual responsibilities under this policy, including the person responsible for ensuring co-operation and co-ordination between Designers during the Contract.
5. Please describe how your Company carries out health & safety audits of its own and subcontractors' procedures.
6. How do you assess individual's competence? How do you make sure that individuals know their duties? How do you train them?
7. Please provide an example of your Company's recent Health & Safety Plan **for a similar Project.**
8. What do you do to ensure that Health & Safety Induction training is given to all new operatives arriving on site?
9. If you are successful in your tender, who will be responsible for the day to day management of Health, Safety and Welfare on Site. Please provide evidence of their training, **WITH YOUR TENDER SUBMISSION.**
10. Please describe how you will discharge your duties as Principal Contractor under Regulations 8 and 12 to 15 inclusive of the CDM Regulations 2015.
11. Please provide details of your procedures to ensure the timely provision of your Health and Safety File containing your record documentation to the Principal Designer and/or Client at Practical Completion.
12. Please give details of any Enforcement Notices issued to you during the past five years by an HSE Inspector.
13. Please give details of your Notifiable Accident record over the past five years, together with Notifications under RIDDOR 1995.

Appendix (b)

Existing Services Details:

- a) Water/Drainage - South West Water**
An incoming underground water supply is routed into the Public Hall

- b) Electricity - Western Power Distribution**

- c) Telephone - BT Openreach**
Landlines are available within the building
Mobile signal is generally fine.