



Ward Williams Associates
Longras, Hugh Town, IOS
Pre-Construction Information

03: 10: 2016: D09

Longras

At

Hugh Town

St Marys

Isles of Scilly

TR21 0JP

For

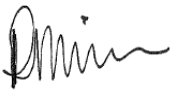
Council of the Isles of Scilly

Date: 03 October 2016

Project Ref: 15-3734CDM

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<i>Author</i>	Principal Designer	<i>Signed</i> 
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<i>Job No.</i>	15-3734CDM
<i>Date</i>	03 October 2016
<i>Revision</i>	A

<i>Reviewer</i>	Principal Designer	<i>Signed</i> 
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Revision	Reason for Issue	Section Updated	Author
A	Initial issue	All	Richard Warren-Nicholls

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

HSE notification threshold is 30 days and at least 20 people on site simultaneously or 500 person days, due to the duration of the project it is unlikely to meet the criteria. If any changes become apparent that could affect the requirement for a 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

Longras
Hugh Town
St Marys
Isles of Scilly
TR21 0JP

1.2 Project Description

The project consists of external repairs to the property, and full external decoration. The flat roof to the rear annex will be replaced with a proprietary fibreglass roofing system, replacement of external cladding and the replacement of all the external windows and the front door. The area to the front of the building will have a metal railing installed and the front court yard repaired, whilst the area to the rear of the building will have a bin store and a new clothes rotary washing line installed as well as a paved courtyard floor.

1.3 Programme

Planned commencement:	01 November 2016
Contract period:	8 weeks
Mobilisation period (minimum):	2 weeks (after instruction of Principal Contractor before commencement of works on site)

The Principal Contactor 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

Client	Council of the Isles of Scilly The Town Hall Hugh Town St Marys Isles of Scilly TR21 0LW Ian Hamilton 01720 424000
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Principal Designer	Ward Williams Associates Mills Bakery Royal William Yard Plymouth PL1 3GE Richard Warren-Nicholls 01752 250480
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Lead Designer Ward Williams Associates
Compass House
Truro Business Park
Threemilestone
Truro
TR4 9LD
Daryl Hill
01872 272906

Principal Contractor TBC

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 Daryl Hill and Richard Warren-Nicholls 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 Principal Contractor has keys for the front and rear doors which lead to the communal areas. The entrance to the rear courtyard has a metal access gate that can be secured, during when there are no works being conducted. The site shall not be left in an unsecured condition.

The client has identified the boundaries on drawing 15-3734BS-BL, dated 30 March 2016, which need to be kept secure throughout the course of the contract, the rear of the property is suited to being secured using fencing. The drawing is located at Appendix C

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, it is envisaged that the site set up and compound will be entirely within the footprint of the site as storage is available.

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.

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. Due consideration is to be made for working in a site that has two exits, not to block one of the exits whilst conducting the works or moving equipment.

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)
- 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. Therefore all adjacent properties are out of bounds to the contractor.

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.

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, Church Street has double yellow lines along it, and there is no parking along Portcressa Road, deliveries are to be made to the rear of the property, where there is a limited amount of storage within the back yard.

A 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:

- Delivery / working times
- Parking (contractors & visitors)
- Delivery drop off
- Materials storage
- Waste storage
- Waste collection

There is very limited parking on site and the Principal Contractor is requested to keep the number of vehicles to a minimum by vehicle sharing.

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 deliveries and waste collections should be planned, and the unloading 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 Porthcressa Road, and carried through the passageway to the rear of the property. Materials are to be stored in a secure building where possible, to reduce the risk of theft and arson. The Principal Contractor is to include in his Construction Phase Plan a plan showing the positioning of all skips and material storage area.

Unloading operations must be undertaken on Porthcressa Road.

3.3 Adjacent Land Uses

The neighbourhood shows a mix of property types including residential and retail. In close proximity to the site are a museum and guest house that will need to have due consideration made for them, particularly when planning, noisy or vibratory works or for the delivery of materials. The works to the flat roof will require access to be available, for the construction of a scaffolding handrail, from the house to the right of Longras (when viewed from the rear). This is a council owned property and access the rear of the property will be required to be arranged via the council.

3.4 Location of Existing services

The extent of the existing services can be identified by a review of service drawings. 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. Further investigation may be required subject to the extent of the works.

The following services have been identified on the service plan drawings ref 15-3734BS-01, Services Plan at Longras, dated 03 May 2016.

- Telecoms
 - Four existing telecom lines shown to enter the rear of the house at various points
- Drainage
 - The existing waste pipes run down the outside of the building into a drain buried in the rear courtyard. The scope of the works included the block paving of the rear courtyard, there is no requirement to excavate in the rear court yard as the blocks will be laid on the existing concrete.

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.

3.5 Fragile Materials

The Principal Contractor must consider that the existing flat roof which is due to be renewed is deemed to be fragile. Accordingly, the Principal Contractor must implement a suitable control measure such as boarding over the top with a suitable material to prevent a fall through or providing netting below to catch any debris or persons that fall through the roof.

3.6 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
- Removal and replacement of external windows
- Isolation and disconnection of the telecoms cables
- Manual handling – all equipment and materials, including waste materials, are required to be carried through a passageway between the two houses.

HEALTH HAZARDS

3.7 Asbestos

The following survey information has been provided:

- Refurbishment survey

A refurbishment survey has been conducted to establish the presence of Asbestos Containing Materials within the structure and vicinity of the works. The Principal Contractor is required to familiarise himself with the contents of the survey report and disseminate all relevant information to his subcontractors.

The survey was conducted on the external areas of the rear extension only, with all other area excluded from the survey scope. No access to the main three storey roof could be gained due to height restrictions.

The survey report by Shield Asbestos Consultancy ref: X-00347/DC/0416, dated 18 April 2016 has identified material that is presumed to contain asbestos in the following location, which is not to be disturbed.

Position	Asbestos Containing Material	Asbestos Type
Main three storey roof	Asbestos-Reinforced Composite	Crocidolite

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.

3.8 Noise and Vibration

The Principal Contractor is to note that the building is 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.

4.0 Significant Design and Construction Hazards

4.1 Design Assumptions and Suggested Work Methods

There are no design assumptions or assumed work mentions that a competent contractor would not be aware of.

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 Hazard Identification Schedule in Appendix D for information on significant risks that the Designers could not design out.

4.4 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.

A survey report by Shield Asbestos Consultancy ref: X-00347/DC/0416, dated 18 April 2016 has identified material that is presumed to contain asbestos within the roof, this is not to be disturbed.

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 firefighting 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 Firefighting strategy

Section 4 Residual Hazards & Risks

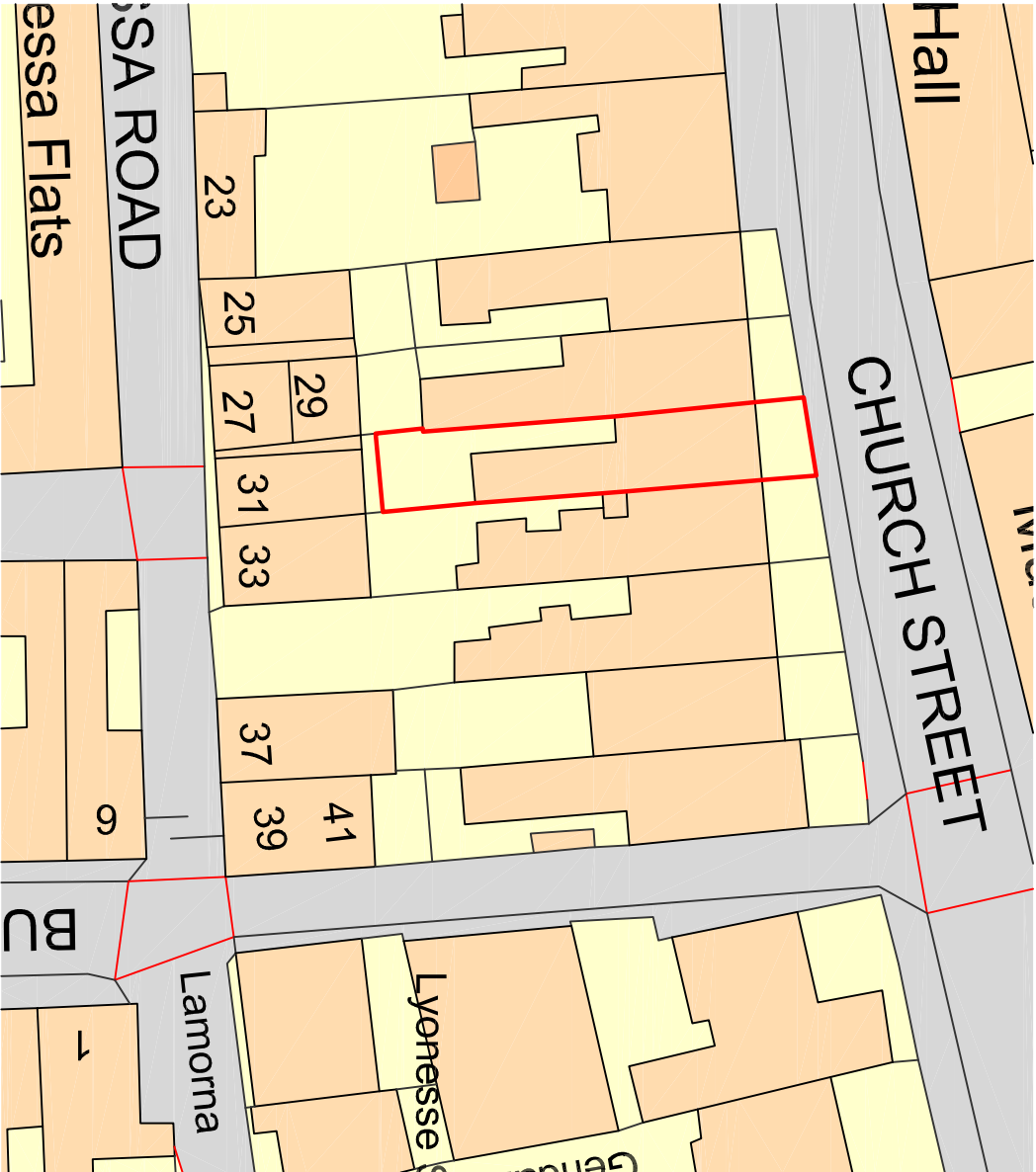
- 4.1 Residual Hazards
- 4.2 Residual Hazardous Materials

Section 5 Maintenance & General Details

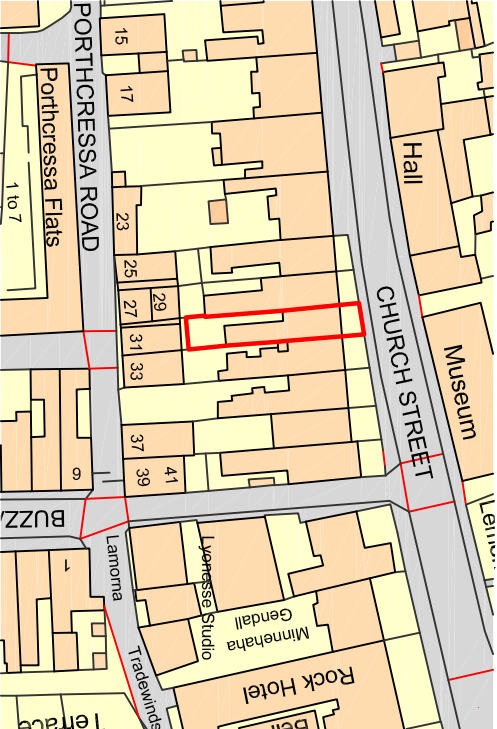
- 5.1 Cleaning and Maintenance Strategy/ Statement
- 5.2 Contractor's advice and suggested method statements
- 5.3 Cleaning and Maintenance Provisions - Special Requirements
- 5.4 Future Demolition or Dismantling
 - 5.4.1 Prior Arrangements
- 5.5 Environment and disposal of waste materials and products

- 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 – SITE LOCATION



Block Plan 1:500



Location Plan 1:1250

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Revisions		
Ward Williams Associates Compass House Truro Business Park Threemilestone Truro TR4 9LD www.wwasurveyors.com 01872 272906		
		
Block and Location Plan		
At		
Longras, St Marys		
For		
Council of the Isles Of Scilly		
Drawn:	ST	Checked: DH
Scale:	As shown	Size: A3
No:	15-3734BS-BL	Rev: 0

All dimensions in mm unless otherwise stated.
DO NOT SCALE: All dimensions to be checked on site and verified prior to commencing works / manufacture. Any discrepancies to be reported to Ward Williams Associates.
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APPENDIX D – HAZARD IDENTIFICATION SCHEDULE

Hazard Identification Schedule - Longras IOS

Reference No	Updated	Activity / Location	Initial Owner	Identified Hazard or Risk. 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.	Persons at Risk				Design Measure for <u>Hazard Elimination</u> or <u>Risk Reduction</u>	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	include alternatives considered/ ruled out (please give reasons)					
1. Site Wide Elements														
1.1		Fire and emergency procedures	Principal Contractor/ Principal Designer	Slip trip injuries in the event of an alarm. Blocked exits preventing exit resulting in smoke inhalation, burns, potential for death	X		X	X		Yes	All exit routes are to be kept clear at all times, there are two routes, the front door and through the narrow passageway at the rear of the property. The Principal Contractor is to set out the fire escape plans in the CPP and is to display the fire signs within the site and the relevant fire fighting equipment	Principal Contractor	Yes	No
1.2		Site security	Principal Contractor/ Principal Designer	Risk of trespassers entering the site and injuring themselves on unfinished construction works. Risk of vandalism or arson once a trespasser has gained access	X			X		No	All reasonable practical and appropriate measures are taken to deter trespassers such as securing the site at night, securing materials and equipment	Principal Contractor	Yes	No
2. Construction Stage														

2.1		Access and Egress	Principal Contractor/ Principal Designer	Slip trip hazards present in the building whilst works are under way.	X		X	X		No	Materials are not to be stored in the corridors or door ways, wherever possible materials are to be stored in the allocated storage area, which is the outside courtyard	Principal Contractor	Yes	No
2.2		Asbestos within the building	Principal Contractor/ Principal Designer	Uncontrolled release of unknown ACM's into the site	X		X		A refurbishment survey was conducted in April 2016, the survey confirms that there is no asbestos in the area of external works, but identifies the roof area as potentially containing Crocidolite. This area was not accessed due to the height of the roof.	No	The building was constructed in the early 19th century, Asbestos awareness training is to be conducted to ensure that workers can recognise ACM's if they come into contact with an ACM	Principal Contractor	Yes	Yes
2.3		Welfare Facilities	Client / Principal Designer	Inadequate welfare facilities leading to poor conditions on site	X				There are no welfare facilities available to the Principal Contractor. The Principal Contractor is to include in the CPP details of the facilities that will be provided	Yes		Principal Contractor	Yes	No

2.4		Use of electrical equipment on site	Principal Contractor/ Principal Designer	Risk of electrocution to workers from faulty equipment	X					No	All electrical items are to be PAT tested, daily before use checks are to be conducted on electrical equipment. All extension leads are to be fully unwound, and laid out so they are not causing a trip hazard	Principal Contractor	Yes	No
2.5		Noise	Principal Contractor/ Principal Designer	Risk of hearing loss or tinnitus from noisy works such as hand operated power tools	X		X			No	Monitor noise levels, limit workers in the immediate area. Use of PPE	Principal Contractor	Yes	No
2.6		Vibration	Principal Contractor/ Principal Designer	Risk of HAVS from power tools used to cut materials	X		X			No	Ensure that the power tools are well maintained and have low vibration magnitude. Monitor and record exposure times of the workers using the power tools	Principal Contractor	Yes	No

2.7		Lone/out of hours working	Principal Contractor/ Principal Designer	Risk to lone worker, from being isolated and not being able to raise the alarm if injured during working	X		X		The client has stated that there is to be no out of hours working	Yes	It is recommended that the Principal Contractor avoids lone and out of hours working at the same time. Any out of hours working, should wherever possible be undertaken by multiple persons, the Principal Contractor is to have an effective lone working policy in place	Principal Contractor	Yes	No
2.8		Manual handling	Principal Contractor/ Principal Designer	Risk of musculoskeletal disorders through lifting of heavy items	X				Due to the restricted site, in that all items will have to be manually handled into the site, with limited assistance from manual handling equipment, consideration must be given to ordering materials that can be broken down into individual lightweight pieces that can be easily moved around the site	No	Contractor is to consider the distance that materials are to be transported within a building. Materials should be delivered as close as possible to the point of use. Ensure that the load is broken down into manageable sized loads, consider using sack trolleys to move equipment around the working area	Principal Contractor	Yes	No

2.9		Working at Height to replace the flat roof and cladding on the building	Principal Contractor/ Principal Designer	Risk of injury from falling from height	X					No	Ensure that a competent scaffolding contractor is used, enforce the scaffold inspection regime. Scaffolding to have edge protection and appropriate fall arrest measures such as fall bags are used	Principal Contractor	Yes	No
2.10		Dust removing wooden cladding from the extension	Principal Contractor/ Principal Designer	Risk of respiratory illness from dust inhalation from wood dusts from cutting wooden cladding						No	Use dust suppression methods such as wet cutting or dust bags, to suppress or remove the dust that has been produced	Principal Contractor	Yes	No
2.11		Working in a public road, unloading materials/ removing waste	Principal Contractor/ Principal Designer	Risk of impact injury from vehicles striking the workforce	X			X		No	The area to the rear of the property has an area that can be used to offload stores and equipment, however they will have to be moved to a secure area to avoid thief or arson. The area has infrequent traffic expected, use of a banksman to control any traffic, segregate the area off with cones, use of Hi Viz PPE	Principal Contractor	Yes	No

[illegible]