



## Tender Pre-Construction Health and Safety Information Pack

### PARK HOUSE, ISLE OF SCILLY



Author: D. Hill	Document No: 250724	Version: 1	Revision: 1
Project Title: Park House, Isle of Scilly			Date: 24-07-2025
Document Title: Pre-Construction Health & Safety Pack			
Issued to: KTA, Client,			
CC to: Maddalena Hyslop (CSM)			
Issued By: Collaton Safety Management Ltd			

## INTRODUCTION

This document contains information about the proposed works at the existing Park House Residential House, The Parade, Isle of Scilly TR21 0LP and associated hazards, to enable CDM duty holders to adequately plan the proposed works. It contains details of existing surveys, reports, together with details of the most significant hazards associated with those works.

This document should be used by contractors and designers, to assist them in the planning and implementation of all works to be carried out during the contract.

Once a Principal Contractor is appointed, their Construction Phase Health and Safety Plan should be developed, using the information contained within this document to assist them in the safe planning of the works. It should then be passed to the Principal Designer for verification, prior to works commencing on site.

## CONTENTS

### SECTION 1 DESCRIPTION OF THE PROJECT

Location of Project  
Nature of Work  
Planned Start Date  
Project Directory

### SECTION 2 EXISTING SITE CONDITIONS AND SIGNIFICANT RISKS

### SECTION 3 CLIENT CONSIDERATIONS

### SECTION 4 MANAGEMENT REQUIREMENTS – OVERVIEW OF TEAM'S DUTIES

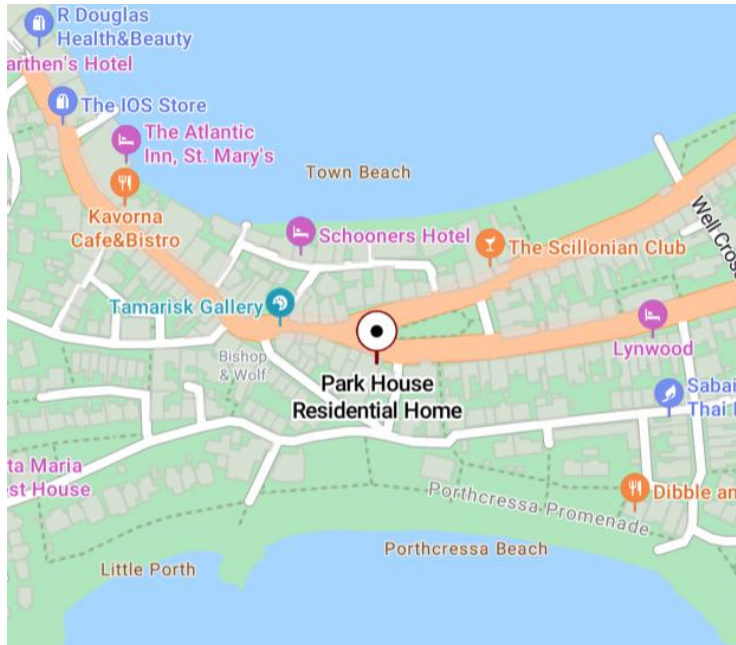
Construction Design & Management Regulations 2015

### SECTION 5 ENCLOSURES

## SECTION 1 - DESCRIPTION OF PROJECT

### Location of Project

Park House Residential House, The Parade, Isle of Scilly TR21 0LP



### Nature of Works

The proposed development is for conversion from Care Home to a mixed use of 4 self-contained units of accommodation for permanent local need and 1x 4-bed sharing apartment for short term use.

### Planned Start Date

Full programme to be agreed.

### HSE Notification

The project is notifiable and an F10 will be submitted once the Principal Contractor is appointed.

## PROJECT DIRECTORY

### Client

Company: St Marys Town Hall  
Address: The Town Hall, The Parade, Hugh Town St Marys, Isle of Scilly TR21 0LP  
Contact: Nicola Stinson  
Contact Telephone No:  
Email:

### CDM Principal Designer

Company: Collaton Safety Management  
Address: The Apex, Venaspace, Derriford Business Park, Brest Road, Plymouth, PL6 5FL  
Contact: Danielle Hill  
Contact Telephone No: 01752 936344  
Email: [dhill@collatonsafety.co.uk](mailto:dhill@collatonsafety.co.uk)

### Cost Consultant

Company: Currie Brown  
Address:  
Contact:  
Contact Telephone No:  
Email:

### Principal Contractor

Company: TBC  
Address:  
Contact:  
Contact Telephone No:  
Email:

### Architect and BSA Principal Designer

Company: KTA  
Address: Winslade House Winslade Park Manor Drive, Exeter EX5 1FY  
Contact: Andrew Chaplin  
Contact Telephone No: 07394 005659  
Email: [Andrew.Chaplin@kta.uk.com](mailto:Andrew.Chaplin@kta.uk.com)

### Mechanical & Electrical

Company: EDP Environmental  
Address: Emblem House, Pynes Hill Exeter EX2 5BA  
Contact:  
Contact Telephone No: 01392 367237  
Email: [enquires@edp-environmental.co.uk](mailto:enquires@edp-environmental.co.uk)

---

**Structural Engineer**

Company: StructureHaus  
Address: Hampton House, 23 Longbrook Street, Exeter EX4 6AB  
Contact:  
Contact Telephone No: 01392 363497  
Email: [info@structurehaus.com](mailto:info@structurehaus.com)

---

**Fire Consultant**

Company: S Robinson Ltd  
Address: Shepherds Lodge, High Road, Tholomas Drove, Cambridge PE13 4SL  
Contact: Steve Robinson  
Contact Telephone No: 07725466775  
[Steven.robinson36@btinternet.com](mailto:Steven.robinson36@btinternet.com)  
Email:

---

**Building Control**

Company: TBC  
Address:  
Contact:  
Contact Telephone No:  
Email:

## **SECTION 2 – EXISTING SITE CONDITIONS AND SIGNIFICANT RISKS**

### **THE SITE HISTORY**

Park House is a residential home for the elderly, built on a prominent corner location south of the Parade, which is a green public open space in the heart of Hugh Town, St Mary's.

### **SITE BOUNDARIES/ACCESS/SURROUNDING EXTERNAL AREAS**

Park House occupies a prominent corner site on the south side of The Parade. It sits the sole unlisted property in a run of Grade II Listed buildings running west, from The Galley to Penlee in the east on Church Street. Much of this parade is 2 storey granite properties of domestic scale and appearance, many with dormers and slated roofs, and traditional timber sash windows, all typical to the early C19th period. In this regard, Park House is relatively 'modern' and attempts to fit into the street scene by domestic scale and materiality.

The existing building Park House is believed to have been built in about 1970. It is constructed as a 2-storey property faced in a mix of render, natural stone and tile-hanging. The building appears detached but is in fact linked to Parade Flats to the south. The building has been subject to recent improvement works internally and externally with some window upgrades, general external repair work, and solar PV visible to the main roof.

The site is generally surrounded by residential properties and the seafront. The site has clear vehicle area.

### **ENVIRONMENTAL**

The construction process may highlight certain environmental issues. Dust and noise may be a concern to residents in the local area, remediation measures to stop the dust and noise becoming a contamination must be detailed in the Construction Phase Health & Safety Plan.

Consideration must be given to materials such as lead and asbestos. These materials may have been used in the construction of the building during its history but are now banned and certain processes are required if work is completed on or near these materials. Following my initial CDM site visit there is a possibility some areas of the site may contain Lead and Asbestos materials. Before any investigation or main works start, specific actions must be taken i.e. a full R&D asbestos survey and lead paint samples. This will identify any asbestos containing materials. (ACM). If any ACM are found it will then be the contractor's responsibility to remove these safely before starting works

The Construction Phase Health & Safety Plan must identify these actions in detail. Risk assessments and methods statements are to be compiled by the PC and contractors during both phases to ensure a suitable level of safety.

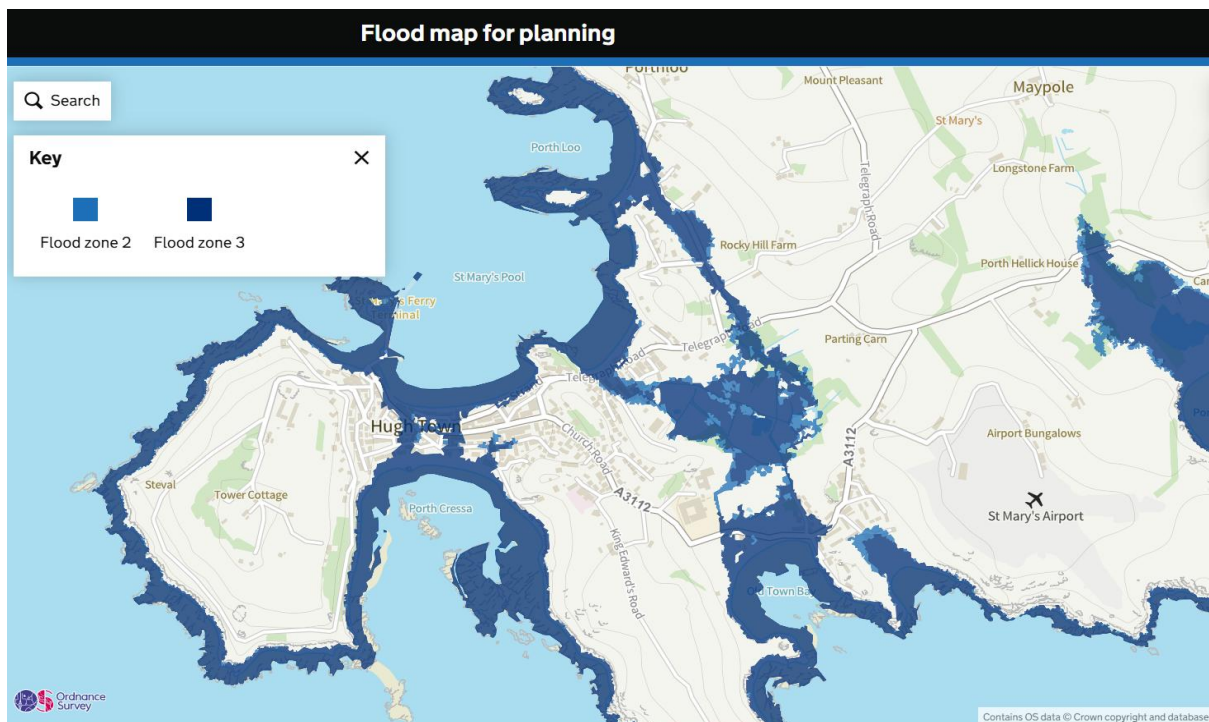
Before any visits to site for investigation or the main works a site induction must be completed showing areas of concern and any actions required such as the use of Permit to Work system. All the above issues must be considered during the works and remediation measures must be contained in the Construction Phase Health & Safety Plan.

## **ECOLOGY**

An Ecologist has surveyed the site has been carried out and found no evidence of invasive species on the site. It is possible that invasive species can occur over time. In the event an invasive species at a later stage is identified, a specialist surveyor should attend site to establish next steps. At time of survey there were no signs of bird nesting and no signs of use by bats, nor significant potential for bats to be found.

## **Flood Risk**

Park House is in an area vulnerable to coastal flooding, which the Environment Agency defines as Flood Zone 2 & 3, flood zone is diagonal blue hatch.



## **SECURITY**

The client expects the Principal Contractor to adequately safeguard the actual site area, products, materials, plant, and equipment. They must consider occupants, neighbours, visitors, and those around the site area.

The Principal Contractor shall establish suitable controls to safeguard all operatives and authorised visitors on the site who shall sign in and sign out in a site book, carry out suitable inductions and shall eliminate as far as is reasonably practical, unauthorised entry onto the site. The site can be secured easily as it is self-contained building.

Security measures such as gates locked, and entrances restricted so that pedestrian and vehicle segregation measures must be promoted. These site procedures should be detailed and described in the Construction Phase Health and Safety Plan.

*Please refer to Schedule 2 of the CDM Regulations, L153 Managing Health, and safety in construction*



## **CONTAMINATION/OCCUPATIONAL CONCERNS**

### ***Asbestos Survey***

An Asbestos R&D on the 03/11/2023 by Allium Environmental Ltd to determine the presence of asbestos containing materials (ACMs). The survey was carried out by an experienced surveyor. All areas within the scope of the survey are shown on the attached floor plans. Any areas that were not fully accessible and therefore not possible to carry out a full inspection are detailed on the asbestos register or in the register notes. Please note, only those areas of the building highlighted by the client as within the scope of the refurbishment works have been included in this survey, if there are other services / areas of the property or building that may be inadvertently affected by the proposed refurbishment works these may not have been included within the survey unless specifically requested. A record has been made of every room / area within the scope of the survey on the final register and details of all positively and negatively identified materials and presumed ACMs. A material and priority assessment has been carried out on all ACMs. Please note, if the building was still occupied and operational during the survey this would have reduced the effectiveness of the survey that has been carried out. Intrusions would have been made where possible but only minor damage could have been caused at the request of the client so further investigation may be required when the building is fully vacated prior to its refurbishment.

During the survey all reasonable efforts will made to identify the presence of Asbestos Containing Materials within the surveyed areas which are listed below. However, Asbestos Containing Materials are sometimes concealed with the fabric of a building or sealed building voids, and so it is not always possible to regard the findings of a survey as being definitive. Therefore, it must always remain a possibility that further Asbestos Containing Materials may be found during any demolition or refurbishment works.

*HSE guidance: HSG 264: Asbestos: the survey guide states it is now recognised that even with 'complete' access demolition surveys, all ACMs may not be identified, and this only becomes apparent during demolition itself. Therefore, in buildings that are occupied, due to be re-occupied or due to extenuating circumstances, following the completion of the survey it may be required to undertake additional inspections or sampling prior to/during demolition, or refurbishment works to account for all hidden Asbestos Containing Materials (ACMs). Where this is likely a provision may need to be made to allow for a possible revisit, this may include inaccessible areas that will be listed in this report.*

## **ASBESTOS SURVEY POSTIVE RESULTS**

Item No.	Building Name	Room No. & Name	Asbestos Containing Product	Recommended Action	Risk
28	Park House	External	Cement Undercloak - Roof (Presumed)	Remove if affected by proposed refurbishment works	Low
12	Park House	003 Circulation and Cupboard	Adhesive - Floor	Remove if affected by proposed refurbishment works	Very Low
1	Park House	103 WC	Vinyl Floor Tile & Adhesive - Floor	Remove if affected by proposed refurbishment works	Very Low

### Inaccessible areas

Item No.	Building Name	Room No. & Name	Restriction
2	Park House	First Floor, 111 - Circulation	No access within timber or plasterboard boxing due to damage limitations
3	Park House	First Floor, 112 - Bedroom	No access within timber boxing due to damage limitations

Item No.	Building Name	Room No. & Name	Restriction
4	Park House	First Floor, 113 - WC	No access within timber boxing due to damage limitations
5	Park House	First Floor, 114 - WC	No access within timber and plasterboard boxing due to damage limitations
6	Park House	First Floor, 114 - WC	No access below modern floor sheet due to damage limitations
7	Park House	First Floor, 116 - Bedroom	No access within timber boxing due to damage limitations
8	Park House	First Floor, 116 - Bedroom	No access below modern floor sheet due to damage limitations
11	Park House	Ground Floor, 002 - Reception	No access within boxing due to damage limitations.
16	Park House	Ground Floor, 011 - WC	No access within boxing due to damage limitations
17	Park House	Ground Floor, 011 - WC	Limited access below modern floor sheet due to damage limitations
18	Park House	Ground Floor, 013 - Bedroom	Limited access below modern floor sheet due to damage limitations
19	Park House	Ground Floor, 012 - WC	No access within boxing due to damage limitations
20	Park House	Ground Floor, 012 - WC	Limited access below modern floor sheet due to damage limitations
21	Park House	Ground Floor, 014 - Bathroom	Limited access within plasterboard and ceramic boxing due to damage limitations
22	Park House	Ground Floor, 015 - Bedroom	No access within upper timber and vertical plasterboard boxing due to damage limitations
23	Park House	Ground Floor, 018 - Kitchen	Limited access below modern floor sheet due to damage limitations
24	Park House	Ground Floor, 018 - Kitchen	No access within plasterboard and UPVC boxing due to damage limitations
26	Park House	Ground Floor, 020 - Store	Limited access below modern floor sheet due to damage limitations

### ***Lead and lead paint.***

This building was constructed in 1970 so this is likely lead paint may have used within the building therefore, lead paint samples will be required.

***The Principal Contractor is to be aware that they will be responsible for checking and testing for the presence of lead and lead paint.***

Specific RAMS considering working with or around lead and lead materials, must be considered for work serious health effects include kidney damage, nerve and brain damage and infertility. The Control of Lead at Work Regulations 2002 (CLAW) place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead.

The principal contractor is expected to ensure that basic work on lead follows a simple system of checks such as –

Working with lead can put your health at risk, causing symptoms including headaches, stomach pains and anaemia. Other

- A review work processes and workplaces for opportunities to reduce workers' exposure to lead by reducing the number of people exposed, the amount of lead to which they are exposed and the length of time each worker is exposed.
- Ensure you are using the right controls – check with industry good practice.
- Ensure the controls are always used when needed.
- P3 filter). For longer duration work consider powered RPE with the same protection (e.g. TH2 powered hood / helmet). Make sure any RPE is compatible with other protective equipment.
- **Immunisation** – this may be needed in some circumstances to supplement your controls above. Take competent advice. You should ensure that workers are aware of the advantages and disadvantages of immunisation and its limitations. Keep adequate records of any immunisation provided.

### **Legionella Risk Assessment**

An assessment was carried in 13/07/2024 and identified several issues that will likely result in the growth of (and exposure to) Legionella bacteria in the building's water system. Several system modifications were made to minimise or eliminate this risk entirely. It isn't possible to eliminate every problem simply by modifying a system, therefore this will require a review and possibly take additional control measures.

### **Occupational Concerns**

Examples of risks:

Contractor accidentally causing a fire due to hot works.

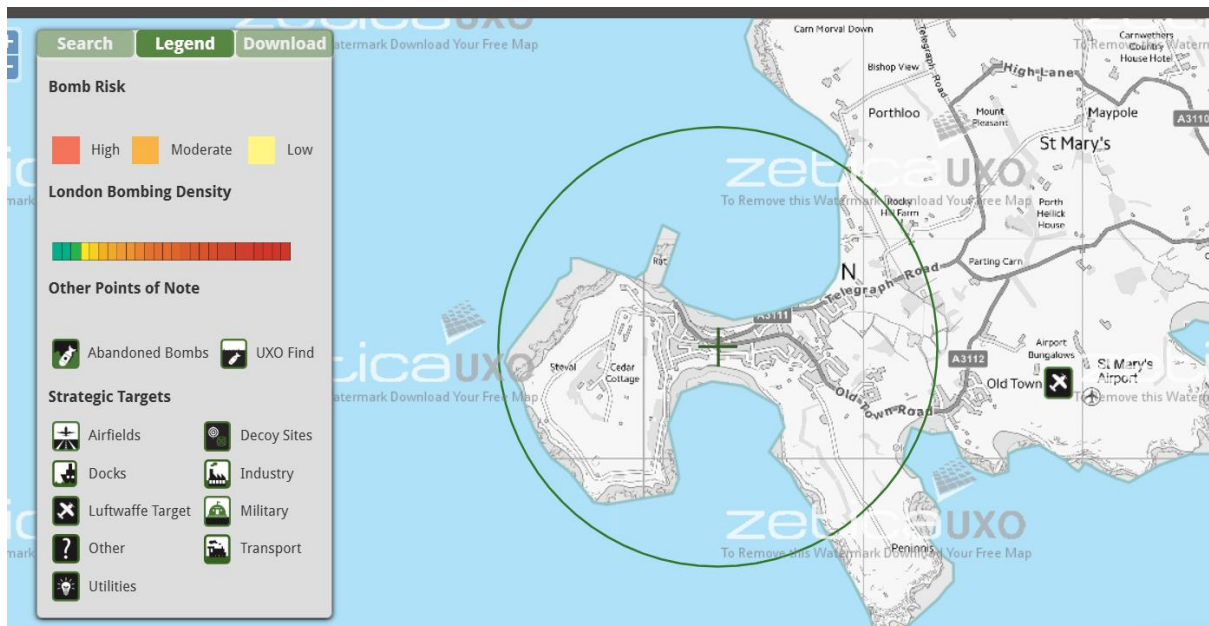
Materials or tools falling from roof.

Deliveries/ construction traffic and operations crossing paths with the residential area.

The Principal Contractor will be required to manage the site and construction activities to reduce/ avoid any risks as much as possible.

## Ordnance

The risk to the site and its surroundings from the presence of UXO is low. Detailed map below.



## Structural Concerns

Structural Mark Up's attached further to their site visit carried out in December 2024. Slight Structural requirements required, a steel beam and a few concrete lintels required, please the structural note that suggests alteration to the junction on SK02, if this can't be accommodated then further steel work and possible foundations will be required.

## Scaffolding

Following an initial CDM site visit, wrap-around scaffold can be erected on the external areas of the building to allow for roof works. This scaffold falls outside the 'compliant scaffold' criteria in TG20:21 or similar guidance from manufacturers of system scaffolds will require a bespoke scaffold design. The design scaffold must be forwarded to the appointed design team and Principal Designer for review.

The base of the scaffold must be secured to prevent unauthorised access, and all access ladders must be removed at the end of each shift. There is also the potential for falling objects, such as tools, equipment and materials, to hit passersby and nearby workers. Every task completed at height should have a risk assessment or lifting plan carried out that will identify any potential risks, either to those carrying out the operation or those in the surrounding areas.

The existing external areas will also require a clear up and all cable drums will need relocating to allow for clear scaffold access/installation.

Scaffold Sheetting- If the scaffolding is intended as part of the means of escape the scaffold sheetting must be to a flame-retardant standard and the principal contractor must carefully consider the extent of the sheetting. Do not use the sheetting to enclose scaffold stair towers or escape ladders.

### **Working at Height & hard to reach areas**

All work at height must be properly planned and organised and the risks assessed. Access and fall protection equipment/measures should be in place before any works commence i.e. safety netting, fixed handrail etc. These selected must be appropriate for the work and environment and be properly inspected and maintained.

Only scaffolding contractors who are members of the National Access and Scaffolding Confederation (NASC) should be used. Scaffolding shall only be erected, altered or dismantled by appropriately trained, qualified, experienced and competent CISRS person(s). All scaffolding must be erected, dismantled and altered in a safe manner. This is achieved by following the guidance provided by the NASC in document SG4:22 'Preventing falls in scaffolding' for tube and fitting scaffolds or by following similar guidance provided by the manufacturers of system scaffolding. All scaffolding shall be provided with a formal handover certificate that is to be retained on site and will be fitted with an in date 'Scaff tag' at all points of entry.

Operatives must not alter any part of the scaffolding including toe boards, edge protection or safety walkways without authorisation from the site manager. Scaffolding must be inspected before first use and every 7 days or following alterations / adverse weather by a competent person and a record of the inspection should be retained on site.

Ladders must be used safely, tied off and footed correctly prior to use. Ladders are to be inspected before use and inspections records must be held on site. Any scaffold which falls outside the 'compliant scaffold' criteria in TG20:21 or similar guidance from manufacturers of system scaffolds will require a bespoke scaffold design. Where a design scaffold is required, this shall be forwarded to the appointed principal designer for review. The base of the scaffold must be secured to prevent unauthorised access, and all access ladders must be removed at the end of each shift. There is also the potential for falling objects, such as tools, equipment and materials, to hit passers-by and nearby workers. Every task completed at height should have a risk assessment or lifting plan carried out that will identify any potential risks, either to those carrying out the operation or those in the surrounding areas.

### **Temporary Works**

The principal contractor is responsible for the safe co-ordination of all activities on-site (including liaison with specialist proprietary suppliers). Arrangements should be in accordance with BS5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework.

The Client expects:

- Contractors are to appoint a designated individual to maintain procedures for temporary works.
- That sufficient resource is allocated for the safe planning, construction, use and dismantling of all temporary works.
- Effective communication and coordination of temporary works in place at all times to ensure safety on the project and wider site.
- All duty holders involved in temporary works are fully competent to undertake the roles assigned to them.
- All necessary records of temporary works maintained in a Temporary Works Register.

## **Statutory Nuisance**

The Client expects:

- All contractors to carry out risk assessments in relation to nuisance such as noise, odours and other emissions etc.
- Undertake routine 'housekeeping' checks on site to check for any waste accumulation, evidence of vermin, noise or smell, etc.
- Have controls in place to prevent or minimise nuisance.
- Notify neighbours in advance of any activities e.g. building work that may impact them.

## **Transporting materials and equipment across site**

The principal contractor is to suitably plan and outline within the construction phase plan how materials, equipment and waste will be safely transported around site (including scaffold). The principal contractor is to eliminate or reduce lifting and carrying risks where possible, by implementing control measures such as: -

- Using mechanical aids like trolleys, hoists, telehandlers
- Making the load smaller or lighter and easier to lift
- Chutes

## **Existing Services (Above/Below Ground)**

A full CCTV Drainage survey has been conducted and included with this Pre-Construction Pack and must be always referenced before any works are carried out.

Drainage design will be included.

1. Foul water will connect to the existing Foul Water System.
2. Surface water will be dealt with in line with the current drainage system.
3. There is a small area of additional roof space where there is currently lawn / impermeable paving.

### **Identified hazards associated with this project.**

The 2015 Construction (Design and Management) Regulations require that construction clients provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project. Where there is more than one contractor, the principal designer should provide advice and help compile the pre-construction information and provide it to the designers and contractors.

The regulations define pre-construction information as 'information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:

- The project.
- Planning and management of the project.
- Health and safety hazards, including design and construction hazards and how they will be addressed.
- Information in any existing health and safety file'.

The amount of detail included in pre-construction information should be sufficient to ensure that significant risks can be anticipated, focusing on those risks that that could not reasonably be anticipated.

Collaton Safety understand the importance of identifying the significant risks on any construction project. Contained within section N, of the enclosures is a design risk register that has been completed following an initial visit by the principal designer. The risks identified are expected be mitigated by risk assessments, procedures, and management systems.

Following the completion of the project, the design risk register will be updated, identifying the significant risks left on site.

A design risk register is attached within the enclosures at section N of this report.



### **SECTION 3 – CLIENT CONSIDERATIONS**

Checklist to consider:

#### **Security of the site**

During the project works, the client expects the Principal Contractor to adequately safeguard the site area, products, materials, services, plant, and equipment. Neighbours, visitors, and those around the site area must be considered. The Principal Contractor shall establish suitable controls to safeguard all operatives and authorised visitors on the site who shall sign in and sign out in a site book, carry out suitable inductions and shall eliminate as far as is reasonably practical, unauthorised entry onto the site. Security details of the access road and its fencing must be considered and checked regularly.

Any temporary works associated with the site boundary/hoarding are to be registered and listed within a temporary works folder. The details of security and any temp works are to be explained within the Construction Phase Health and Safety Plan.

#### **Welfare provisions**

The Principal Contractor shall provide temporary welfare facilities in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015 and HSE CIS 59 "Provision of welfare facilities during construction work". These facilities are to be in place from the start of the works to completion.

#### **Site hoarding requirements**

Where the present site boundary is deemed suitable it will not require any hoarding. In certain locations wooden hoarding or Heras fencing will be placed following specific Temporary Works designs. The client and Principal Contractor will decide the best type of fencing prior to starting on site. The site will be secure as the works are within the boundary of the hoarding.

Any temporary works associated with the site boundary/hoarding are to be registered and listed within a temporary works folder. The details of security and any temp works are to be explained within the Construction Phase Health and Safety Plan.

#### **Site transport arrangements and vehicle movement restrictions**

The entrance is located on a main vehicle thoroughfare (The Parade), Management of the area must be considered as any restrictions to the traffic flow in/out of site and along the main road will cause major concerns. A Traffic Management Plan should be considered and controlled by the Principal Contractor and attached to the Construction Phase Health and Safety Plan for dissemination to ensure delivery vehicles understand the restriction, access routes and timings for visits to site.

#### **Permit-to-work arrangements.**

The Principal Contractor will be expected to implement their own work control systems and documentation if required for work in confined spaces, Working at Height etc.

Suitable control systems of works will be expected to be contained and documented and explained within the Construction Phase Health and Safety Plan. These will be for work such as working in contaminated areas, WAH, working on live electric systems, working on the main road or near a transport route, the list is not final and will be determined by the PC. All permits are expected to be



registered and held within a site file for audit purposes. Details of the Permit to Work system are to be explained in the Construction Phase Health and Safety Plan by the Principal Contractor.

### **Fire precautions to be put in place!**

During all elements of the project works an excellent standard of fire protection is expected. A fire risk assessment should be in place for the welfare area and a site wide fire plan should be in place before work starts detailing evacuation routes, fire alarms, fire points and ignition sources.

All work areas are to be adequately protected against fire hazards by the provision of appropriate fire extinguishers in compliance with current fire regulations and located at fire points indicated on the fire safety plan. The fire precautions shall consider the changing nature of the site during the process of construction. The plan and evacuation procedure must be displayed in a prominent position. This should include the means of warning of fire throughout the duration of the works. Clear access to the site must be maintained always. Identified personnel (key holders, Managers, security guards, etc.) must be briefed to unlock doors, gates etc. in the event of an alarm.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

As the project progresses and routes become blocked, removed or changed the plan shall evolve and will be expected to be updated as the site changes. A draft site fire plan must be attached to the by Construction Phase Health and Safety Plan and the Principal Contractor.

### **Restricted areas or other authorisation requirements**

The contractor is not permitted to carry out works anywhere other than areas made available to carry out the works. If access is required to other areas, this must be by arrangement with the Client in accordance with his requirements, which may include written authorisation.

There are numerous areas that may be deemed as restricted especially during the early phase of the project during due diligence or investigations in phase 1. The site manager will complete a thorough site induction before any investigations during phase 1 are started. The induction may change daily but it is imperative that it is completed. Details of the system to be used are to be contained in the Construction Phase Health and Safety Plan. Care must be taken, and suitable Risk Assessments and Method Statements must be put in place before work starts.

### **Confined spaces**

Any work in these areas must follow identified guidelines and the contractor must state basic procedures for work in these areas the details must be detailed in the Construction Phase Health and Safety Plan.

### **Smoking/parking restrictions**

Smoking is to be prohibited on site and within all site offices and welfare facilities. The contractor should consider the establishment of an authorised smoking shelter – away from the structure or other combustibles.

## **SECTION 4 – MANAGEMENT REQUIREMENTS, OVERVIEWS OF TEAM’S DUTIES**

### **Purpose of the Construction (Design and Management) Regulations 2015**

To help reduce accidents and ill-health in the construction industry by making those who create risks responsible for their control.

### **The Regulations**

The CDM Regulations, as they are commonly known, provide a Health and Safety framework within which structures are to be designed, constructed, maintained, and ultimately demolished. Legal duties are placed upon everyone involved in a construction project including the Client, Principal Designer, Designers, Principal Contractors and Contractors.

### **Application of the Regulations**

CDM 2015 applies to all building, civil engineering and engineering construction work including new-build, alteration, maintenance, renovation, demolition, site clearance and site investigation.

Work involving more than one contractor require the appointment of a Principal Designer and Principal Contractor. The client is deemed to be the Principal Designer and/or the Principal Contractor for any period during the Pre-construction/Construction Phase where these appointments have not been fulfilled.

Notification to the HSE, form F10, is required for works lasting more than 30 days, with 20 people on site, or 500 person days.

### **The Duty Holders**

Each has clear roles to ensure that Health and Safety is considered and managed effectively through all stages of a construction project from concept through design, construction, maintenance, alteration and finally demolition.

### **Principal Designer’s Duties**

The Principal Designer ensures that:

- So far as is reasonably practicable, the project is completed without risk to health or safety.
- There is co-operation and co-ordination between all Designers and the Principal Contractor on Health and Safety issues.
- All Designers comply with their CDM duties.
- All reasonable steps are taken to identify and collect the pre-construction information and issued to all relevant parties.

*A Health and Safety File is prepared or the existing one updated and passed to the Client on completion of the project.*

## **Client Duties**

The Client has a legal obligation to:

- Notify the HSE of the project.
- Make suitable arrangements for managing the project.
- Ensure that the construction work can be carried out, so far as is reasonably practicable, without risk to the health or safety of any person affected by the project.
- Be satisfied with the provision of welfare facilities during the construction phase.
- Provide information on Health and Safety issues to the Principal Designer – this may include ground investigation reports, asbestos surveys etc.
- Appoint a Principal Designer as soon as is practicable.
- Appoint a Principal Contractor as soon as is practicable, after the client knows enough about the project to be able to select a suitable person for such appointment.
- Promptly inform the principal contractor of the amount of time before the construction phase which will be allowed to him for planning and preparation for construction work.
- Ensure that those appointed are competent and adequately resourced to carry out their Health and Safety duties.
- Ensure that a suitable Health and Safety Construction Plan has been prepared by the Principal Contractor before construction work starts.
- Ensure that the Principal Designer is provided with all the health and safety information in the client's possession (or which is reasonably obtainable) relating to the project which is likely to be needed for inclusion in the health and safety file.

*Take reasonable steps to ensure that after the construction phase, the information in the health and safety file is kept available for inspection by any person who may need it to comply with the relevant statutory provisions; and is revised as often as may be appropriate to incorporate any relevant new information, including information specified in the Management of Asbestos Regulations 2012.*

## **Designer Duties**

- make sure the client is aware of the client duties under CDM 2015 before starting any design work.
- when preparing or modifying designs:  
take account of any pre-construction information provided by the client (and principal designer, if one is involved)
- eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
- take steps to reduce or control any risks that cannot be eliminated.
- provide design information to:
  - the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file.
  - the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan (CPP) is prepared.
- communicate, cooperate and coordinate with:  
any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
- all contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

Supply information for the Health and Safety File. This will include known remaining hazards, design principles and limitations, design details that may be useful for future work, assumptions, and restrictions, together with equipment and means of access provided for maintenance and cleaning.

## **Principal Contractor Duties**

The Principal Contractor ensures that:

- The Construction Phase Health and Safety Plan is developed and implemented This will address the contents of the initial Health and Safety Plan together with other Health and Safety issues as they become apparent during the construction phase.
- Co-ordination and co-operation between all contractors regarding Health and Safety issues, is implemented.
- They are reasonably satisfied that any contractors appointed (by the Principal Contractor) are competent and have made adequate provision for Health and Safety.
- They check and obtain Safe Working Method Statements from contractors.
- As far as reasonably practicable, that training for Health and Safety is, or has been, carried out by the appropriate employer.
- Arrangements for discussing Health and Safety matters with contractors and site personnel are implemented.
- As far as reasonably practicable, that every contractor and employee comply with any rules contained within the Health and Safety Plan.
- Only authorised persons are allowed onto site (as far as reasonably practicable). This duty is not excluded from civil liability.
- The Health and Safety Executive notification details F10 are displayed.
- They pass relevant information to the Principal Designer for inclusion in the Health and Safety File.
- If any changes are made which may affect the principles on which the Health and Safety Plan was originally prepared, they inform the Principal Designer.  
Monitor Health and Safety performance.

## SECTION 5 – ENCLOSURES

SURVEY/REPORT	REQUIRED			AVAILABLE		COMMENTS
	YES	NO	TBC	YES	NO	
a. F10	x				x	To be completed once a PC is appointed
b. Health & Safety File	x				x	To be collated at the end of the project Existing info attached
c. Asbestos	x			x		Attached
d. Underground & Above ground services	x			x		CCTV Drainage survey attached
e. Site Investigation	x			x		Roof Condition Report attached Heritage Statement Attached
f. Structural Investigation	x			x		Structural mark ups
g. Ecology report	x			x		Info attached
h. Flood Studies	x				x	Flood risk info included
i. Contamination	x				x	<ul style="list-style-type: none"> <li>• Lead paint Survey TBC</li> <li>• Legionella Risk Assessment</li> </ul>
j. Ordnance	x			x		UXO map attached
k. Demolition Plan	x			x		Demo Plan(s) attached
l. Design & access statement	x				x	<ul style="list-style-type: none"> <li>• Principal Contractor to complete Site set up and Draft TMP</li> </ul>
m. Design Risk Register	x			x		Collaton Risk register attached & KTA DRA's attached Awaiting M&E and Structural DRA
n. Fire Strategy	x			x		Fire Strategy attached

Note:

The document will be forwarded to the Principal Contractor who must develop the Construction Health & Safety Plan. It must consider the information supplied by the principal designer, such as the pre-construction information and any information obtained from designers if appropriate. During the construction phase, the contractor must ensure that their plan is appropriately reviewed, updated, and revised, so that it remains effective.

Danielle Hill

CDM/Principal Designer  
For and on behalf of Collaton Safety Management Ltd