Northamptonshire County Council

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architectural services & project management

Job Ref: 6931

PRE-CONSTRUCTION INFORMATION PACK

Maintenance Project

at

Redwell Primary School
Barnwell Road
Wellingborough
Northants
NN8 5LQ

For

Northamptonshire County Council

Ref: 6931-04-200515-MC-MC

Date: May 2020

■ cottage farm ■ sywell ■ northampton ■ NN6 0BJ
■ t: 01604 64 65 66 ■ e: info@surshamtompkins.co.uk
■ w: www.surshamtompkins.co.uk
Members of the Chartered Institute of Architectural Technologists

MAINTENANCE PROJECT
AT REDWELL PRIMARY SCHOOL, WELLINGBROUGH
FOR NORTHAMPTONSHIRE COUNTY COUNCIL

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1.0 INTRODUCTION

Objectives

The Construction (Design and Management) Regulations 2015 apply to the project. The CDM Regulations re-emphasise the legal duties set out in the Health and Safety Act 1974 and Management of Health and Safety at Work Regulations 1999 and focus these duties into a construction context introducing responsibilities for the supervision of both the design and contract execution phases of a project.

The following legislation and standards will apply to the project. The list is by no means exhaustive, but is a guideline to relevant legislation:

Health and Safety at Work Act 1974.
Management of Health and Safety at Work Regulations 1999.
Provision and Use of Work Equipment Regulations 1998.
Personal Protective Equipment Regulations 1992.
Manual Handling Regulations 1992.
Noise at Works Regulations 1989.
Lifting Operations and Lifting Equipment Regulations 1998.
Electricity at Work Regulations 1989.
COSHH Regulations 2002.
Health and Safety-First Aid Regulations 1981.
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.
Workplace (Health, Safety and Welfare) Regulations 1992.
Construction Design and Management Regulations 2015.
Construction (Health, Safety and Welfare) Regulations 1996.
Collection and Disposal of Waste Regulations 1988.
Local Authority waste disposal legislation.
Control of Asbestos at Work Regulations 2012.
Health & Safety (Safety Signs and Signals) Regulations 1997.
RIDDOR Regulations 2013

The Pre-Construction Information Pack provides the health and safety focus for the construction phase of a project. It sets out to ensure that the design and construction of the building is affected in a safe way which complies with current health and safety legislation, in particular the requirements of the Construction (Design and Management) Regulations 2015.

This plan is included as part of the documentation issued to tenderers as part of the invitation to tender and is to be developed by the successfully appointed Principal Contractor prior to work commencing. No work is to commence until the Principal Contractor's Construction Phase Plan has been assessed for its adequacy and subsequently approved by the Principle Designer.

1.0 INTRODUCTION / Continued

Pre-Construction Information Pack

At the Pre-Construction phase of a project the Principle Designer will collate all information focusing on Design Risks and Hazards. They will obtain Consultants Risk / Hazard assessment reports for inclusion within the Information Pack.

The Principal Contractor's Construction Phase Plan will draw on his Health and Safety policy and assessments, the Pre-Construction Information Pack prepared by the Principle Designer and details on the management and prevention of health and safety risks created by contractors and sub-contractors. The Principal Contractor's Construction Phase Plan will continue to provide a co-ordinating mechanism as construction progresses.

Guidance information is included within Appendix 3 in respect of minimum information to be included within the Construction Phase Plan for submission to the Principle Designer, by the Principal Contractor, for acceptance before commencement of work on site.

Hazard Identification

The hazards identified in this Pre-Construction Information Pack are those identified by the Designers during the design stage of the project.

The Principal Contractor is required to take appropriate measure to control the risks created by these hazards and to prepare detailed Method Statements for inclusion within the Construction Health and Safety Plan.

The Principal Contractor is to identify the need to produce specific Method Statements in the plan submitted to the Principle Designer for review to ensure that adequate provision has been included within the tender.

The Contract Administrator/Design Team may wish to review Method Statements during the contract period for specific situations, such as:

- Where the hazard situation and likely precautions/procedures are unusual.

- Where it is considered necessary to ensure that the method of carrying out the work will not adversely affect the building or affect facilities in occupied areas of the building.

The Principal Contractor shall provide copies of such Method Statements on request.

1.0 INTRODUCTION / Continued

HSE Approved Codes of Practice, Guidance Notes Etc.:

HSG 150	Health and Safety in Construction.
HSG 33	Health and Safety in Roof work.
BS 5395	Ladders Codes of Practice.
PM 28	Working Platforms on Forklift Trucks 1981.
PM 32	Safe Use of Portable Electrical Equipment 1994.
HSG 6	Safety in Working with Lift Trucks 1993.
GS 31	Safe Use of Ladders, Steps and Trestles 1994.
HSG 48	Human Factors in Industrial Safety.
HSG 60	Work Related Upper Limb Disorders.
HSG 65	Successful Health and Safety Management 1991.
HSG 85	Electricity at Work – Safe Working Practices 1992.
HSG	Manual Handling – Solutions You Can Handle 1994.
HSG 121	A Pain in the Workplace – Ergonomic Problems and Solutions.
HSG 116	Taking Action on Stress at Work. 1995.
GS 28	Safe Erection of Structures.
C 56	LPG on Construction Sites.
GS 24	Electricity on Construction Sites.
HSG 32	Safety in Falsework for In Situ Beams.
ACOP L54	Managing Construction for Health and Safety.
HSC	A Guide to Managing Health and Safety in Construction.

Relevant EC and British Standards:

PD 5304 2000	Machinery Guarding.
BS 5725	Emergency Exits.
BS 5266	Emergency Lighting.
BS EN 166-168	Eye Protectors.
BS 5306	Fire Extinguishers.
BS 597374	Scaffolds Code of Practice.
BS EN 397	Safety Helmets.
BS 2754	Electrical Shock Protection, Construction of Electrical Equipment.
BS 5845	Anchorages for Fall Arrest Equipment.
BS EN 341	Fall Arrest Equipment.

2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES

Specific requirements and duties relating to the management of health and safety on construction sites are included in Regulations 26 – 44 of CDM 2007. The requirements of these regulations are covered in detail below.

Safe Places of Work (Regulation 26)

It is a requirement that:

(a) there should be enough suitable access to, and egress from, any place of work and any places provided for use, such as canteens and toilets.
(b) places of work should be safe and free from health risks.
(c) there should be no access to places which do not comply with (a) and / or (b).
(d) places of work should have sufficient working space and be suitably arranged for anybody who is or is likely to work there.

There is an exemption from the requirements of (a) and (c) where people have to gain access to make an area safe, but this is "provided all practicable steps are taken to ensure the safety of that person whilst engaged in that work".

Good Order and Site Security (Regulation 27)

All areas of sites must, so far as is reasonably practicable, be kept in good order, and all workplaces must be kept reasonably clean. So far as is reasonably practicable, site perimeters must be identified by suitable signs and the extent of the site must be easily identified or fenced off. Timber or other materials with projecting nails must not be used for any work where they could cause danger or be stored in any place where they could cause danger.

Stability of Structures (Regulation 28)

Steps should be taken to ensure that any structure or part of a structure, which may become weak or unstable due to construction work does not collapse accidentally. There must be no overloading of part of a structure when this could cause risk to persons. Any buttress, temporary support or structure must be designed, installed and maintained to withstand any foreseeable loads, and only be used for the purposes for which it was so designed, installed and maintained.

Demolition or Dismantling (Regulation 29)

Where there may be a danger to persons, demolition or dismantling must be planned and executed in a manner to prevent danger or, where it is not practical to prevent it, minimise the risk. The arrangements for demolition or dismantling work must be recorded in a written method of work prior to the commencement of the work. When carrying out demolition work, reference should be made to BS6187: 2000 The Code of Practice for Demolition.

Excavations (Regulation 31)

Steps should be taken to prevent danger to any person, using supports or battening if required, from the collapse of an excavation, from falling or dislodged materials, from being trapped or buried by falling materials. Steps should be taken to prevent the fall of persons or materials into an excavation and the overloading of an excavation or adjacent ground by work equipment or material.

Where it is necessary to support an excavation to prevent the risk of falling material into it and endangering people, the support should be put in place at the start of the shift. Following any incident that may have affected the stability of the excavation and following a fall of material, it should be inspected and approved by a competent person. If, following an inspection, the person carrying out the inspection informs the duty holder of a concern, work should not continue until this matter is resolved.

2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES

Reports of Inspections (Regulation 33)

Regulation 33 refers to inspections carried out under Regulation 31. The person responsible for the inspections should, prior to the end of the shift, inform the duty holder of any concerns regarding safety and prepare a report of inspection (see Schedule 3 of the Regulations) and present this (or a copy of the) report to the duty holder.
The report should be kept at the site at which the inspection was carried out until the completion of the work and after that for three months.
For the purposes of inspections carried out under Regulation 31, no more than one report will be required within seven days.
The particulars to be included in a report of inspection are:

(a) the name and address of the person who requested the inspection
(b) the location of the inspection
(c) a description of the place of work (including any relevant work equipment and materials)
(d) the date and time
(e) a description of defects which could affect health and safety
(f) details of remedial action
(g) details of further action considered necessary
(h) the name and position of the person completing the report

Energy Distribution Installation (Regulation 34)

Energy distribution installations should be suitably located, checked and clearly indicated to prevent danger.
Where there is a risk from electric power cables, these should be directed away from the area or isolated and, where necessary, earthed. If this is not reasonably practicable, a suitable level of safety should be provided using warning notices and barriers or suspended protections if vehicles need to pass beneath.
If there is a risk from underground services or from damage or disturbance to it, work should only be carried out if suitable and sufficient measures have been taken to prevent the risk.

Prevention of Drowning (Regulation 35)

Where people could fall into water or other liquid with a subsequent risk of drowning, measures must be taken to prevent such a fall and to minimise the risk of drowning and to ensure the provision, maintenance and, where necessary, use of suitable rescue equipment.

Traffic Routes (Regulation 36)

Construction sites should be organised so that pedestrians and vehicles can move safely and without risk to health. Traffic routes should be suitable for the intended use of people and vehicles, sufficient in size and number and suitably placed.
Pedestrians or vehicles should be able to use traffic routes without causing danger to persons near it. Any door or gate leading onto traffic routes should be far enough from the traffic routes to allow any pedestrians to safely observe approaching traffic. Pedestrians should be adequately separated from vehicles to ensure safety, or where this is not possible pedestrians should have alternative protection and receive effective warning to prevent them being crushed or trapped by any vehicle. Alternative doors, which are marked and kept free from obstruction, should be provided for pedestrians
Loading bays should have at least one pedestrian only exit point.

2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES

The requirement for segregating vehicles from pedestrians also forms part of the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992** (SI 1992 No. 3004) which are not applicable to construction sites. The policy of segregation is generally regarded as good practice on large, civil engineering type projects such as road building.
Vehicular traffic routes should be free from obstruction, indicated by suitable signs, regularly checked and properly maintained.

Vehicles (Regulation 37)

There should be steps put into place to prevent the unintended movement of vehicles and to ensure that people who have effective control of vehicles give warning to people who may be at risk from the movement of their vehicles. Vehicles used for construction work must be driven, operated or towed in a safe manner and loaded so that they can be driven safely. Passengers must only be allowed on vehicles where there is a safe place specifically provided. Nobody must remain on a vehicle during loading or unloading of loose material "unless a safe place of work is provided and maintained". Measures should be taken to prevent any vehicle from falling into any excavation, pit or water or overrunning the edge of any embankment or earthwork.

Prevention of Risk from Fire (Regulation 38)

Steps should be taken to prevent risks to people from fire, explosion, flooding or any substance liable to cause asphyxiation.

Emergency Procedures (Regulation 39)

"Suitable and sufficient arrangements must be prepared and when necessary, implemented" for tackling foreseeable emergencies and carrying out evacuation of the whole or part of the site in the event of risk to health and safety. All people who are affected by any arrangements should be made aware of their existence. The arrangements should be tested by being put into effect at suitable intervals. Where there is an evacuation procedure a trial evacuation must be carried out periodically.
The considerations outlined in Regulation 39 (2) must be taken into account when preparing these arrangements:

(a) the nature of work activities
(b) the characteristics, size and geography of the site
(c) plant and equipment
(d) numbers of people likely to be on site
(e) physical and chemical properties of substances and materials likely to be on site.

Emergency Routes and Exits (Regulation 40)

A satisfactory number of emergency routes and exits should be provided to allow any person to reach a safe place as quickly as possible. In preparing such arrangements, the considerations listed above under regulation 39 (2) should be taken into account.

The emergency routes and exits must "lead as directly as possible to an identified safe area". Emergency routes, exits and traffic routes must be kept "clear and free from obstruction, and, where necessary, provided with emergency lighting" to ensure use at any time.

Signs should indicate the presence of emergency routes or exits.

Fire Detection and Fire Fighting (regulation 41)

"Suitable and sufficient firefighting equipment, fire detectors and alarm systems" should be provided and "suitably located". In preparing such arrangements, the considerations listed above under Regulation 39 (2) should be taken into account. Any fire-fighting equipment, fire detectors and alarm systems should be properly maintained, examined and tested at intervals which ensure their effectiveness. Fire-fighting equipment which is not automatic must be easily accessible.

2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES

Employees must be "instructed in the correct use of any fire-fighting equipment" they may be required to use. People carrying out work which may cause a risk of fire must be "suitably instructed to prevent, so far as is reasonably practicable, that risk". Fire-fighting equipment must be suitably signed.

Fresh Air (Regulation 42)

Every workplace or approach must have "sufficient fresh or purified air". Ventilation or other equipment used to ensure compliance must have a visible or audible alarm, which activates in event of failure.

Temperature and Weather Protection (Regulation 43)

The temperature of indoor workplaces must be "reasonable having regard to the purpose for which that place is used" during work hours. It is possible that the temperature may be too low or too high for work to be conducted in comfort. The employer will therefore need to examine the work activity to decide if any measures are necessary for either raising or lowering the temperature.
Outdoor workplaces must, so far as is reasonably, practicable, be arranged so that the personnel are protected from adverse weather. The measures taken should be dependent on the nature of the work and the protective equipment and clothing provided.

Lighting (Regulation 44)

Suitable lighting should be provided at any workplaces, the approach to workplaces and traffic routes. Lighting should be natural where possible. The colour of artificial light must not affect the ability to recognise any safety sign or signals. Where there could be a risk to health and safety of persons in the event of artificial lighting, secondary lighting must be provided.

2.2 WELFARE FACILITIES

Sanitary Conveniences

1. Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing Facilities

4. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible place.
5. Washing facilities shall be provided:
    (a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
    (b) in the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.
6. Washing facilities shall include:
    (a) a supply of clean hot or cold, or warm, water (which shall be running water so far as is reasonably practicable);
    (b) soap or other suitable means of cleaning: and
    (c) towels and other suitable means of drying.

2.0 HEALTH AND SAFETY ON CONSTRUCTION SITES/WELFARE FACILITIES

7. Rooms containing washing facilities shall be sufficiently ventilated and lit.
8. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
9. Subject to paragraph 10 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.
10. Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only.

Drinking Water

11. An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
12. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
13. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which persons can drink easily.

Changing Rooms and Lockers

14. (1) Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:
    (a) a worker has to wear special clothing for the purposes of his work: and
    (b) he cannot, for reasons of health and propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.
    (2) Changing rooms shall:
    (a) be provided with seating; and
    (b) include, where necessary, facilities to enable a person to dry any special clothing and his own clothing and personal effects.
    (3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:
    (a) any special clothing which is not to be taken home
    (b) their own clothing which is not worn during work hours; and
    (c) their personal effects.

Facilities for rest

15. (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.
    (2) Rest rooms and rest areas shall:
    (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
    (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
    (c) where necessary, include suitable facilitates for any person at work who is a pregnant woman or nursing mother to rest lying down;
    (d) include suitable arrangements to ensure that meals can be prepared and eaten;
    (e) include the means for boiling water and
    (f) for it to be maintained at an appropriate temperature.

3.0 NATURE OF THE PROJECT

3.1	Name of Client:	**Northamptonshire County Council** One Angel Square Northampton NN1 1ED
3.2	Contract Administrator:	**Sursham Tompkins & Partners** **Architectural Services & Project Management** Cottage Farm Sywell, Northamptonshire NN6 0BJ Telephone : 01604 646566 Email : mark@surhamtompkins.co.uk Project Contact : Mark Croxen
3.3	Principle Designer:	**Sursham Tompkins & Partners** **Architectural Services & Project Management** Cottage Farm Sywell, Northamptonshire NN6 0BJ Telephone : 01604 646566 Email : mark@surhamtompkins.co.uk Project Contact : Mark Croxen
3.4	Site Locations:	Redwell Primary School Barnwell Road, Wellingborough Northants NN8 5LQ
3.5	Project Details:	Maintenance Project
3.6	Programme:	Start date: TBC Completion: TBC
3.7	Client Contact:	Eddie McMorrow - NCC Email: EMcMorrow@northamptonshire.gov.uk

4.0 THE EXISTING ENVIRONMENT

4.1 Site Area

The sites are situated off residential areas. Refer to Location Plan drawing No. 6931/HSP100 contained within Appendix 1.

4.2 Planning Approval

Confirmation that Planning Approval is not required.

4.3 Building Regulations Approval

Confirmation that a Building Regulation application will be submitted during the tender period.

4.4 Surrounding Land Use

The Site is located within a mainly residential area.

See Item 4.1 and Location Plan drawing No. 6931/HSP100 contained within Appendix 1.

4.5 Existing Services

The site is currently served by water, electricity and telephone services, together with foul and surface water drainage.

There is no works below ground so should not be affected.

4.6 Asbestos Based Materials

The existing asbestos report has been inspected and there are no ACM's in the areas of works. The report is available in section 3 and a check survey is being undertaken during the tender period.

4.7 Ground Conditions

Not applicable – no foundations.

5.0 EXISTING DOCUMENTATION

5.1 There are existing Survey Drawings of the area of works within the STP Tender Issue, which although not contained within this Pre-Construction Information Pack, forms part of the tender documentation.

5.2 The Location Plan drawings No. 6931/HSP100 is contained within Appendix 1.

5.3 The Site Plan drawings No. 6931/HSP101 is contained within Appendix 1.

6.0 THE DESIGN

Briefly the proposed works comprise of:
Maintenance project.

The Principal Contractor's Site Compound / Site Works Area as denoted on the Site Plan drawing 6931/HSP101 contained within Appendix 1. All site storage will be contained within the denoted area. Access / egress to the site will be under the supervision of the Contractor and his appointed banksman. Contractor's car parking will be on the adjacent site shared with the client.

Under no circumstances is the Contractor to drive any machinery / plant etc on the adjoining owners land.

Refer to Appendix 2 for:

- Sursham Tompkins & Partners, Architectural Services and Project Management: Designer's Residual Risk Register reference 6931-04-200515 dated May 2020.

The following additional hazards will require attention by Principal Contractor with preparation of Method Statements as appropriate under the heading of 1.0 INTRODUCTION – Hazard Identification:

- Site access and egress points.
- Location of welfare facilities during construction.
- Unloading and storage areas.
- Transportation of materials from compound area to works location.
- Location of fuel and combustibles.
- Confined site area - transporting materials / manoeuvrability

7.0 CONSTRUCTION MATERIALS

Contractor to ensure safe working procedures for working with hazardous materials such as:

- Materials containing epoxy resins.
- Adhesives.
- Cement.
- Glass products.
- Paints / preservatives containing solvents.
- Timber treatment.
- Wood preservatives.
- Floor adhesives.
- Water treatment chemicals.
- Galvanised steel.
- The need to use bottled gas during construction for cutting, welding, brazing and other operations.

The Principal Contractor is required to take appropriate measure to control the risks created by these hazards and to prepare Method Statements as appropriate under the heading of 1.0 INTRODUCTION – Hazard Identification.

8.0 SITE WIDE ELEMENTS

8.1 Site access and egress.
All access and egress to Site Works / Compound Area will be as per Location Plan drawing No. 6931/HSP100 contained within Appendix 1.

Principal Contractor to provide adequate lighting, fencing, warning signs to the access routes.

Principal Contractor to ensure 'banksman' on hand at all times to supervise all access and egress traffic movement of deliveries and Contractor's vehicles from site. See Site Plans 6931/HSP101 regarding access.

Refer to 8.4 of this Pre-Construction Information Pack in respect of Principal Contractor's plant movement and deliveries.

The access to the Site Works / Compound Area to remain clear and clean at all times.

8.2 Principal Contractor will be allowed, if required, to erect temporary buildings or other structures within the Site Works / Compound Area including bulk storage, skips etc. Area to be fully enclosed with fencing conforming to HSG 151 – PROTECTING THE PUBLIC (2-metre-high, mesh panels, panels to extend to ground). Secured gates to form access to Site Works / Compound Area. Refer to Site Plans drawing 6931/HSP101 contained within Appendix 1.

8.3 Traffic / pedestrian routes
To be retained as safe thoroughfares at all times. Lighting to be maintained at all times.

8.4 Due to the nature of the site and its surrounding area there will be NO Contractor's deliveries or removal of materials or plant between:

Between 8.15 & 9.15 / 14.45 & 15.45.

8.5 All loading / unloading of delivery vehicles restricted to adjacent designated Site Works / Compound Area.

8.6 On possession of the site the Principal Contractor is required to maintain a secure site throughout the duration of the construction work.

8.7 The Principal Contractor is to ensure that only authorised persons are permitted within boundaries of the Works and will be required to implement a proper authorisation procedure and controls.

8.8 Refer to Site Plan drawing 6931/HSP101 contained within Appendix 1 for definition of the Site Works / Compound Area and associated fencing.

8.9 All persons operating on the site are to undergo a site safety induction course before commencing work on site.

8.0 SITE WIDE ELEMENTS / Continued

8.10 The Principal Contractor shall comply with all Police and Local Authority regulations relative to movement of vehicles, standing vehicles, parking, delivery and unloading.

8.11 The following hazards have been identified, which cannot be avoided, and which will be a risk to the safety of construction workers and adjoining public and pedestrians as follows:

- Site access and egress points.
- Unloading and storage areas.
- Location of fuel and combustibles.
- Transporting materials / manoeuvrability.

8.12 The provision of all services must be maintained and operational to cover the complete premises at all times whilst occupied. Occupants to be informed of any interruptions. Therefore, to achieve this, the electrical sub-contractor should be made aware that out of hours' work may be required.

8.13 Work of an excessive noise level is restricted to the following times:

Between 8.30am and 4.30pm with prior agreement with the client and CA.

8.14 The Principal Contractor is to be aware that access is to be maintained at all times for Building Occupants.

8.15 Skips to be located within the Compound Area or as agreed with occupants / Client / Principle Designer prior to site commencement. All existing hard paving's to be protected as necessary from damage caused by skip / delivery vehicles. Any damage to roadway / kerbing / footpath / landscaping etc. to be made good at Principal Contractor's expense.

8.16 Principal Contractor to ensure regular site meetings and site safety inspections as necessary to ensure communications between the project team, other Contractors and site operatives.

8.17 Principal Contractor to ensure that any works that deviate from submitted Method Statements to be re-submitted as an amended Method Statement to the Principle Designer.

8.18 Principal Contractor to ensure site rules are displayed at the site and used at the site safety induction course.

8.19 Principal Contractor to ensure that notification details (F10) are displayed and visible.

8.20 Principal Contractor is to ensure that no dangerous equipment or materials are left at the site unless locked in a secure store.

8.0 SITE WIDE ELEMENTS / Continued

8.21 Principal Contractor to ensure that hazard report forms are available on site. Principal Contractor is to be informed of any additional hazards found and work is to stop immediately if injury is a likely outcome of the hazard.

8.22 Principal Contractor to ensure that a first aid box is available on site and appoint an operative who is to be notified in the event of an injury or casualty evacuation. The nearest emergency unit is to be prominently displayed.

8.23 Principal Contractor to ensure that only personnel wearing safety helmets, safety footwear and high visibility vests will be allowed onto the site.

8.24 Principal Contractor to ensure 'Visitor's Log' in place and restrict site access to Contractor's and authorised visitors only.

8.25 The Principal Contractor to arrange his site storage etc. within the confines of the Compound Area.

8.26 Principal Contractor to ensure that all site operatives including sub-contractors have been Enhanced BDS checked, details of this is to be contained within the Contractors Construction Phase Health & Safety Plan.

8.27 The Principal Contractor shall ensure that all Fire Alarm and Security Alarm systems are maintained and operational during the duration of the Works and covers the complete premises at all times whilst the school is in general occupation.

8.28 Re-organisation of the School's escape procedures will need to be in place for the duration of the Works and this to be established and finalised between the School, Principal Contractor and CA during pre-contract preparation for inclusion within the Principal Contractor's Construction Phase Plan.

8.29 The Principal Contractor to arrange his own welfare facilities including hot and cold water, toilet accommodation, site storage, mess facilities etc. within the confines of the Compound Area as indicated on the Site Plan drawing No. 6931/HSP101 contained within Appendix 1. The school's welfare facilities are not to be used in any circumstance.

9.0 FIRE PREVENTION ON CONSTRUCTION SITES

A Site Fire Safety Co-ordinator is to be appointed by the Principal Contractor and will be responsible for assessing the degree of fire risk and for creating and regularly updating the site Fire Safety Plan as construction proceeds, all in compliance with the document 'FIRE PREVENTION ON CONSTRUCTION SITES' Ninth Edition.

THE SITE FIRE SAFETY PLAN will form part of the Construction Phase Plan and is to detail, as a minimum, those items contained within the above document and as listed below:

1) The organisation of and responsibilities for Fire Safety.
2) General site precautions, fire detection and warning alarms.
3) The requirements for a Hot Work permit regime.
4) Site accommodation - location, construction and maintenance.
5) Fire escape and communications (including an effective evacuation plan and procedures for calling the fire brigade).
6) Fire brigade access, facilities and co-ordination.
7) Instructions given to those on site of the required actions in case of fire.
8) Effective security measures to minimise the risk of arson.
9) A materials storage and waste control regime.

The Principal Contractor / Site Fire Safety Co-ordinator must:

a) Ensure that all procedures, precautionary measures and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site.

b) Where required by the Site Fire Safety Plan, ensure that a system using Hot Work permits is established and monitor compliance.

c) Carry out weekly checks of fire fighting equipment and test all alarm and detection devices installed on site.

d) Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in the Site Fire Safety Plan.

e) Liase with local fire brigade and if requested by the fire brigade, arrange site inspections and familiarisation tours.

f) Liase with security personnel where they are employed.

g) Ensure that a proper maintenance regime for fire protection equipment is instituted, including the keeping of a written record of all checks, inspections and tests.

h) Maintain a written record of all fire patrols and fire drill procedures.

I) Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.

j) During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly points.

k) Promote 'a fire safe working environment' at all times.

9.0 FIRE PREVENTION ON CONSTRUCTION SITES / Continued

Principal Contractor to ensure compliance of the document 'FIRE PREVENTION ON CONSTRUCTION SITES' Fourth Edition: October 1997 under the following headings as itemised within this document:

- Emergency Procedures
- Fire Protection
- Temporary Covering Materials
- Portable Fire Extinguishers
- Site Security against Arson
- Temporary Accommodation
- Site Storage of Flammable Liquid and LPG
- Electricity and Gas Supplies
- Hot Work
- Waste Materials
- Plant
- Material Storage
- Smoking.

10.0 OVERLAP WITH CLIENT'S ACTIVITIES

Work in occupied Buildings: -

The School will be open for the majority of the contract. The Contractor is to take all necessary precautions to protect Building Occupants from the dangers of the construction site/operations/materials, by implementing the following: -

- Controlled procedures for deliveries, unloading, storing and distribution of building materials.
- Provision of secure protection/barriers to areas of the works, compound, stored materials, plant and building debris/rubbish.
- Adequate precautions to prevent nuisance and health hazards from dust and noise.

The Contractor will be required to liaise and co-operate with School staff in order to carry out the above.

The Principal Contractor to establish and be aware of Emergency Assembly Points for all Building Occupants.

Additional information in respect of School occupancy: -

- Total Number of pupils - 600 approximate

- Total number of staff - 95 approximate

- Arrival/departure - Many children are either transported to and from School with drop off / pick up points at the School boundaries or are pedestrians. Staff do not specifically supervise this procedure.

- Dates of School holiday periods:

Summer	Close	Friday 17 July 2020
	Re-open	Tuesday 1September 2020

Any additional Training Days will be advised to the Principal Contractor in due course.

If access will be required after School Hours and during School holiday periods, the Contractor is to confirm details.

11.0 SITE RULES

A designated Site Safety Officer is to be appointed by the Principal Contractor.

All persons working on or visiting the site are required to wear safety helmets and other protective equipment as appropriate to task or other activities in progress.

All persons working on or visiting site may be required to wear 'visitors' identification badges which will be supplied by the School to the Principal Contractor prior to site commencement.

All persons working on or visiting site are required to be wearing at least a T-shirt on upper torso. Under no circumstances will any person be allowed to be bare chested.

The Principal Contractor and all Contractors are to comply with the COSHH (Control of Substances Hazardous to Health) Regulations 1994.

Access roads to be kept clear of spoil and debris at all times and all deposits of mud and debris must be kept clear from public highways.

Principal Contractor to ensure that 110V supply only used for electrical equipment.

Avoid noise, dust and disturbance.

There is a NO SMOKING policy throughout the site.

No burning on site.

No use of mobile telephones within the School buildings.

Only normal working hours to be worked unless prior arrangement and approval of the Contract Administrator.

Restrictions in respect of timing of deliveries as directed within item 8.4.

No Building Operatives, Sub-Contractors, suppliers etc. shall enter the School buildings beyond authorised / identified areas and locations unless agreed with the School.

All operatives/visitors including sub-contractors to the site to hold Enhanced Disclosure & Barring Service check (DBS) and copies of certificates will be requested prior to entering any school buildings or general school circulation areas.

12.0 CONTINUING LIAISON

Generally

The procedures for the consideration and acceptability of the Health and Safety implications of any contractor prepared designs shall follow the Principals of prevention and protection and take into account those issues highlighted in the Health and Safety Plan.

Details of Health and Safety issues, risk assessments and hazards which cannot be designed out are to be included within the Construction Phase Plan, and with the proposals for mitigation or control required during construction, maintenance, repair, replacement, dismantling and disposal.

Procedures for dealing with unforeseen events during the project which result in substantial design changes and which might affect resources are as follows:

- In the event of any unforeseen circumstances occurring, the Contract Administrator and Principle Designer is to be informed immediately by the Principal Contractor.
- The Health and Safety issues arising from any unforeseen occurrence are to be included within the Construction Phase Plan together with issue to the Design Team and Principle Designer before implementation
- In the event that any re-design is required, for whatever reason, the Health and Safety implications are to be included within the Construction Phase Plan together with issue to the Design Team and Principle Designer before implementation.

The Principal Contractor is to confirm the arrangements for monitoring and reviewing the compliance with Health and Safety issues.

Following appointment of Principal Contractor, the Construction Phase Plan to be submitted to the Principle Designer in accordance with CDM Regulation 10. The construction phase will not commence until the Health and Safety Plan complying with Regulation 15(4) has been fulfilled.

An up to date copy of the Construction Phase Plan to be kept on site and made available as required.

13.0 THE BUILDING MANUAL

The Building Manual/Health & Safety file requirements are to be as set out within A37 (110 to 160) of the Specification. A summary of those requirements is laid out below:

1. **Incorporating the Health and Safety File (and sub-titled accordingly)**
To be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Architect / Contract Administrator for delivery to the Employer. The Manual is to consist of the following three parts:

Part 1: General

1.1 Project description
1.2 Consultants
1.3 Principal Contractor(s)
1.4 Contractors (sub-contractors)
1.5 Statutory authorities / undertakers
1.6 General design / constructional standards
1.7 Consents / approvals
1.8 General operational requirements / constraints
1.9 Asbestos
1.10 Prohibited materials
1.11 Emergency Procedures / Provisions

Part 2: Main Project Works

2.1 General
2.2 Building elements, materials and components
2.3 Manufacturers literature
2.4 Certificates / guarantees
2.5 As built drawings

Part 3: Mechanical / Electrical Services Installations and Adaptions

3.1 General
3.2 Services installation and adaptions including description, operations, testing/inspection requirements, maintenance.
3.3 Mechanical and electrical services equipment schedules
3.4 Mechanical and electrical services manufacturers literature
3.5 Mechanical and electrical services commissioning / testing certificates
3.6 Guarantees
3.7 Electrical services as installed drawings including and adaptions of installations.
3.8 Testing records.

Appendix 1

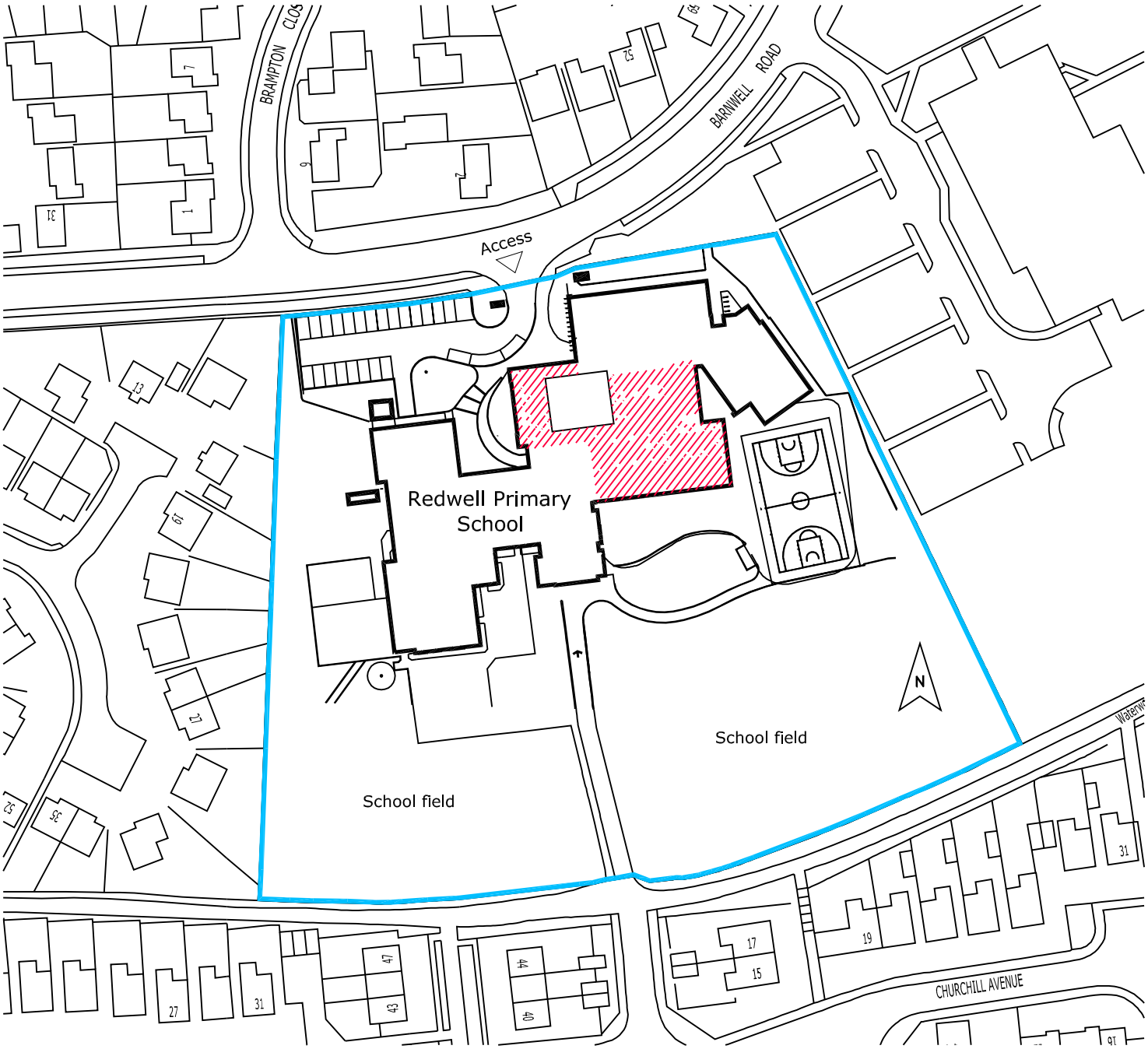
Location Plan drawing No. 6931/HSP100

Site Plan drawing No. 6931/HSP101

Rules for Undertaking ‘Hot Works’

1:1250 0m 25m 50m

1:1 0mm 10 20 30 40 50



issued for: Tender

project:
Maintenance Project
Redwell Primary School
drawing:
Location Plan

project number: 6931

north:

drawing number: HSP 100

revision:

scale: 1:1250

paper size: A4

drawn by: MC

date: May 20

checked:

date:

sursham tompkins est 1961
architectural services & project management
cottage farm ■ sywell ■ northampton ■ NN6 0BJ
t: 01604 64 65 66 ■ f: 01604 64 63 62 ■ e: info@surshamtompkins.co.uk
w: www.surshamtompkins.co.uk

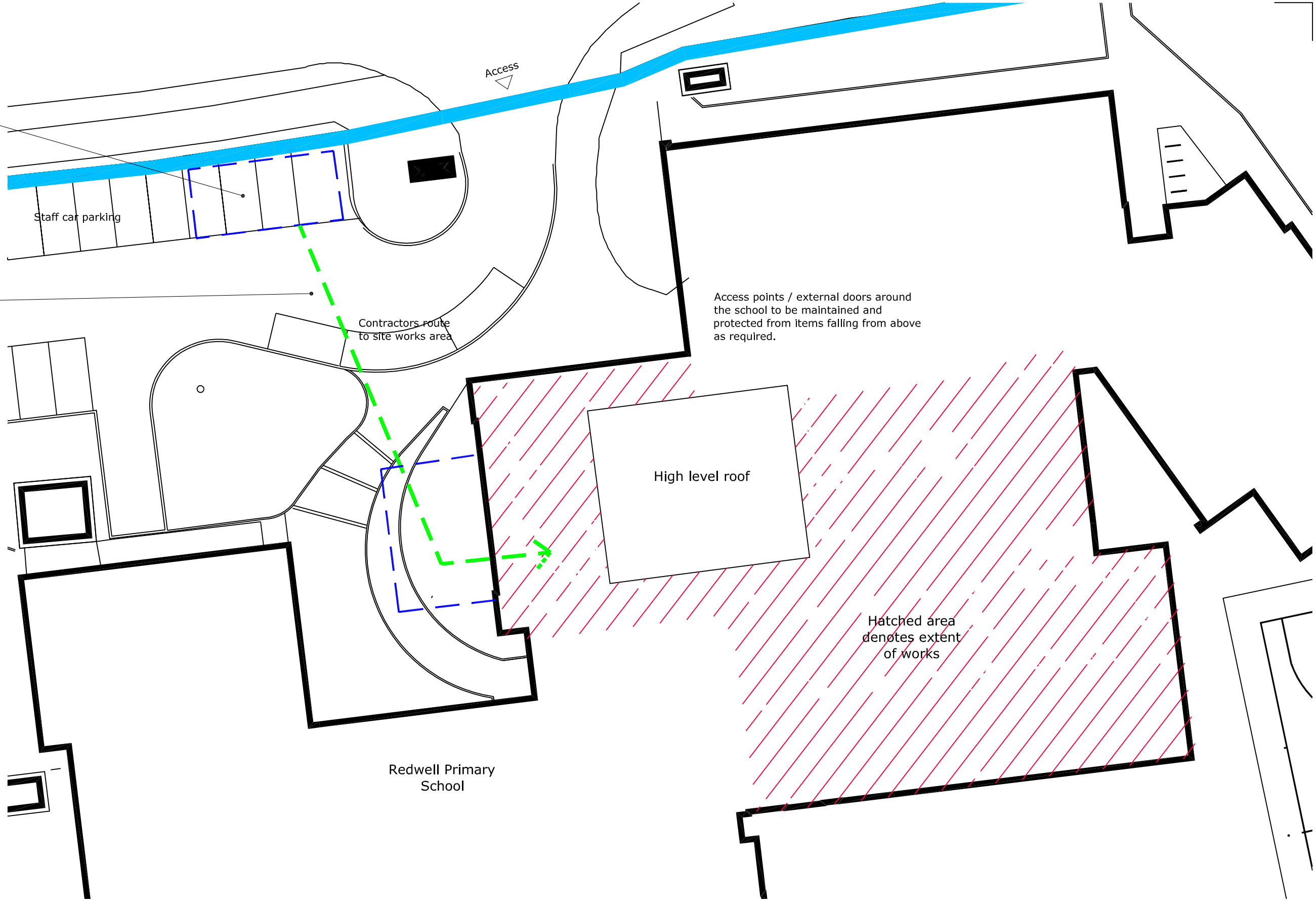
FILE LOCATION - s:\projects\6931 ncc maintenance projects\redwell\w0173a.dwg

Denotes extent of Principal Contractors Site Compound Area. Area to house all Contractors facilities including parking. Area to be enclosed with 2.0m high, 30mm mesh, base of fence at ground level. Fence enclosure to conform to HSG-151 "Protecting the Public,". Area accessible by lockable gate.

Contractors car parking to be within this area.

Skip locations.

Principal Contractor to protect external surfaces as necessary between site compound and location of scaffolding to gain access to roof area. Access point to be fenced off.



1:250 0mm 5000 10000

1:1 0mm 10 20 30 40 50

issued for: Tender

drawing: Site Plan

drawing number: HSP101

revision:

project: Maintenance Project Redwell Primary School

project number: 6931

north:

scale: 1:250

paper size: A3

drawn by: MC

date: May 20

checked:

date:

sursham tompkins est 1961
architectural services & project management
cottage farm ■ sywell ■ northampton ■ NN6 0BJ
t: 01604 64 65 66 ■ f: 01604 64 63 62 ■ e: info@surshamtompkins.co.uk
w: www.surshamtompkins.co.uk

FILE LOCATION - s:\projects\6931 ncc maintenance projects\redwell\w0173a.dwg

RULES FOR UNDERTAKING 'HOT WORKS'

Introduction :

Many fires occur while repairs and maintenance are being carried out to plant and buildings. The most dangerous operations are those using heat, such as:

- Cutting and welding.
- Blowlamps
- Bitumen boilers
- Brazing and soldering equipment
- Other equipment producing heat or having naked flames.

Before works start :

The Contractor's operatives must ensure that they are familiar with the premises emergency evacuation procedures. Any automatic fire or smoke detectors within the work area shall be isolated.

The work area shall be made as safe as possible and all combustible material cleared from an area within 5m of the process. Combustible materials within this area that can not be moved must be protected by non-combustible blankets or screens.

Before any hot work processes are carried out on tanks or other plant which have contained \ flammable or other dangerous materials, all practicable steps must be taken to ensure that any residual contents are harmless.

The other side of any wall or partition on which work is to be carried out 'must be inspected to ensure that materials there are not in danger of being ignited by direct or conducted heat.

Whilst work is in progress :

Suitable precautions to reduce the risk of fire must at all times be taken.

Unless there is a good reason why this is not possible, at least two persons ~hall be present during the work.

Suitable fire fighting equipment shall be provided by the contractor and made available at the work area. Those undertaking the work must be familiar with its use.

No hot material or heat source such as a hot bitumen boiler shall be left unattended at any time.

After the work :

At the end of each work period and on completion of the task, the work area shall be checked to ensure there is no danger of fires starting after the operatives leave the site.

Hot steel ends of welding rods and other waste material shall be disposed of in a safe manner.

All hot work shall be ceased at least 30 minutes before leaving the site.

The premises buildings manager must be informed that the operative has completed the work and will be leaving the site, to enable the site to be checked approximately one hour later to ensure it is still fire safe.

Contractor's Declaration:

I have read and agree to abide by the above 'hot work' rules and confirm that all operatives and sub-contractors due to undertake work will be made aware of them and will have a copy of the rules handed to them.

…….. for…….

Signature Contractor

……

Date.

Appendix 2

Sursham Tompkins & Partners, Architectural Services and Project Management:
Designer's Residual Risk Register reference: 6931-04-200515 dated May 2020.

DESIGNERS RESIDUAL RISK REGISTER

PERSONS AT RISK
CON = Construction Workers / Contractors
OPS = Operators
MAN = Maintainers (including window cleaners, decorators etc)
PUB = General Public
VIS = Visitors

SEV = Severity
5 = Fatality
4 = Major injury and / or permanent disability
3 = Minor injury
2 = No injury

PROB = Probability
5 = Likely/Frequent
4 = Probable
3 = Possible
2 = Remote
1 = Improbable

Project:	Maintenance Project - Redwell Primary School			Ref. No. 6931-04-200515-MC-MC							
WORK ELEMENT OR ACTIVITY	CONSTRUCTION	MAINTENANCE	HAZARDS IDENTIFIED	RISK SCORE SEV x PROB = TOTAL)			CONTROL MEASURES For guidance only: Risk score total => 10 action is required Risk score total < 10 no action required	RESIDUAL RISK SEV x PROB = TOTAL)		
				SEV	PROB	TOTAL		SEV	PROB	TOTAL
DEMOLITIONS: Removal works.	✓	N/A	Existing services. Falls from height. Uncontrolled collapse. Working at height. Falling objects. Services.	4	3	12	Prepare and follow Method Statement. Temporary supports for structural stability. Keep work areas clear / avoid working below. Safe access equipment. Guarding to be erected. Warning notices. Use of PPE.	3	1	3
ASBESTOS REMOVAL / ASBESTOS BASED MATERIALS	✓	N/A	Inhalation, ingestion, absorption of substance (general personal health risk)	5	3	15	Prepare and follow Method Statement. Removal and disposal by licensed Contractor (if found) Use of PPE. None excepted to be found.	2	1	2
SCAFFOLDING:	✓	N/A	Falls from height. Manual handling. Falling objects. Uncontrolled collapse. Working at height.	5	2	10	Ensure that all Contractors (including any of their sub-contractors) erecting scaffolding must hold valid CISRS cards (Construction Industry Scaffolders Record Scheme) and this qualification must be produced to the CDM Co-ordinator to verify their qualifications and / or competency. Erection properly sequenced.	3	1	3
ROOFING:	✓	N/A	Falls from height. Manual handling. Falling objects. Uncontrolled collapse. Working at height.	5	2	10	Prepare and follow Method Starement including working at high level. Use safe working platform (scaffold) with perimeter protection Safe access. Safe lifting equipment using mechanical lift/crane etc. Pre-erection check to be carried out. Keep work areas clear/avoid working below. Erection properly sequenced. Temporary and permanent supports to be provided for the structure until all designed components in place. Install fall protection prior to erection. Use of PPE. Warning notices.	3	1	3

Project:	Maintenance Project - Redwell Primary School			Ref. No. 6931-04-200515-MC-MC						
WORK ELEMENT OR ACTIVITY	CONSTRUCTION	MAINTENANCE	HAZARDS IDENTIFIED	RISK SCORE SEV x PROB = TOTAL)			CONTROL MEASURES For guidance only: Risk score total => 10 action is required Risk score total < 10 no action required	RESIDUAL RISK SEV x PROB = TOTAL)		
				SEV	PROB	TOTAL		SEV	PROB	TOTAL
DECORATIONS:	✓	N/A	Falls from height Working at height	2	2	4	Use safe working platform and access. Use 'easy reach' extendable painting rollers.	2	1	2
MATERIALS AND SUBSTANCES: Decorative substances - paints/stains, sealants, leads etc.	✓	N/A	Inhalation/ingestion/adsorption of substances	2	2	4	Use of PPE. Substitute hazardous materials for less hazardous materials. Work in accordance with COSHH assessments.	2	1	2
MECHANICAL AND ELECTRICAL INSTALLATIONS/SERVICES:	✓	N/A	Risk of shock/personal injury Falls from and working at height	5	2	10	Prepare and follow Method Statement. Identification/isolation. Use of PPE.	3	2	6
JOINERY:	✓	N/A	Falls from height Working at height	4	3	12	Use safe working platform and access (scaffold). No working off ladders.	3	2	6
ENVIRONMENT	✓	N/A	School enviroment with children	3	2	6	No smoking No naked flames. Any hot works to be carefully monitored.	2	1	2
SITE ACCESS / EGRESS:	✓	N/A	Vehicles / plant etc	2	2	4	Prepare and follow Method Statement. Traffic Management to be put in place. Use of banksman.	2	1	2

The employment of competent employees/contractors supported with risk assessments and method statements is pre-requisite of work on site.

The risk covers the common risk and control measures associated with most commercial projects to reduce the risk of injury during construction and maintenance.

sursham tompkins
architectural services & project management

■ cottage farm ■ sywell ■ northampton ■ NN6 0BJ
■ t: 01604 64 65 66 ■ f: 01604 64 63 62
■ e: info@surshamtompkins.co.uk
■ w: www.surshamtompkins.co.uk

Appendix 3

Asbestos Report

Northamptonshire County Council

Asbestos Survey & Management Plan

Property: Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ		
Property Ref: W0173A	**Date of Survey:** 04/04/2018	**Surveyors:** NCC – PD

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2.0 INTRODUCTION – Page 8

3.0 SURVEY TYPE – Page 9

4.0 SPECIFIC SURVEY INFORMATION – Page 11

5.0 UNAVOIDABLE CAVEATS – Page 13

6.0 QUALITY ASSURANCE STATEMENT – Page 14

APPENDICES

APPENDIX 1 - ASBESTOS REGISTER

APPENDIX 2 - BULK ANALYSIS CERTIFICATE

APPENDIX 3 - PLANS

1.0 EXECUTIVE SUMMARY

1.1
Asbestos containing materials have been identified or strongly presumed in the following locations.

Location	Description	Extent	Asbestos Type/s	Condition	How easy to access	Priority Risk Assessment	Photo. Inspect. record
Block G0 – Ground Floor Rooms 02, 33, 38 & 47	Glazing Beads	10 lm	Amosite & Chrysotile	Good Sealed	Easy	6 = Very Low	003 & 004
Block G0 – Ground Floor Rooms 04, 07, 15, 27, 30, 32 & 33	Skylight Surround Panels	20 m2	Amosite & Chrysotile	Good Sealed Not Sealed within void	Medium	7 = Medium	001 & 002
Block G0 – Ground Floor Rooms 05 & 26	Vinyl Floor Tiles & Bitumen Adhesive	10 m2	Chrysotile	Good	Easy	3 = Very Low	006
Block G0 – Ground Floor Plant Room 900	Cement Panel	1 m2	Chrysotile	Good	Medium	4 = Very Low	005
Block A0 Ground Floor Plant Room 900, 901 & 902	Gaskets to Pipework	3 m2	Chrysotile	Good	Difficult	4 = Very Low	008

1.2

Material Risk Assessments

The risk categories detailed within this report are part of the material assessment algorithm as detailed within HSG264 Asbestos: The Survey Guide. Materials with assessment scores of 10 or more are regarded as having a high potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and between 5 and 6 a low potential. Scores of 4 or less have a very low potential to release fibres. Non asbestos materials are not scored.

The following algorithm is a material assessment which identifies high risk materials, that is those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for a remedial action.

Under 'Regulation 4' (The duty to manage), of 'The Control of Asbestos Regulations 2012', the duty holder is required to carry out additional assessments using this report together with their detailed knowledge of additional factors such as, i) use to which the location is put, ii) the occupancy of the area, iii) the activities carried on in the area; and iiii) the likelihood / frequency with which maintenance activities are likely to take place. This additional assessment will form the basis of the required asbestos management plan.

The following tables contains examples of scores which are added together to calculate a total score of between 2 and 12. This total score forms the material assessment score.

Material Assessment Algorithm

Sample Variable	Score	Examples of scores
Product Type: (or product debris)	**1**	Asbestos reinforced composites (plastics, resins, mastics, roofing, felts, vinyl floor tiles, semi rigid paints or decorative finishes asbestos cement etc).
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Sample Variable	Score	Examples of scores
Damage Extent: (or deterioration)	**0**	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

Sample Variable	Score	Examples of scores
Surface Treatment:	**0**	Composite materials containing plastics, resins, vinyl tiles. asbestos: reinforced.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.

Sample Variable	Score	Examples of scores
Asbestos Type:	**1**	Chrysotile.
	2	Amphibole asbestos excluding crocidolite.
	3	Crocidolite.

1.3

The following areas were not accessed during the survey and must be presumed to contain asbestos materials.
To limit the amount of No Access areas detailed within this report Northants County Council have not mentioned any voids behind fixed structures that require fully intrusive access and would be considered part of the scope of a Refurbishment/Demolition Survey.

Location	No Access Area	Reason For No Access
Blocks A0, G0	Loft Access & Ceiling Voids	Limited or no access due to height.
Blocks A0, G0	Beneath Carpets & Lino flooring	Limited or no access damaged. Please note Asbestos containing Vinyl Tiles &/or Bitumen may be present beneath.

1.4

The client should note that if demolition or refurbishment works are to be undertaken in any part of this property which was not included in the scope of this survey, or was physically and visually impossible to access, further investigations should be carried out before any works commence.

2.0 INTRODUCTION

2.1
Following evaluation of the client requirements and considering the aim and purpose of the survey and detailed planning considerations we have undertaken an Asbestos Management Survey where reasonably practicable at Redwell Primary School, Barnwell Road, Wellingborough, NN8 5LQ

2.2
The site consists of a mixture of building types, from 1970's, 1980's & 1990's through to modern constructions – Brick, block, timber and steel frame, pitched & flat roofs, metal cladding, concrete and timer flooring, solid brick and stone walls plasterboard infill.

2.3
The building consists of a ground and first floors of educational facilities.

2.4
The site survey has been undertaken and report compiled in accordance with the ***HSG 264: Asbestos: The Survey Guide.***
The type of survey undertaken may vary, depending on the aim and purpose for which it is to be used.
Surveys before demolition and refurbishment will continue to be required under ***Control of Asbestos Regulations (CAR) 2012*** and the ***Construction (Design & Management) Regulations 2015***. However, it is anticipated that most surveys will be undertaken to comply with the ***Duty to Manage Asbestos in Non-Domestic Premises Regulation 4 of the Control of Asbestos Regulations 2012***. In these cases, the aim of an asbestos survey is, as far as reasonably practical, to locate and assess all the Asbestos Containing Materials (ACMs) present in the building and its purpose is to present the information collected in a way which allows the employer to manage the risk.

2.5
This survey report is in a number of sections, the essential sections will be the Asbestos Register (Appendix 1) which is a detailed systematic diligent inspection and sampling report of each room with enhanced annotated Plans (Appendix 4) indicating where samples have been taken and asbestos positively identified.

3.0 SURVEY TYPE

3.1

Management Survey

A Management Survey is the standard survey. Its purpose is to locate as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

3.2

The purpose of the survey is to assist the client to comply with the ***Health and Safety at Work Act 1974*** and the ***Control of Asbestos Regulations 2012 (Regulation 4)*** which contains an explicit duty on the owners and occupiers of non-domestic premises who have maintenance and repair responsibilities, to assess and manage the risks from the presence of asbestos.

3.3

Every effort has been made to identify all asbestos materials so far, as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

3.4

Survey techniques used involves trained and experienced surveyors using the combined diligent approach with regard to visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:-

1. Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.
2. Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date. (This is covered in the scope of a Refurbishment and Demolition Survey).

3.5

Where suspected asbestos materials form a duct cover, false ceiling, etc. or where these materials would require disturbing to gain access to an area behind or below the suspect material, they have not been displaced, as any physical disturbance of these materials may have resulted in a release of airborne asbestos fibres which may pose a hazard to health. These areas have been no accessed and are detailed in section 2.1

3.6

A limited inspection only has been carried out of pipework concealed by overlying non-asbestos insulation. Inspection of pipework has been restricted primarily to areas where insulation was removed it is not practicable to inspect the entire pipework which would require the removal and replacement of all overlying non-asbestos insulation, therefore this has been considered outside the scope of this survey.

3.7

This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or another i.e. working in sensitive location or just simply no access as keys not available such as a sub-station.

3.8
Access for the survey may be restricted for many reasons beyond our control such as where electrical equipment is present and live. Our operatives have a duty of care under the Health and Safety at Work act (1974) for both themselves and others.

3.9
Certain materials contain asbestos to varying degrees and some may not be uniformed (textured coating for example). Where this is the case the samples will be taken in accordance with the sampling regime however this may not be representative of the whole product throughout.

3.10
This survey is purely an Asbestos Management survey which involves minor intrusive works. We have not inspected flues, ducts, risers, under-crofts, voids or any similarly enclosed areas, the access to which necessitated the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure there may be asbestos concealed in these voids, risers, under-crofts etc. These areas will ***not*** be mentioned as a ***no access*** area in this report as the report will be misleading to the client as these areas and asbestos identified in these areas are outside the scope of an Asbestos Management Survey.

3.11
We have not inspected within lift shafts, live boilers or similar which require the attendance of a specialist engineer, unless specifically requested to inspect.

4.0 SITE SPECIFIC SURVEY INFORMATION

4.1
The report is the result of the analysis of suspect materials and a visual inspection.

4.2
The survey was undertaken and completed by Northamptonshire County Council Asbestos survey team.

4.3
Access was arranged with the site manager who enabled and provided all keys and access facilities to all necessary areas of the building.

4.4
The physical survey was undertaken on the 4th April 2018.
For buildings where positive asbestos materials have been identified, a further inspection will be required periodically based on the risk assessment, as a consideration the client may consider a re-inspection no later than 4th April 2019. For areas of high risk the Client should implement more regular inspections to assess the condition of the materials.

4.5
The site survey was undertaken by Philip Donno, during normal business hours of 9.00 am to 5.00 pm.

4.6
The bulk analysis of suspect materials for asbestos content was undertaken as follows:-
Cavendish & Athena Laboratories

4.7
During the site survey work the building remained partially occupied.

4.8
Samples were taken of suspected materials and where possible photographs of the samples taken. Clearly it is not possible to sample every material encountered therefore, where common areas and features exist, representative samples were taken and extrapolations were made to the nature of the material.

4.9
Photographs have been included in the report to highlight particular instances or detail as required.

4.10
Plans of the premises were provided by Northamptonshire County Council Assets Team to assist in the location and designation of rooms for ease of reference. It must be noted that these plans are not to be regarded as accurate but for assistance purposes only. These plans are located within the appendices of this report.

4.11
During the period of the survey electrical supplies and artificial illumination were operative in all areas of the building.

4.12
It must be noted that the information contained within this report is compiled and dealt with in a number of sections to enable and give a complete overall assessment and conclusion when considering the asbestos materials positively identified and possible potential hazards. It is therefore recommended that when passing information onto third parties such as contractors etc. that the complete report be issued to ensure that all information is available to such responsible parties that they may consider all options and actions to be undertaken to so far as is reasonably practicable. The measurements given within this report for all sampled asbestos/non asbestos materials are approximations only. Northamptonshire County Council cannot accept responsibility for discrepancies on these measurements. Any future asbestos removal projects should be priced on the basis that the material has been accurately measured by the removing party themselves.

4.13
The survey included the following areas of the site:
Management Surveys to all areas of the school including associated external areas and out buildings.

4.14
The following areas were specifically excluded from the survey:- Buildings built after Nov 1999

Block A1 & A2 Ground & First - Built 2016

5.0 UNAVOIDABLE CAVEATS

5.1
We have not inspected any part requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless otherwise requested or stated.

5.2
Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building to be surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those sampled at the requisite representative density. This especially applies to non-uniformed materials, such as textured coatings, bitumen adhesive and in certain circumstances pipework insulation residue where all sampling indicates the material as non-asbestos yet further subsequent sampling at a later date has indicated the material to contain asbestos.

5.3
Accessible is defined as reasonably and safely reachable by foot or reachable from a step ladder up to 3m. Opening electrical equipment (e.g. switchboxes), plant (e.g. boilers, air handling units and ducted systems) and hazardous installation (e.g. chemical containers) are specifically excluded.

5.4
Where suspected asbestos materials form a duct cover, false ceiling, etc or where these materials would require disturbing to gain access to an area, they have not been displaced, as any physical disturbance of these materials may have resulted in a release of airborne asbestos fibres which may pose a hazard to health.

5.5
Due to the non-uniform matrix and minor content of asbestos fibres in textured coatings, where some textured coatings and bitumen adhesive have proved to be asbestos containing and further samples have given negative results, we would urge the client to treat all textured coatings and bitumen adhesive as asbestos containing if it appears to have been installed at the same time and implement the relevant management of such materials.

QUALITY ASSURANCE STATEMENT

Project Ref: NCC/PD/JH/WS

This report has been compiled by the following authorised staff member of Northamptonshire County Council.

Name: Philip Donno

Signature:

Designation: Asbestos Officer

Date: 25/04/2018

APPENDIX 1

Asbestos Register

Asbestos Register' section contains all data collected during the management survey. Each element is fully detailed with a material assessment, photograph, relevant comments and recommendations.

Each asbestos sample taken or presumed has been given a sample reference number which can be identified with a prefix of 'S (Sample), SP (Presumed) or SR (Sample Reference)' followed be a unique identifier e.g. '01'. Each sample location can be referenced to the site plans which are contained within appendix 4.
Please note some of the samples, will have been taken during previous surveys conducted.

All recommendations are in accordance with The Control of Asbestos Regulations 2012, and are based on a minimum requirement to place all asbestos containing materials into a safe and manageable condition.

Any recommended asbestos remediation work must be carried out in full accordance with The Control of Asbestos Regulations 2012 by a competent, trained and insured contractor. Where licensed activities are advised, these should be notified to the appropriate local enforcing authority 14 days prior and should only be undertaken by a licensed asbestos organisation.

All elements have been assessed as follows:

Colour:	**Risk: Potential to Release Fibre if Disturbed / Score**
Red	High / 10+
Yellow	Medium / 7-9
Light Green	Low / 5-6
Dark Green	Very Low / 1-4
Grey	No ACMs (Asbestos) Detected /0

Photographic Inspection Record: 001 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 2) Insulating Board
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 04, 07, 15 & 27	Surface Treatment	(Score 1,2,3 = 2) Part Sealed
Sample Ref:	S01 (Cavendish)	Asbestos Type	(Score 1,2,3 = 2) Amosite
Amount:	10 m2	Material Assessment	
Position/Access:	Medium		
Photo 1		**Risk Score = 7 Medium**	

Description

Skylights

Recommendations:	Part Sealed – Underside of panel in void unsealed. Consideration should be given to the encapsulation of AIB panels within void. Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. A 6 Monthly inspection should be carried out and condition recorded.

Photographic Inspection Record: 002 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 2) Insulating Board
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 30, 32 & 33	Surface Treatment	(Score 1,2,3 = 2) Part Sealed
Sample Ref:	S01 (Athena)	Asbestos Type	(Score 1,2,3 = 2) Amosite
Amount:	10 m2	Material Assessment	
Position/Access:	Medium		
Photo 2		**Risk Score = 7 Medium**	

Description

Skylights

Recommendations:	Part Sealed – Underside of panel in void unsealed. Consideration should be given to the encapsulation of AIB panels within void. Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. A 6 Monthly inspection should be carried out and condition recorded.

Photographic Inspection Record: 003 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 2) Insulating Board
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 02 & 47	Surface Treatment	(Score 1,2,3 = 1) Sealed
Sample Ref:	S03 (Athena)	Asbestos Type	(Score 1,2,3 = 2) Amosite
Amount:	5 lm	Material Assessment	
Position/Access:	Easy		
Photo 3		**Risk Score = 6 Low Risk**	

Description

Glazing Beads

Recommendations:	Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. A 6 Monthly inspection should be carried out and condition recorded.

Photographic Inspection Record: 004 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 2) Insulating Board
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 02, 33 & 38	Surface Treatment	(Score 1,2,3 = 1) Sealed
Sample Ref:	S03 (Cavendish)	Asbestos Type	(Score 1,2,3 = 2) Amosite
Amount:	5 lm	Material Assessment	
Position/Access:	Easy		
Photo 4		**Risk Score = 6 Low Risk**	

Description

Glazing Beads

Recommendations:	Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. A 6 Monthly inspection should be carried out and condition recorded.

Photographic Inspection Record: 005 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 1) Cement
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Room 900	Surface Treatment	(Score 1,2,3 = 1) Unsealed
Sample Ref:	S04 (Cavendish)	Asbestos Type	(Score 1,2,3 = 1) Chrysotile
Amount:	<1 m2	Material Assessment	
Position/Access:	Easy		
Photo 5		**Risk Score = 4 Very Low Risk**	

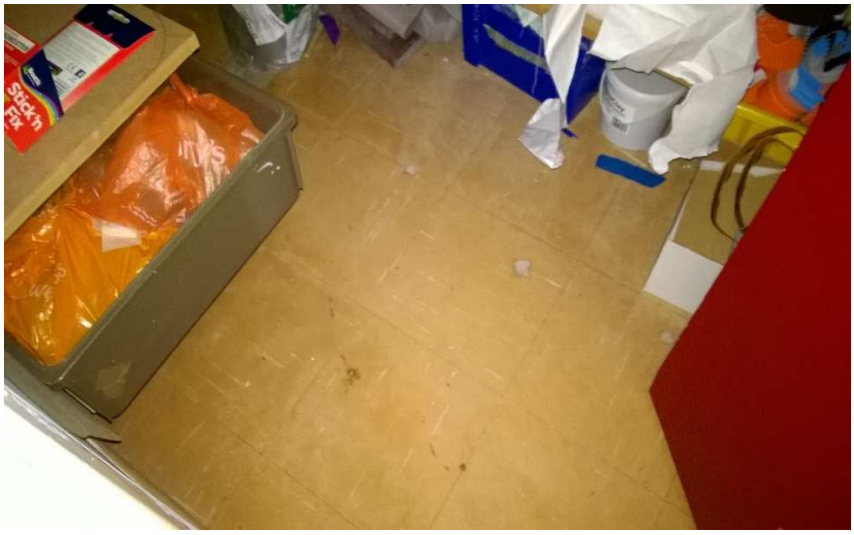
Description

Cement Flue

Recommendations:	Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. Yearly (12 Monthly) inspections should be carried out and condition recorded.

Photographic Inspection Record: 006 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

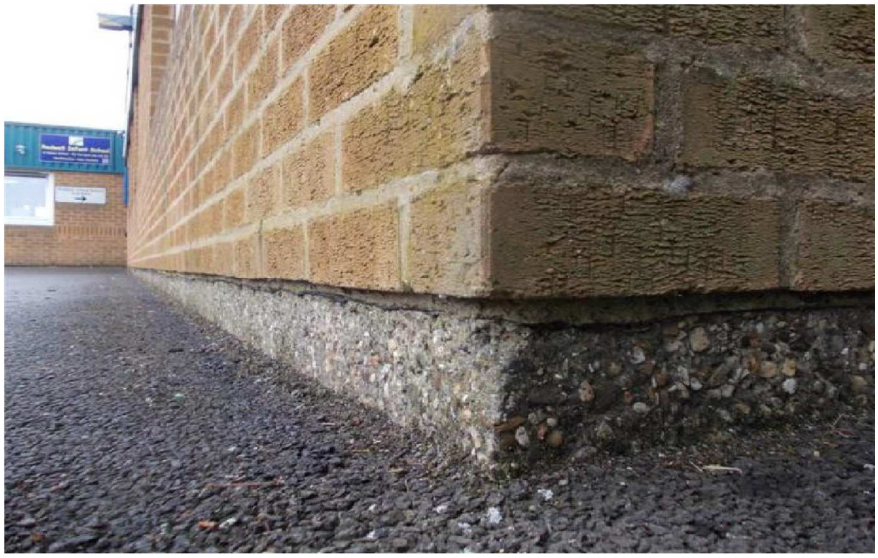
Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 1) Vinyl (Floor Tiles)
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 05 & 28	Surface Treatment	(Score 1,2,3 = 0) Bonded
Sample Ref:	S02 (Athena)	Asbestos Type	(Score 1,2,3 = 1) Chrysotile
Amount:	10 m2	Material Assessment	
Position/Access:	Easy		
Photo 6		**Risk Score = 3 Very Low Risk**	

Description **Vinyl (Floor Tiles)**	

Recommendations:	Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. Yearly (12 Monthly) inspections should be carried out and condition recorded.

Photographic Inspection Record: 007 **NCCPD/W0173A –** Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 0) Bitumen
Floor:	External	Damage:	(Score 1,2,3 = 0) Low
Room No:	External	Surface Treatment	(Score 1,2,3 = 0) Bonded material
Sample Ref:	S010 (Athena)	Asbestos Type	(Score 1,2,3 = 0) No Asbestos Detected
Amount:	50 lm	Material Assessment	
Position/Access:	Difficult		
Photo 7		**No Asbestos Detected In Sample**	

Description	
Damp Proof Course	

Recommendations:	No asbestos detected in sample. No further action required.

Photographic Inspection Record: 008 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block A0	Product Type:	(Score 1,2,3 = 1) Gasket
Floor:	Ground	Damage:	(Score 1,2,3 = 1) Low
Room No:	Rms 900, 901 & 902	Surface Treatment	(Score 1,2,3 = 1) Unsealed
Sample Ref:	S011 (Athena	Asbestos Type	(Score 1,2,3 = 1) Chrysotile
Amount:	3 lm	Material Assessment	
Position/Access:	Difficult		
Photo 8		**Risk Score = 4 Very Low Risk**	

Description **Gaskets to Pipework**	 

Recommendations:	Should the item/product remain undisturbed (in its recorded condition) no further action is required, other than the statutory requirement to managed & maintained. Yearly (12 Monthly) inspections should be carried out and condition recorded.

Photographic Inspection Record: 009 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0	Product Type:	(Score 1,2,3 = 0) Vinyl & Bitumen
Floor:	Ground	Damage:	(Score 1,2,3 = 0) Low
Room No:	Room 01 & 02	Surface Treatment	(Score 1,2,3 = 0) Composite
Sample Ref:	S05 (Athena	Asbestos Type	(Score 1,2,3 = 0) No Asbestos Detected
Amount:	20 m2	Material Assessment	
Position/Access:	Easy		
Photo 9		**No Asbestos Detected In Sample**	

Description **Vinyl (Floor Tiles)**	

Recommendations:	No asbestos detected in sample. No further action required

Photographic Inspection Record: 010 NCCPD/W0173A – Redwell Primary School, Barnwell Rd, Wellingborough, NN8 5LQ	**Survey Date**	**04/04/2018**
	Survey Type	**Management**

Location/Building:	Block G0 & A0	Product Type:	(Score 1,2,3 = 0) Insulating Board (Supalux)
Floor:	Ground	Damage:	(Score 1,2,3 = 0) Low
Room No:	Various Locations	Surface Treatment	(Score 1,2,3 = 0) Board
Sample Ref:	N/A	Asbestos Type	(Score 1,2,3 = 0) No Asbestos Detected
Amount:	50 m2	Material Assessment	
Position/Access:	Medium		
Photo 10		**No Asbestos Detected**	

Description	
Supalux Panels Including Ceiling Tiles	 

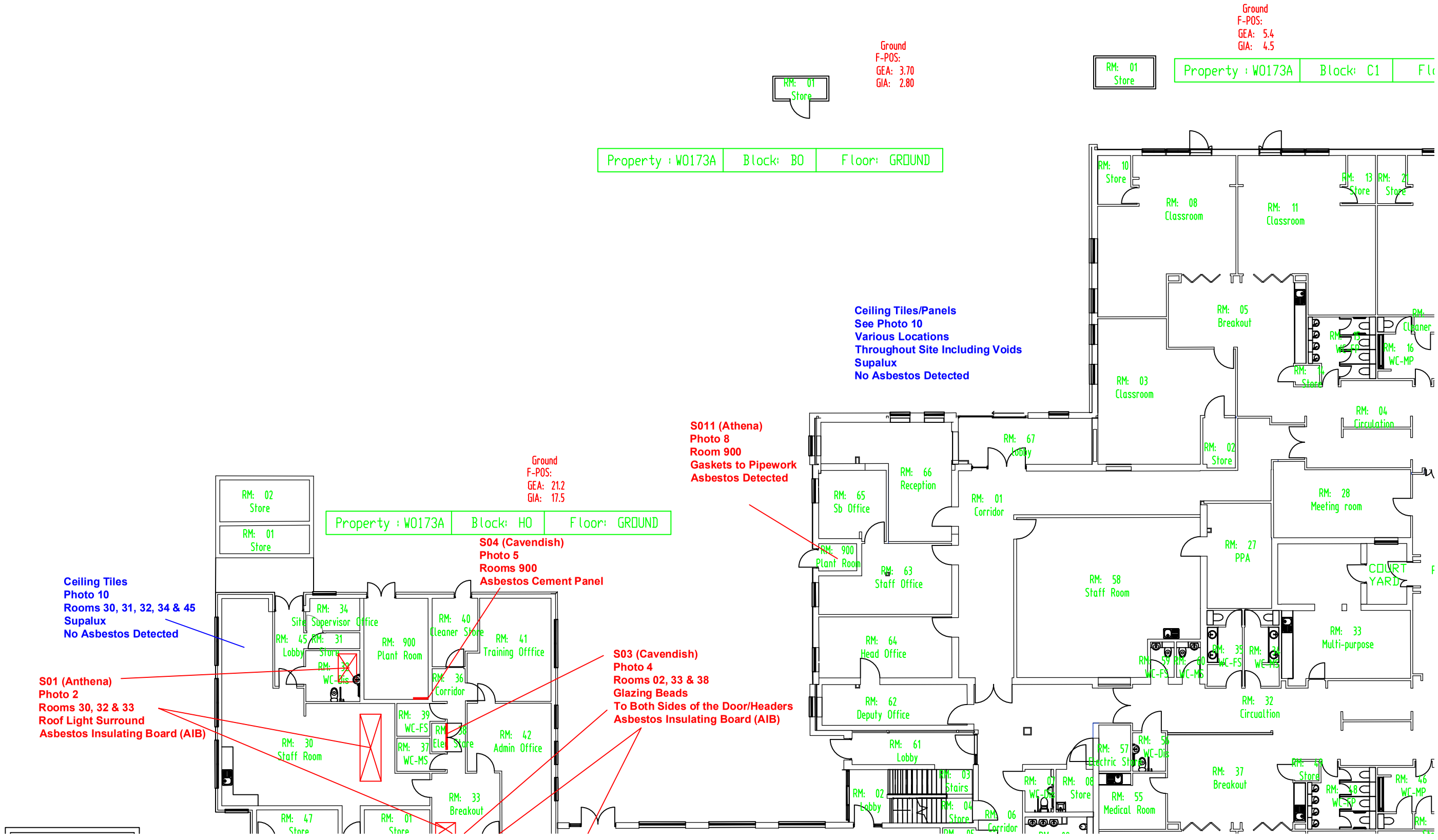
Recommendations:	No asbestos detected in sample. No further action required

APPENDIX 2

BULK ANALYSIS CERTIFICATES

APPENDIX 3

PLANS



	REDWELL PRIMARY SCHOOL GROUND FLOOR	2 OF 4	W0173A	1:200	FEB 16

Ground
F-POS:
GEA: 3.70
GIA: 2.80

RM: 01
Store

W0173A | Block: B0 | Floor: GROUND

Ground
F-POS:
GEA: 5.4
GIA: 4.5

RM: 01
Store

Property : W0173A | Block: C1 | Floor: GROUND

Ceiling Tiles/Panels
See Photo 10
Various Locations
Throughout Site Including Voids
Supalux
No Asbestos Detected

S011 (Athena)
Photo 8
Room 900
Gaskets to Pipework
Asbestos Detected

dish)

33 & 38
ads
les of the Door/Headers
nsulating Board (AIB)

S011 (Athena)
Photo 8
Room 901
Gaskets to Pipework
Asbestos Detected

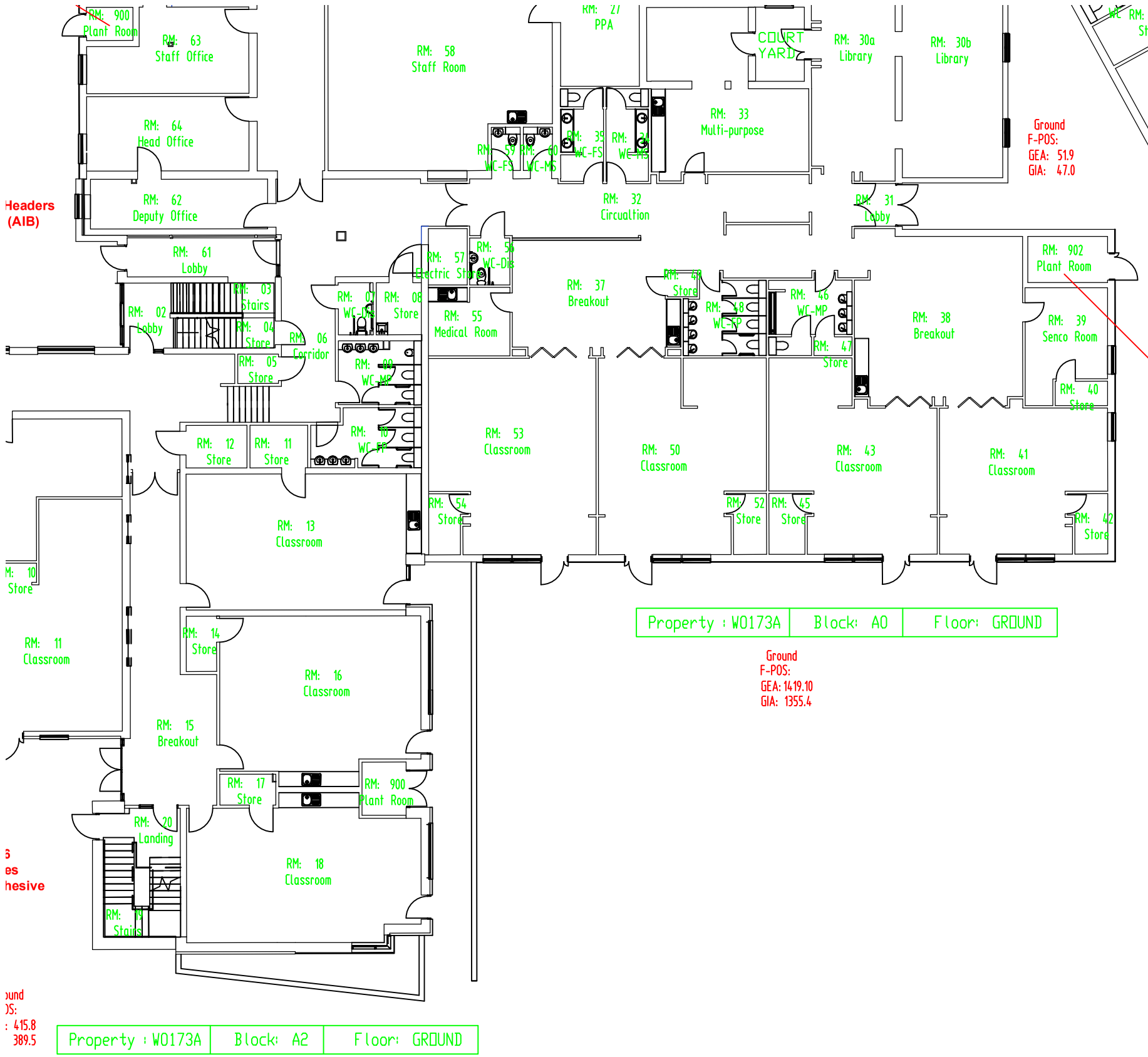
Ground
F-POS:
GEA: 51.9
GIA: 47.0

Ground
F-POS:
GEA: 329.0
GIA: 304.0

Property : W0173A | Block: A1 | Floor: GROUND

S011 (Athena)
Photo 8
Room 902
Gaskets to Pipework
Asbestos Detected

	REDWELL PRIMARY SCHOOL GROUND FLOOR	3 OF 4	W0173A	1:200	FEB 16



Ground
F-POS:
GEA: 51.9
GIA: 47.0

Ground
F-POS:
GEA: 329.0
GIA: 304.0

Property : W0173A | Block: A1 | Floor: GROUND

Property : W0173A | Block: A0 | Floor: GROUND

Ground
F-POS:
GEA: 1419.10
GIA: 1355.4

Property : W0173A | Block: A2 | Floor: GROUND

RM: 904
Tank Room

RM: 903
Tank Room

Property : W0173A | Block: A0 | Floor: TANK

RM: 905
Tank Room

Tank
F-POS:
GEA: 31.49
GIA: 26.59

Property : W0173A | Block: A0 | Floor: TANK

Headers (AIB)

S011 (Athena)
Photo 8
Room 902
Gaskets to Pipework
Asbestos Detected

es
hesive

	REDWELL PRIMARY SCHOOL GROUND FLOOR	4 OF 4	W0173A	1:200	FEB 16

Management Plan

Consideration should be given to the encapsulation of skylight surrounds, panel surfaces within void.

Location	Description	Extent	Asbestos Type/s	Condition & Inspection	How easy to access	Priority Risk Assessment	Photo. Inspect. record
Block G0 – Ground Floor Rooms 02, 33, 38 & 47	Glazing Beads	10 lm	Amosite & Chrysotile	Good Sealed Inspect every 6 Months	Easy	6 = Very Low	003 & 004
Block G0 – Ground Floor Rooms 04, 07, 15, 27, 30, 32 & 33	Skylight Surround Panels	20 m2	Amosite & Chrysotile	Good Sealed Inspect every 6 Months Not Sealed within void	Medium	7 = Medium	001 & 002
Block G0 – Ground Floor Rooms 05 & 26	Vinyl Floor Tiles & Bitumen Adhesive	10 m2	Chrysotile	Good Inspect every 12 Months	Easy	3 = Very Low	006
Block G0 – Ground Floor Plant Room 900	Cement Panel	1 m2	Chrysotile	Good Inspect every 12 Months	Medium	4 = Very Low	005
Block A0 Ground Floor Plant Room 900, 901 & 902	Gaskets to Pipework	3 m2	Chrysotile	Good Inspect every 12 Months	Difficult	4 = Very Low	008

Appendix 4

Construction Phase Plan: Guidance Information

CONSTRUCTION PHASE PLAN: GUIDANCE INFORMATION

It is a requirement of the Construction (Design and Management) Regulations 2015 that the Client (Employer) shall ensure that the construction phase of the project shall not commence unless a Health and Safety Plan complying with the Regulations has been prepared for the project.

The Construction Phase Plan is to be produced by the Principal Contractor and submitted to the Principle Designer. Work is not to commence on site until the Principle Designer has notified the Principal Contractor, in writing, that the plan is satisfactory to allow site commencement.

Once the Contractor has been appointed delay in producing an acceptable Health and Safety Plan may delay commencement on site and completion of the project. It should be noted that such delays will not be considered as grounds for an extension of time and may therefore result in the deduction of liquidated and ascertained damages. This document has been produced to assist the Contractor in avoiding delays.

The Construction Phase Plan does not have to be complete prior to commencement of work on site. It should be a live document that is developed as necessary throughout the construction phase. There is, however, a minimum amount of information that should be included in the plan before work starts.

As a guide for Contractors the following checklist is provided to indicate the minimum information to be included in the plan if acceptance by the Principle Designer is to be given. The checklist is not intended to be comprehensive and other items of information may need to be included in the plan to suit the specific project, conversely not all the items on the checklist may be relevant to the project being considered.

The information below is structured as Appendix 3 of “Managing Construction for Health and Safety” (HSE). The Construction Phase Plan does not have to be structured in this way to be acceptable as long as each issue identified is covered by the Plan. The source of some of the information to be included in the Plan will be the Pre-Construction Information Pack provided to the Contractor at tender stage.

It should be noted that once the Plan is accepted its future development is the responsibility of the Principal Contractor.

A copy of the accepted Plan should be available for reference on site and a copy should also be provided for the Contract Administrator, Clerk of Works and in the case of occupied premises on or adjacent to the site, the head of establishment. There is a contractual obligation for the Principal Contractor to notify the Employer of any subsequent amendment to the Plan.

CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT

1 INTRODUCTION

1.01 DESCRIPTION OF PROJECT

- Project location.
- General description of the Works.
- Programme identifying each significant work element.
- Name of Client (Employer).
- Name of Principal Contractor.
- Name of Architect/Contract Administrator.
- Name(s) of Consultants.
- Name of Principle Designer.
- Names of sub-contractors or, where not appointed, identification of work to be carried out by sub-contractors.
- Name of establishment contact (existing premises).

1.02 HEALTH AND SAFETY STATEMENT

- A general statement of health and safety principles and objectives for the project.
- Where the Works take place in an existing occupied building or are on the same site as occupied buildings a statement of the objective of ensuring the health and safety of occupants and visitors as well as the workforce.

1.03 RESTRICTIONS AFFECTING THE WORK

- A clear statement identifying all the project specific issues which need to be taken into account in managing health and safety for the project. Many of these will have been identified in the pre-construction information pack but should be restated. giving details, where appropriate, of control measures.
  Typically, this will include the following:
  - Contractors work area, extent and type of security fencing.
  - Site access, location and any restriction on use (e.g. time restrictions).
  - Arrangements for vehicular and pedestrian access to occupied buildings and external areas on site or adjacent and any segregation for site traffic.
  - Description and pattern of use by occupants/visitors of any existing buildings on or adjacent to site and consequential restrictions.
  - Description of any features in area surrounding site e.g. shops, main roads, children's play areas, housing etc, which may have health and safety implications.
  - Location of existing underground or overhead services and method of identifying their accurate location prior to commencement of work.

A drawing will be the best means of providing information for some of the above and should be included in the health and safety plan.

CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

2 ARRANGEMENTS FOR MANAGING AND ORGANISING THE PROJECT

2.01 MANAGEMENT

- Details of the Principal Contractor's management structure applicable to the project, stating names, work location and telephone numbers of personnel identified. Generally, it is anticipated that a representative of the Principal Contractor will be permanently on site during working hours and this should be confirmed in the plan.
- Details of the Principal Contractor's arrangements for giving directions to and co-ordinating contractors, e.g. verbal and written communications, site meetings etc.

2.02 SETTING STANDARDS

- Identification of statutory requirements specific to project.
- Identification of any other standards applicable, e.g. client requirements, occupied building establishment's health and safety policy, contractor's own health and safety policy etc.

2.03 INFORMATION FOR CONTRACTORS

- Means by which the Principal Contractor will inform contractors of health and safety risk arising from the project environment and the construction work, i.e. communication of health and safety plan information as related to particular contractors.

2.04 SELECTION PROCEDURES

- Details of the Principal Contractors arrangements for ensuring that all: -
  - Contractors, the self employed and designers to the appointed by the Principal Contractor are competent and will make adequate provision for health and safety.
  - Suppliers of materials to the Principal Contractor will provide adequate health and safety information to support their products.
  - Machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training has been provided.

2.05 COMMUNICATION AND CO-OPERATION

- Details of means of communicating and passing information to all members of the project team, including the client and any client's representatives, designers, the Principle Designer, the Principal Contractor, other contractors, site workers and other whose health and safety may be affected.
  It should be noted that if the Employer's Contract Administrator considers that work is being carried out in breach of health and safety legal requirements, he will issue a Health and Safety Notification identifying the relevant items to the Contractor on site. A copy will be issued to the Contractors office and the Employers Health and Safety Officer. This process and the Principal Contractors procedure for response should be included in the health and safety plan.

- Details of arrangements for securing co-operation between contractors for health and safety purposes.
- Details of arrangements for management meetings and initiatives by which the health and safety objectives of the project are to be achieved.
- Details of arrangements for dealing with design work carried out during the construction phase, ensuring it complies with CDM regulation 13 and resultant information is passed to the appropriate persons.

CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

2.06 ACTIVITIES WITH RISK TO HEALTH AND SAFETY

- Arrangements for identification and effective management of activities with risks to health and safety. Activities should be identified in the Health and Safety Plan, which will require risk assessment and method statements by the Principal Contractor and other contractors.
- Full risk assessments and method statements identified as above for those elements of work, which will be carried out at any early stage on site.

2.07 EMERGENCY PROCEDURES

- Details of emergency procedures for dealing with injuries, fire and other dangerous occurrences. This should include details of the following: -
  - Provision of first aid equipment.
  - First aid personnel with details of training (Health and Safety (First Aid) Regulations 1981).
  - Notices giving details of first aid arrangements.
  - Fire fighting equipment, alarms, means of escape, Fire and Rescue Service notification.
  - Notices giving details of fire precautions arrangements.
  - Emergency procedures co-ordination with staff of occupied premises.

2.08 REPORTING OF RIDDOR INFORMATION

- Arrangements for informing the Principal Contractor about accidents, ill health and dangerous occurrences which need to be notified to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

2.09 WELFARE

- Specific details of arrangements for welfare facilities, i.e. sanitary arrangements, washing facilities, mess-rooms, provision of drinking water (Construction (Health Safety and Welfare) Regulations 1996).

2.10 INFORMATION AND TRAINING FOR PEOPLE ON SITE

- Details of arrangements by which the Principal Contractor will check that people on site have been provided with:
  - Health and safety information.
  - Health and safety training.
  - Information about the project (the names of the Principle Designer and Principal Contractor and relevant parts of the health and safety plan) by their employer.
  - Details of arrangements for the display of statutory notices.
- Details of arrangements for project specific awareness training.
- Details of arrangements for toolbox or task health and safety talks.

2.11 CONSULTATION WITH PEOPLE ON SITE

- Details of arrangements that have been made for consulting and co-ordinating the views of people on site or their representatives.
- Details of arrangements for consultation with head of establishment for occupied buildings on or adjacent to site.

CHECKLIST OF CONSTRUCTION PHASE PLAN CONTENT / Continued

2.12 SITE RULES

- Listing of all site rules applicable at commencement of work on site. General site rules should include statements dealing with the following:
  - Personal Protective Equipment e.g. safety helmets, footwear, hearing protection etc.
  - Smoking restrictions.
  - Use of 110v electrical equipment.
  - Visitors to site.
  - RIDDOR.
  - Site transport.
  - Any restriction on delivery times etc.
  - Emergency procedures for fire/first aid etc.
- Details of means of updating/developing site rules as project proceeds.

2.13 HEALTH AND SAFETY FILE

- Details of arrangements for passing on information for the preparation of the health and safety file.

2.14 ARRANGEMENTS FOR MONITORING

- Details of arrangements for active and reactive monitoring to achieve compliance with the following:
  - Legal requirements.
  - The health and safety rules developed by the Principal Contractor through regular planned checks, and by carrying out investigations of incidents (whether causing injury, loss, or “near miss”) and complaints. This may involve co-operation and regular meetings between senior management and those who provide health and safety advice to them.
- Details for monitoring of:
  - Procedures, e.g. contractor selection and the management of certain trades.
  - On-site standards actually achieved compared with those set for the project.

2.15 PROJECT REVIEW

- Reviews throughout the project, as different trades complete their work and at its conclusion. This means that the lessons learnt in terms of the standards set and those actually achieved can be taken forward.