



# BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL

## REPLACEMENT OF THE CUPOLA TO CHRISTCHURCH TOWN HALL

Pre-Construction Information Construction (Design and  
Management) Regulations 2015

APRIL 2019

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# Introduction

The purpose of this document is to advise prospective or appointed Contractors, including the Principal Contractor, and others of key project health and safety information.

The document represents the “Pre-Construction Information” (PCI) as defined by the Construction (Design and Management) Regulations 2015, reference Regulations 4(4) and 11(6)(a)&(b).

The document advises on key descriptive and background information but restricts itself to that information deemed to be significant or unusual omitting reference to those matters any competent contractor could be expected to anticipate.

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

Work on site should not commence until the Principal Contractor has prepared a suitable Construction Phase Plan to advise contractors and others of construction site management arrangements and significant safety issues.

The Principal Contractor’s initial Construction Phase Plan is to be forwarded to John Kerley (CDM-PD) so that it can be assessed for its adequacy by on behalf of the Client prior to any works starting on site. The Principal Contractor is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.

## **Notification of Project**

With reference to Regulation 6 the decision whether this project is notifiable to the HSE will be made once the Principal Contractor’s programme is finalised and the number of people working on site is confirmed. In the event a notification is required this will be submitted by the Principal Designer on behalf of the client to the Health and Safety Executive. Copies will be issued to the Principal Contractor for their display on site.

# 1.0 Project Details

## 1.1 Description of the Project

This construction project is for the replacement of timber cupola and associated roof works to Christchurch Town Hall, High Street, Christchurch, BH23 1QB.

The work to be carried out has been covered in more detail in the specification and tender documents but can be summarised as follows and may entail some or all of the following:

- Removal of the existing cupola, associated lead work and roof works
- Alterations, strengthening and replacement of load bearing timber work
- Construction of new timber cupola either on or off site
- Installation of new cupola
- Installation of new lead work and roof works

## 1.2 Site location and general environment

A map showing the location of the Christchurch Town Hall is in Appendix E3.

The Christchurch Town Hall is located within Saxon Square (A small shopping precinct) and faces onto the main High Street. There is a pay and display car park opposite. All are on relatively level terrain.

The Christchurch Town Hall stands within Saxon Square which is owned/managed by Ellis & Partners, contact John Tizzard on 01202 551 821 or 07734 744 521 or email [JTizzard@ellis-partners.co.uk](mailto:JTizzard@ellis-partners.co.uk) This must be taken into account when planning and producing Risk Assessment and Method Statements. Permissions must be sought, by the Principal Contractor, from the property owners. Scaffold licence and if necessary Road Closure permissions.

## 1.3 Timescale

	Date/Weeks
Minimum mobilisation period for preparation and planning of construction	2 weeks
Anticipated start date for the Construction Phase	2 <sup>nd</sup> September 2019
Completion date	11 <sup>th</sup> October 2019
Anticipated duration of the Construction Phase	6 weeks

## 1.4 Workplace (Health, Safety and Welfare) Regulations 1992

The Christchurch Town Hall is classed as a workplace and, therefore, the Workplace (Health Safety and Welfare) Regulations 1992 will apply.

## 1.5 The Project Team

Project Team Member	Company Name and Address	Contact Details
Client/Project Manager	Construction & FM Housing & Communities BCP Council Civic Centre Poole BH15 2RU	Name: J Kerley Tel: 01202 261230/07824 521108 Email: <a href="mailto:john.kerley@bcpcouncil.gov.uk">john.kerley@bcpcouncil.gov.uk</a>
Principal Designer	Construction & FM Housing & Communities BCP Council Civic Centre Poole BH15 2RU	Name: J Kerley Tel: 01202 261230/07824 521108 Email: <a href="mailto:john.kerley@bcpcouncil.gov.uk">john.kerley@bcpcouncil.gov.uk</a>

## 2.0 Client's Consideration and Management Requirements

### 2.1 Client Brief and Safety Goals

The project Health and Safety goals' of the Client and the project team is to achieve the following.

- No accidents on site or adjacent to the site.
- No occupational ill health arising from the project.
- No environmental damage.
- Minimise disruption to the local community.
- Establish a site set up that excludes unauthorised persons, especially children and animals, from the construction site.
- Provide safe access and egress from places of work.
- Provide work places that are free from risks to the health and safety of persons at work, so far as is reasonably practicable.

The Principal Contractor is required to put in place suitable measures to achieve the above in respect to design and construction responsibilities that are under their control.

A primary objective of all duty holders is to cooperate, communicate and coordinate and thereby remove and minimise the risk of injury or incident, to ensure the legal standards for safety and health are met and best practice is achieved at all times so that all work is undertaken safely.

## 2.2 Communication

Communication is a key element of any successful project. The Principal Contractor shall ensure that all those working on this project are advised of the contents of this Pre-Construction Information document, the Construction Phase Plan, Site Rules and all other health and safety procedures that apply.

A process for communicating with key BCP Council staff shall be established to ensure they are kept fully aware of construction activities and, in particular, high risk activities that could place the public at risk.

All formal communications, instructions, technical queries, etc are to be routed via John Kerley of BCP Council.

Designers, including those working for the Principal Contractor, have a duty to ensure the design is co-ordinated for health and safety. Design development details, changes, instructions, etc are to be copied to the Principal Designer for review and when necessary comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and thereafter issue in good time design information, e.g. drawings, to the Principal Designer.

All parties to the project are to cooperate and coordinate on matters relating to health and safety throughout the project. Future progress and technical meetings shall be agreed at the Pre-Start Meeting.

The Principal Contractor shall manage, monitor and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the client, Structural Engineer and the Principal Designer.

Health and Safety will be an agenda item on all site progress meetings.

## 2.3 Security of the site

The Principal Contractor shall be responsible for the security of all areas in their possession and to provide all reasonable measures to prevent un-authorised access.

Particular account shall be taken of unauthorised persons trying to enter the designated construction area (particularly out of hours).

The Principal Contractor shall be vigilant in ensuring entrances into storage and construction areas are kept closed at all times and locked when unattended.

Signs shall be displayed on the construction and storage areas to warn of the dangers of entering a construction site and to identify the minimum PPE to be worn.

At the end of each working day, the site is to be left secure in such a manner that no unauthorised persons can gain entry.

Account shall be taken of unauthorised persons, especially animals, children and young people, straying into work areas while construction activities are taking place.

Areas of the site requiring segregation, security screens to these areas including fencing to the allocated site compound area shall be secure and lockfast and of adequate design and construction to withstand horizontal loading, e.g. wind loading. Bases to fences etc shall be

arranged so that they do not create a trip hazard and gaps in, or under, the fencing shall be closed. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the public, children, etc to the dangers of entering a construction area.

Entrances into construction areas shall be kept closed and secured at such times when the site is unattended.

## 2.4 Welfare provision

The Principal Contractor shall provide and maintain welfare facilities as laid down in the CDM Regulations 2015 Schedule 2 within the allocated welfare area shown in Appendix E3. These facilities shall be provided from the start of construction and retained at an appropriate level until all works are completed. The Principal Contractor shall provide in their Construction Phase Plan a marked-up drawing showing the extent and location of these facilities.

The Principal Contractor shall confirm in the Construction Phase Plan their proposals for providing compliant toilet and welfare facilities for the duration of their work. First aid kits, notices and other health and safety information shall be displayed or retained in the welfare area.

## 2.5 Client's site rules

The Client has no specific site Health and Safety rules. Please refer to Appendix E1 for general site safety standards/rules.

The Principal Contractor shall ensure these form part of a site induction given to each operative before starting work.

## 2.6 Client permit-to-work systems

There is no specific Client Permit to Work procedure. The Principal Contractor shall implement their own procedure as deemed appropriate including but not limited to the control of activities such as "hot works", work in public areas and work to live services.

## 2.7 Fire precautions and emergency procedures

The Principal Contractor shall ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape and muster points and positions of all firefighting equipment in the event of a fire. A fire risk assessment and safety plan shall be prepared to include procedures to reduce the risk of fire and for dealing with fires, explosion and other major incidents.

The fire plan for the works shall address the following:

- Details of the responsible person in charge of fire safety who can assess fire risks, understand fire growth and spread, will prepare and update site evacuation plans as necessary and prepare a salvage operation plan.
- Include procedures to reduce the risk of fire, the spread of Fire and for dealing with fires, explosion and other major incidents.
- Establish an agreed and suitable Fire Muster Point with the Client's team.



- Procedures for communicating with the BCP Council on matters of fire safety/evacuation.
- Maintaining adequate means of escape for all personnel, building occupants, visitors to the site and the public using adjacent car parks and occupied buildings where applicable.
- Provision of temporary fire detection and fire extinguishers.
- Identification and maintaining clear access to existing fire hydrants.
- Advising all site staff/operatives on existing building fire alarm systems and procedures.
- Maintaining routes for emergency vehicles.

The plan should take account of the Christchurch Town Hall fire plans .

The Principal Contractor shall have a formulated emergency procedure for the site which will include details of the nearest accident and emergency unit, local police details and a marked-up site plan for use by the emergency services.

There is a no smoking policy for the whole site. This requirement forms part of the site rules in Appendix E1.

## 2.8 Rubbish and Debris

Rubbish and debris shall be cleared regularly and shall not be allowed to accumulate or form a hazard.

Rubbish or debris shall not be stored overnight or at weekends but must be removed at the end of the working day.

## 2.9 Site transport arrangements or vehicle movement restrictions

Site vehicles shall access the site from the High Street and seek permissions to use Millhams Street North access road from BCP Council, Jonathan Ross [jon.ross@bcpcouncil.gov.uk](mailto:jon.ross@bcpcouncil.gov.uk) and Ellis & Partners following all local one way systems and observing speed restrictions.

There will be no parking on site. Parking will be in the pay and display parking at either the Saxon Square Car Park or Bank Close Car Park. Parking Permits can be obtained from Jonathan Ross [jon.ross@bcpcouncil.gov.uk](mailto:jon.ross@bcpcouncil.gov.uk)

The reversing of all delivery vehicles shall be supervised at all times by a competent banksman.

## 3. Project Health and Safety Hazards

The following issues have been included, highlighted, as they are deemed to be unusual and/or significant in respect to health and safety. The Principal Contractor is deemed to have visited the site by appointment and be fully acquainted with the nature, extent and restrictions relating to the site and its surroundings.

## 3.1 Safety hazards

### 3.1.1 Boundaries and general access, including temporary access

The areas of the Christchurch Town Hall and Saxon Square shopping precinct representing the site are identified on the red line drawing in Appendix E3.

Contractor access routes are identified on the site location plan in Appendix E3.

The Principal Contractor shall be responsible for the security of these routes to prevent unauthorized access.

### 3.1.2 Restrictions on deliveries, vehicular traffic or waste collection or storage

All deliveries shall avoid peak traffic times and be managed accordingly. All vehicles are to be escorted and directed by experienced banksmen.

### 3.1.3 Vehicle movements

The Principal Contractor shall prepare a traffic management plan that shall address the following:

- A marked-up site plan showing vehicle movement routes to and from the site, including to and from the allocated site compound.
- All delivery of materials etc. shall be planned to avoid busy periods e.g. peak commuting times.
- Where practicable the Principal Contractor shall segregate pedestrian and vehicular traffic, on and off site.
- ALL reversing vehicles, when on site or adjacent thereto MUST be attended by a banksman.
- All warning signs, traffic management systems and temporary barriers etc shall be in place prior to construction commencing.
- Determine safe routes for distribution of materials around the site.

### 3.1.4 Location of existing services particularly those that are concealed – water, electricity, gas, etc.

The Principal Contractor shall on appointment take responsibility for ascertaining the exact location, nature and status of each service and isolation point prior to commencing work. The Principal Contractor shall not rely on the information provided but shall liaise with BCP Council staff regarding the status and nature of all services that could be affected by the scope of works. All services, including those indicated as redundant, shall be treated as being live until proven otherwise.

### 3.1.5 Information about existing structures

The Old Town Hall, incorporating the Mayor's Parlour at first floor level, is a Grade II Listed building. It was originally built as the Market Hall in 1745 at the junction of

Castle Street, Church Street and the High Street and was relocated to its present position in 1859.

The building is of red brick with stone dressings, eaves, cornice and balustrading, it has a hipped slate roof over with lead lined valley gutters. The central domed cupola and weather vane form a dramatic architectural feature typical of the historical period. There is a stone plinth and first floor stone string course abutting a stone centre bay on the front elevation. The central bay is comprised of two Doric pilasters supporting a pediment over a balustraded balcony with a Venetian window/doorway. The pilasters are adorned with triglyphs and guttae. The ground floor windows, door and open space adjacent have rounded stone arches with stone surrounds and keystones over. First floor windows are simply glazed sliding sashes with gauged/rubbed red brick headings and feature keystones.

Up until the latter half of the 20th century the Old Town Hall and Civic Offices occupied what is now Saxon Square. The Civic Offices moved to Bridge Street in 1980 and the following year all the buildings except the Old Town Hall were demolished as part of a redevelopment scheme of the Town Centre. The Celtic cross in the square marks the back of the building before its demolition.

To complement the Saxon Square development it was decided to refurbish the building and reinstate the Mayor's Parlour into the newly restored building. In April 1983 the Old Town Hall was officially opened with the ground floor having been restored to an open arch design making reference to its original market function and allowing views through to Saxon Square.

It is currently used for council members to assemble when joining civic functions such as Remembrance Sunday and the Civic Service and for formal entertainment of visitors and local people by the Mayor of Christchurch.

In recent years the building has suffered from various problems associated with a building of its age. When restoration work to the exterior stonework, roof and paintwork was carried out in 1996, the opportunity was also taken to carry out some refurbishment to the interior.

More recently (January 2016) major redecorations and refurbishments were carried out in the Mayor's Parlour after ingress of water from a blocked valley gutter caused internal damage to the ceilings and walls.

### 3.1.6 Further hazard considerations

## 3.2 Health hazards

### 3.2.1 Asbestos, including results of surveys

An R&M asbestos survey has been carried out on the areas affected by the scope of works. A copy of the report is included in Appendix E4.

Notwithstanding the above, the Principal Contractor shall ensure that all operatives and subcontractors who are liable to disturb materials while carrying out their normal everyday work, or who may influence how work is carried out, have received basic asbestos awareness training. In the event material resembling asbestos is discovered that has not been previously identified, work in the vicinity shall stop immediately, the area made safe and secure and instruction obtained from the project manager on how to proceed.

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

### 3.2.2 Existing storage of hazardous materials

The Principal Contractor shall comply with the current Control of Substances Hazardous to Health Regulations (COSHH) and produce risk assessments for handling or storage of any hazardous materials/substances they may use.

The Client is not aware of any materials or substances used in the original construction that could be potentially hazardous to construction workers. However, the Principal Contractor should satisfy themselves of any special requirements that may be necessary prior to undertaking any works.

The Principal Contractor shall assess the health issues and shall implement management processes to ensure the workforce is not placed at risk e.g. the wearing of appropriate PPE and a good hygiene regime.

### 3.2.3 Existing structures containing hazardous materials

No such materials have been identified or are believed to be present.

## 3.3 Hazard management/key hazards

### 3.3.1 Hazard management

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

The Principal Contractor shall confirm their proposed strategy and sequence of works in the Construction Phase Plan.

### 3.3.2 Significant Hazards

No such hazards have been identified or are believed to be present.

## 4.0 Significant Design and Construction Hazards

The following issues have been identified, as they are deemed to be unusual and/or significant in respect to health and safety on this project. They are based upon the reviews undertaken to date by the Principal Designer and also issues raised by the Client.

### 4.1 Public Safety

The following items have been identified which relate to public safety and which will need to be addressed by the Principal Contractor:-

Works are to be undertaken whilst all service to the public areas are open i.e. retail shops, cafes, coffee shops and

Potential of theft and vandalism concerns.

Keeping the public areas clear of hazards and risks.

The risk to the public and workforce of falling from the unprotected walkway edges.

### 4.2 Scaffold Protection

The temporary scaffold structure shall be designed using bespoke calculation by a competent person to ensure it has adequate strength, rigidity and stability following guidance issued by the HSE. Full account shall be taken of the exposed location and public safety during the erection and dismantling process.

Those erecting the scaffold shall be appropriately trained and the work supervised by a temporary works co-ordinator.

The completed structure shall be inspected by a competent person following completion of the installation and first use, thereafter at intervals of no more than every seven days and following any circumstances liable to jeopardise the safety of the installation (i.e. alteration, after being hit or by high winds).

### 4.3 Other Identified Risks to be managed

The following will need to be managed by the Principal Contractor:-

The pigeon deterrent, which covers the whole perimeter of the balustrading, is running at 4,500v at 0.7 amps electric and is controlled in the kitchen. See attached RISK ASSESSMENT No: PE015

Falls from height.

Transportation of materials and plant to and from the working area.

Specialist works.

Use of specialist products.

## 5.0 The Health and Safety File

It is the responsibility of the Principal Contractor to provide information for the Health and Safety File as required by the Construction (Design and Management) Regulations 2015.

The Health and Safety File is to be compiled by the Principal Designer and shall be based on the following:

Key Health and Safety File information shall include the following:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction process, and how they have been addressed (e.g. surveys or other information concerning asbestos).
- Key structural principles
- Hazardous materials used.
- The nature, location and markings of significant services (new ducting and electrical services).
- Fire strategy
- Information and as-built drawings

Health and Safety File information shall be provided by the Principal Contractor independently/separately to completion handover documentation.

All information is to be provided in hardcopy and electronically.

## **Appendix E1–Proposed Minimum Site Rules**

Smoking inside of designated construction storage areas shall not be permitted. Workmen wishing to smoke shall leave site.

All workmen shall wear or carry an approved form of identification.

Pets and children are not permitted on the construction site.

The playing of radios or other audio equipment shall not be permitted.

Rubbish and surplus materials shall be cleared at the end of the working day and not allowed to accumulate or cause a hazard.

All local speed limits, one way systems and parking restrictions shall be strictly observed.

All PPE that is deemed necessary as a result of COSHH or Risk Assessments shall be worn by operatives. Minimum standards of PPE to be agreed and worn at all times.

Fires or the burning of rubbish shall not be permitted.

A reasonable dress code shall be followed. Unreasonable attire shall not be permitted; this includes bare chests/torso, rude or offensive T-shirts.

There shall be no “wolf-whistling” or harassment of the general public.

The use of “bad language” shall not be tolerated.

Any workmen suspected of being under the influence of alcohol or drugs shall be immediately removed from site.

Alcohol or drugs shall not be brought onto or consumed on site.

Loads over 20kg shall not be transported by one individual.

All delivery vehicle movements shall be controlled by trained banksmen.

All staff and the workforce shall hold a CSCS card that is appropriate to their profession. Where such a card is not held, there must be a written commitment by that person to obtain this within an acceptable period of time.

No work shall be undertaken outside of areas not in the Principal Contractor’s possession without permission.

## **Appendix E2–Layout for Health and Safety File**

Project directory (principal parties only).

A brief description and specification of the work carried out.

Any residual hazards which remain and how they have been dealt with.

COSHH information on materials and products used.



## **Appendix E3 -Site Location Plan**

## **Appendix E4 – R&M Asbestos Survey Report**