

PRE CONSTRUCTION INFORMATION DOCUMENT

For

REPAIRS TO EXTERNAL FACADE AND ROOF



At

**Suffolk House
154 High Street
Sevenoaks
Kent
TN13 1XW**

By

WSP Safety Ltd

For

Sevenoaks District Council care of: Helme & Partners Ltd

WSP Ref: 11663

24th May 2019

CONTENTS

A Introduction

B Preliminaries

Section 1 – Description of project

Section 2 – Clients Considerations and Management Requirements

Section 3 – Environmental Restrictions and Existing on Site Risks

Section 4 – Significant Design and Construction Hazards

Section 5 – Health and Safety File

APPENDICES

Appendix I - Contractors Site Rules

- a) Helix– Property Hazard Information Pack
- b) Helix – Contractors Site Rules
- c) Helix – Basic Site Rules

A Introduction

- A1 This contract shall be carried out in full compliance with the Construction (Design & Management) Regulations 2015.
- A2 The successful Contractor shall be appointed as “Principal Contractor” as defined in the Construction (Design and Management) Regulations 2015.
- A3 This document has been prepared by WSP Safety Ltd., appointed as Principal Designers Advisor to Helme and Partners who are appointed as the Principal Designer under the Construction (Design and Management) Regulation 5 (1)(a).
- A4 This document constitutes part of the Initial Project Information Document Health & Safety Plan as required by the Construction (Design and Management) Regulations 2015, Regulation 11, (6)(b).
- A5 This document is the copyright of WSP Safety Ltd. and may not be reproduced (in whole or in part or by any means), without the prior written consent of WSP Safety Ltd. Except that this document may be used by the Principal Contractor as the basis for the Construction Stage Health & Safety Plan.
- A6 The “Principal Contractor” recognises a duty to other “contractors” (including those employed directly by the client) in so far as the CDM Regulations are applicable. This includes a duty to any other part of the Principal Contractors organisation carrying out works here.
- A7 The Principal Contractor is required to prepare the “Construction Stage Health & Safety Plan” (to ensure the work is properly planned managed and monitored) and forward a complete copy to WSP Safety Ltd. Regulation 12 (1 & 2).

THE WORKS CANNOT COMMENCE UNTIL SUCH A PLAN HAS BEEN EVALUATED BY THE PD ADVISOR, AND THEY HAVE CONFIRMED THAT THE PLAN IS SUITABLY DEVELOPED IN COMPLIANCE WITH CDM REGULATION 12 (Section 1, 2)

B Preliminaries

- B1 This document is a binding contractual document.
- B2 The Principal Contractor's attention is also drawn to Health & Safety issues contained elsewhere in the Helme & Partners contract documentation and which are to be read with this Plan. Particular note should be made of clauses contained within Contract Preliminaries.
- B3 The Contractor appointed for these works hereby agrees to be appointed as Principal Contractor as defined in the Construction (Design & Management) Regulations 2015 and will be required to fulfil all duties and responsibilities defined therein to fulfil the design obligations.
- B4 The Principal Contractor is to prepare review and maintain the Construction Stage Plan, in accordance with the CDM Regulations 2015.
- B5 Competence - The Principal Contractor is required to ensure that any Designers responsible for any design work instigated by him are competent in terms of the Construction (Design and Management) Regulations 2015.
- B6 Competence - The Principal Contractor is required to check the competence of any domestic, named or nominated Contractor for the purposes of complying with the Construction (Design and Management) Regulations 2015.
- B7 Contractors and Self-employed people - It is a requirement under the Construction (Design & Management) Regulations 2015, that the Principal Contractor ensures that contractors/suppliers and self-employed people working on the site are made aware and comply with the relevant portions of his Health and Safety Plan.

SECTION 1 – DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION

The works comprise of the refurbishment and repairs to external facade and roof, as part of the Planned, Preventative Maintenance.

Work include the following –

Roof repairs, lead replacements, rainwater goods clean and repairs, cleaned down and decorate soffits, window repairs and decorate, general building works to the boundary walls and fencing.

Reference should be made to the Helme & Partners scope of works for full project brief.

1.2 PROJECT PERSONNEL

Client: **Sevenoaks District Council**

Care of: **Helme and Partners Ltd**

Managing Agent: **Helix Property Advisors**

Suite 6
9 N Audley Street
London
W1K 6ZP

Contact: Laura Cook
Tel: 020 7495 2434
Email: lc@helixproperty.co.uk

**Principal Designer/
Project Manager**

Helme and Partners Ltd

Unit 5D Hillgate Place
18-20 Balham Hill
London
SW12 9ER

Contact: Ed Hansford
Tel: 020 7183 1797
Mob: 07747 798171
Email: Edward@helmeandpartners.co.uk

Principal Designer Advisor :

WSP Safety Ltd

Navigation House
48 Millgate
Newark-On-Trent
Nottinghamshire
NG24 4TS

Contact: David Linnell
Tel: 01636 706 401
Mob: 07971 551257
Email: David.Linnell@wsp-safety.co.uk

Pre-Construction Information Document
External Facade & Roof Repairs
Suffolk House

WSP Safety Ltd
24th May 2019
WSP Ref: 11663

1.3 NOTIFICATION OF PROJECT

Area HSE Office – the Address for the HSE office within whose area this project falls:

Health and Safety Executive
International House
Dover Place
Ashford
Kent
TN23 1HU

Fax: 01233 634827

It is not known at this stage if these works will be F10 notifiable to the Health and Safety Executive under regulation 6 of the Construction (Design and Management) Regulations 2015.

The criteria for notification is as follows:

- More than 30 working days' duration AND more than 20 people on site at any one time;
OR
- More than 500 person days on site

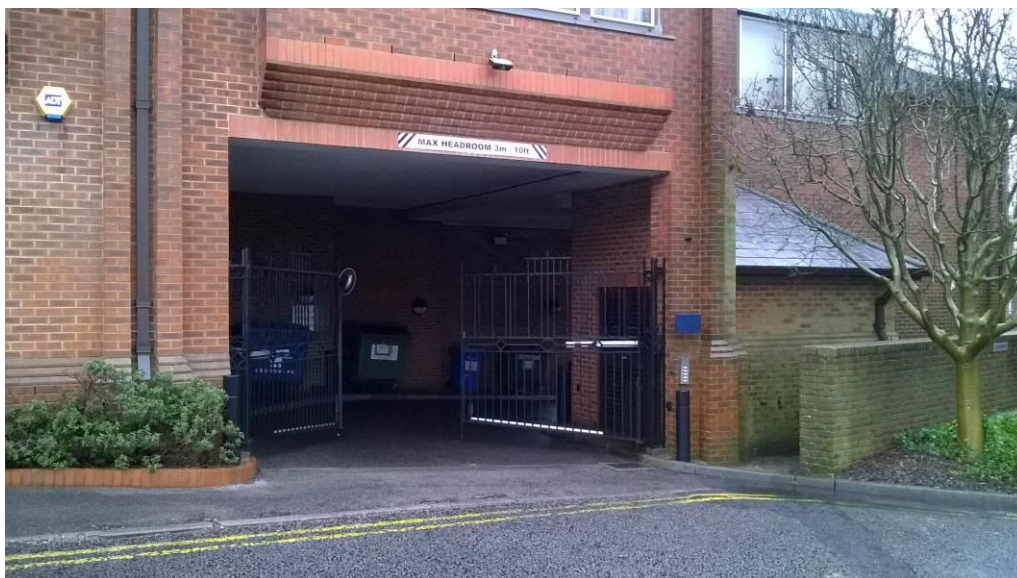
An assessment will be undertaken, once the Principal Contractor has been appointed and agreed the project programme. Notification to the HSE will then be submitted if required.

1.4 LOCATION AND DESCRIPTION

Suffolk House is a large purpose built office arranged over three floors with further accommodation in the roof space. It was built in the 1980's and is of typical design for its age.



A large car park providing a total of 84 spaces is located to the east of the building which is accessed through a drive through access.



The building occupies a prominent position within Sevenoaks Town Centre, situated on the north eastern corner of the crossroads where the High Street (A225) is intersected by Suffolk Way and Pembroke Road.

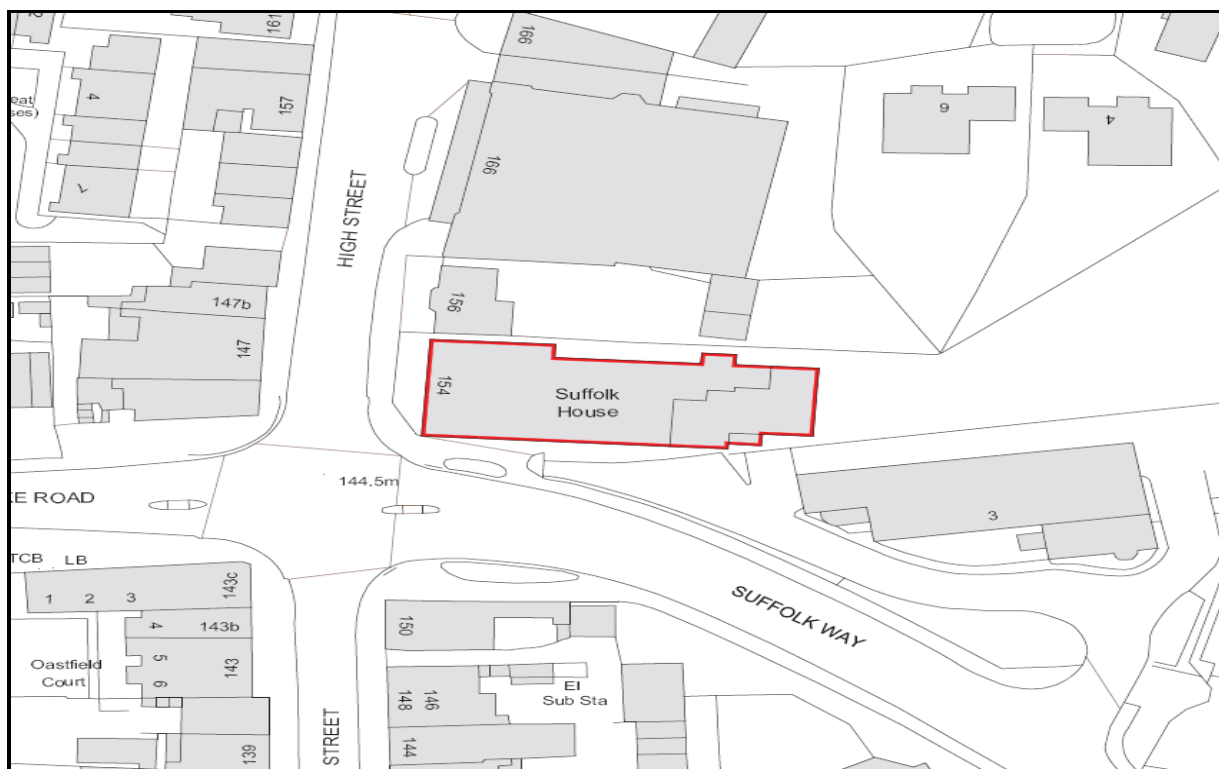
It is surrounded by other buildings predominantly in commercial uses, some of which have residential accommodation on upper floors.



SITE LOCATION PLAN



Entrance Road to Suffolk House is via the hairpin turning on Suffolk Way.

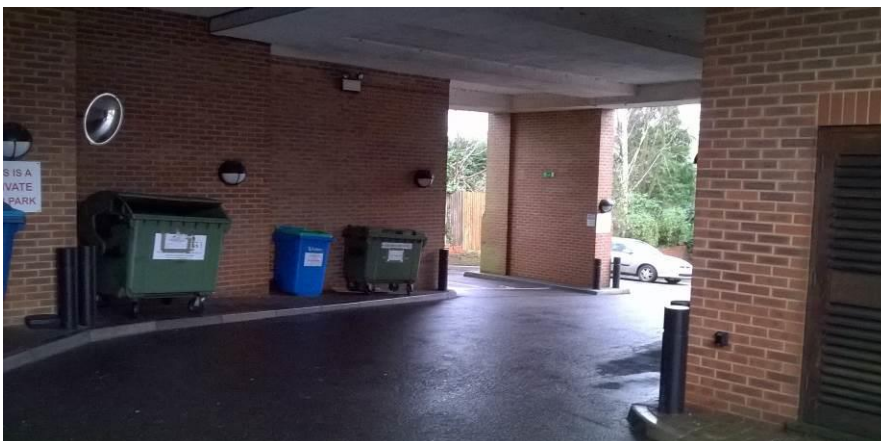


SITE ACCESS

Access to Suffolk House is off Suffolk Way via a slip road which leads down to the drive through car parking.

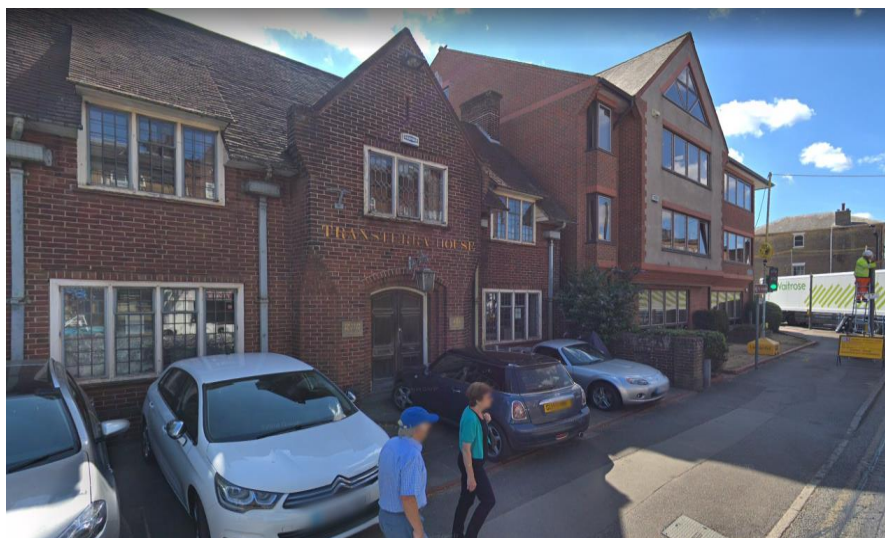


The slip road has double yellow lines all along it, therefore there is no parking permitted and there is a maximum height restriction of 3m (10ft) to the drive through.



As the works are external the Principal Contractor is to be mindful that the works will encroach on the public footpath in particular on the High Street and Suffolk Way. Local authority permission maybe required to works on these elevation of the building.

The Principal Contractor is also to take into consideration the close proximity of Transterra House, located to the North of the building.



Suitable means of working at height must be provided that offers the greatest protection to the operatives performing the task, tenants of the building and the general public.

1.6 PROJECT PROGRAMME

Start on site - TBC

Project Duration - TBC

1.7 EXISTING RECORDS AND PLANS

1.7.1 ASBESTOS

A Refurbishment and Demolition Survey of the external areas of the building has been commissioned by the Client, in accordance with HSG 264. Once the survey has been made available it will be forwarded onto the Principal Contractor. The Principal Contractor must check that the survey covers the full scope of their works.

The Principal Contractor must ensure that the findings of the survey are communicated at the site induction. The Principal Contractor is also to ensure that no asbestos is disturbed during the refurbishment works and if any asbestos material is overlaid this must be recorded as a residual risk in the health & safety file.

All works must proceed with caution and if any additional asbestos is found during the refurbishment all works must stop and the Principal Designer is informed immediately.

1.7.2 EXISTING SERVICES

Please refer to the Helix manuals situated in the under stairs cupboard on the ground floor or speak to the Building Management.



The Principal Contractor must take into consideration any services to the external parts of the building. All services are to be presumed live until suitably isolated by a competent contractor. Any isolation of services must only be done in agreement with the Building Management.

SECTION 2 – CLIENT’S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 CLIENT’S CONTACT

The Client’s appointed Contact Administrator is Ed Hansford at Helme and Partners – Mob 07747 798 171

2.2 EMERGENCY PROCEDURES

The Principal Contractor should ensure that a site fire plan is prepared for the works and that all operatives are aware of the contents. This plan should include as a minimum:-

- Method of raising alarm
- Fire escape routes
- Provisions for fighting fire

Refer to:-

- HSE - Fire Safety in Construction Work HSG 168
- Fire Prevention on Construction Sites, published by the Building Employers Confederation Loss Prevention Council

The existing fire assembly point for the building should also be utilised by contractors in an emergency.

Existing fire escape routes must be maintained throughout the construction period and fire exit doors should not be obstructed.

The Principal Contractor is to consider fire prevention provisions and ensure that a Hot Work Permit system is followed.

If the existing fire alarm is isolated the Principal Contractors must put a fire watch in place.

2.3 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

The Principal Contractor is to ensure that RIDDOR 2013 is followed in the event of a notifiable incident.

2.4 GENERAL SITE RULES

The Principal Contractor must ensure the Building Management (Helix) Contractors Site Rules are adhered to at all times. Documents attached in Appendix I.

The Principal Contractor will be required to maintain a site logbook for all staff, contractors & visitors.

All personal protective equipment must be worn when necessary, as determined by risk assessments as part of the Construction Stage Health and Safety Plan.

Premises Security - The Principal Contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to

Pre-Construction Information Document
External Facade & Roof Repairs
Suffolk House

WSP Safety Ltd
24th May 2019
WSP Ref: 11663

ensure that the security of the units as a whole is maintained. The Principal Contractor is required to describe in his Health and Safety Plan how he proposes to maintain security.

Visitors - Will be required to sign in before entering the site, the Contractor shall advise them of the site rules and any hazards on the site, whether in the area to be visited or not. When a visitor leaves the site, they should sign out.

Site Signage - The Contractor shall identify by clear signage any safety hazards.

Materials Storage - All materials shall be carefully stored prior to use within the working area, providing this does not create a hazard to the personnel.

Plant - All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.

Site Lighting - All escape routes shall be adequately illuminated during working hours.

Tidy Site - The Principal Contractor shall maintain the site in a tidy condition, under no circumstances must materials or tools be left in a common area used by other tenants in the building. All existing finishes must be protected when transporting tools and materials to the work area.

Skips – A skip could be situated at the head of the slip road but this must be agreed with the building management agent prior to starting on site. All skips must be lockable.

Welfare Facilities – The Principal Contractor shall be responsible for ensuring the suitability and availability of welfare facilities as required under Schedule 2 of the CDM Regulations 2015 in compliance with Reg 4(2)(b), 13(40)(c) and 15(11)

The foregoing site rules are to be incorporated within the Construction Phase Safety Plan and must be clearly displayed on site.

In addition, the Principal Contractor is to prepare any additional rules he deems necessary for the site, in order to safely manage and undertake the works and abide by any requirements stipulated by the Landlord.

2.5 ONGOING LIAISON BETWEEN PARTIES

On-site co-ordination between the Principal Designer / Client on matters concerning Health and Safety will be agreed and confirmed at the pre-start meeting and thereafter on a regular basis.

The Principal Contractor is to further develop this Pre Construction Information Document, in discussion with the Principal Designer as the Construction Stage Health and Safety Plan.

Any significant design or construction changes which occur during the construction phase are to be brought to the Principal Designers attention by the Principal Contractor, and the Construction Health and Safety Plan developed accordingly.

2.6 SANITARY CONVENIENCES

Existing toilet facilities will be made available and the Principal Contractor must ensure that one toilet is available to use at all times.

2.7 GENERAL WELFARE PROVISIONS

The Principal Contractor shall be responsible for ensuring the suitability and availability of welfare facilities as required under Schedule 2 of the CDM Regulations 2015.

2.8 ACTIVITIES ADJACENT TO SITE

The area is predominantly commercial / retail with shops and residential flats above. The works completed to the elevations closest to the High Street and Suffolk Way will be subject to the general public being present in the vicinity. All work areas must remain secure at all times. A suitable fencing system, with relevant display signage must be installed around any work areas.

2.9 OVERLAP WITH CLIENTS UNDERTAKINGS

The Principal Contractor shall be mindful of the Client's obligations to neighbouring properties when carrying out the works.

The Client may wish prospective Tenants to visit the building during the course of contract period. Provision should be made for safe access in this respect and the provision of spare PPE if necessary.

The Client may also wish to conduct general and routine maintenance during the course of the contract period, and therefore the necessary access must be provided.

2.10 RESPONSIBILITIES FOR CONTRACTORS

The Principal Contractor is to acquaint himself and comply with the Statutory Regulations where applicable to the work being undertaken:

- The construction (Design and Management) Regulation 2015
- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulation 1992
- The Provision and Use of Work Equipment Regulations 1998
- Control of Asbestos Regulations 2012
- The Work at Heights Regulations 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences RIDDOR 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2000 SI 2000/2531
- Safety Representatives and Committees 1997 (Third Edition)
- Health and Safety (Consultation with Employees) Regulations 1996
- Lifting Operations and Lifting Equipment Regulation 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996
- The Control of Noise at Work Regulations 2005

- Control of Lead at Work 2002
- Health and Safety First Aid Regulations 1981
- Electricity at Work Regulations 1989
- Hazardous Waste (England and Wales) Regulation 2005
- Control of Substances Hazardous to Health Regulations (COSHH)
- Confined Spaces Regulations 1997

This list is not exhaustive and compliance must be with the latest amendment of the regulation.

SECTION 3 – ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS

3.1 SITE ACCESS AND PARKING FOR CONTRACTORS

By negotiation it may be possible for the Principal Contractor to be allocated parking spaces within the rear car park.

There is no parking permitted on the service road at the side of the building. This has double yellow lines.

The Principal Contractor shall be mindful of the Client's landlord obligations to tenants and neighbouring properties when carrying out the works, particularly in respect to noise and dust.

Main entrance doors & fire exits must be kept clear of obstruction from tools and materials.

3.2 EXISTING SERVICES

The Principal Contractor is required to exercise due diligence in respect of any unidentified services and to assume "live" status until further investigation proves otherwise. Provision for isolation/capping off; should be made before altering/adapting the existing services.

3.3 MATERIAL STORAGE

Materials should be kept in a secure area, the Principal Contractor is to ensure they obtain permission from the landlord and relevant tenants if applicable.

3.4 WORKING AROUND OCCUPIED PREMISES

The Principal Contractor shall liaise with the building manager regarding the co-ordination (programming, management and execution) of the contract works. Under no circumstances shall the contract works prevent the occupying tenants from operating, cause any undue disruption and inconvenience, or impose other unreasonable restrictions on the day to day operations of the tenants.

- All material deliveries are to be agreed in advance with the building manager.
- All operatives and visitors of the site will be required to sign in and out. Access will not be granted to the site unless this procedure is strictly followed.
- Noisy and disruptive works that result in vibration are to be undertaken out of core office hours (9am to 5.30pm) at times agreed in advance with the building manager.
- The Principal Contractor is to make all reasonable enquiries to enable the works to be properly programmed and take account of any factors that may adversely affect the progress of the works against the tendered value. For the avoidance of doubt, no claim for extensions of time or request for variations will be entertained for failure to carry out such enquiries or take account of the activities on or adjacent to the site.

- All working areas must remain fully secure at all time, using suitable fencing system and displaying relevant H&S signage

3.5 WORKING AT HEIGHT / ROOF WORKS

Where there is a requirement for working at height, the Principal Contractor is to ensure that suitable and sufficient means of access, a stable working area and means of fall prevention are provided.

Where access equipment is provided in the form of a mobile tower it must be fit for purpose and be erected and inspected by a competent person. Edge protection must be fitted to all working platforms.

Where Mobile Elevated Working Platforms are used to gain access to the fascia and roof areas, the Principal Contractor must ensure all operators are suitable trained and competent and where applicable, safety harnesses are used in line with current standards.

Scaffolding must be erected by a specialist contractor and inspected every seven days. Alterations to scaffolding can only be made by an authorised contractor. Details must be provided on how the assessment of ground conditions and overhead services is to be carried out.

Any scaffolding installed must be fully secured out of house, to prevent unauthorised access by third parties.

Additional guidance on roof works can be obtained from the Advisory Committee for Roof Safety website at <https://www.the-acr.org/>

All operations to be carried out to the Working at Height Regulations 2005 and related HSE Guidelines.

3.5 FIRE AND MEANS OF ESCAPE

The Principal Contractor must ensure that all means of escape from the building must remain clear at all times. Under no circumstances must any fire exit doors and escape routes be blocked off.

Materials and waste must only be stored in designated areas and not be allowed to collect in any pedestrian areas which could cause potential trip hazards.

Any scaffolding erected must take into consideration the locations of standards, to ensure they do not block means of final escape of the building, for tenants or visitors.

The Principal Contractor must ensure that any scaffolding erected must also take into consideration the general public and others using the slip road as a means of access to the building or adjacent buildings.

The position of any access equipment or plant must also allow for the emergency services to enter the building if required.

3.6 WORKING WITH LEAD

Due to the age of the building there is the potential for lead to be present within the building. In the event that any existing surfaces are to be sanded before painting a sample must be taken for testing for the presence of lead, and if lead is present within the paint suitable and sufficient control measures implemented to ensure employees, contractors, building occupiers or members of the public are not exposed to lead.

Replacement of lead flashing is to be undertaken as part of the scope of works. The Principal Contractor is reminded to ensure all persons working on site maintain a high standard of personal hygiene at all times and due to the presence of lead on site and that no food or drink is permitted within the construction area.

<http://www.hse.gov.uk/pubns/indg305.pdf>

SECTION 4 – SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 CO-ORDINATION OF DESIGN WORK

Any significant design or installation changes which occur during the construction phase are to be brought to the Principal attention by the Principal Contractor, and the Construction Health and Safety Plan developed accordingly.

Any elements of the design directly attributable to the Principal Contractor means designer duties under CDM Regulation 9 will be applicable and appropriate design risk assessments must be produced. Control measures are to be considered and a suitable Method Statement prepared for the safe execution and management of these elements.

SIGNIFICANT HAZARDS

The following significant hazards have been identified as being present on the site:-

	Task	Hazard	Control
1	Working At Height	Falls From Height Of Operatives And Materials. The Protection Of Others That Could Be Affected By The Works.	Follow Work At Height Regulations 2005. Ensure scaffold provides suitable safe access, guarding and working platform. The Principal Contractor is to ensure suitable segregation of the work areas are provided, to protect tenants and general public.
2	Working In Town Centre Area Generally	Vehicle Access And Materials Delivery Neighbouring Properties Scaffold Restrictions And Lack Of Space Outside "Footprint" Heavy Pedestrian Traffic Around Site	Advise delivery drivers / operatives of local traffic restrictions. Plan materials deliveries to avoid "peak" times. Ensure operatives are aware of moving vehicles and use banksman where necessary to guide larger vehicles delivering materials to site. Ensure scaffolders RAMS are suitable for location and height of building. Ensure scaffold is secure and all reasonably practical measures are in place to prevent falling materials.
3	Access Across Existing Roofs	Fragile Roof Lights Which Could Cause Fall From Height	Control access onto roof. Complete work with permit to work procedures. Provide appropriate access platform. Protect any fragile roof lights.
4	Working On An Occupied Building	Existing Fire Escape Routes. Tenants Personnel Entering And Leaving The Building. Noise Transmission.	Ensure Building's fire strategy is not compromised by the works by keeping fire exit routes and doors clear. Use designated storage and welfare areas. Noisy operations are to be undertaken during agreed work hours.

5	Live Services	Risk Of Electrocution	<p>Isolation of existing live circuits.</p> <p>Temporary protection of maintained live service runs.</p> <p>Method statement required.</p> <p>Permit to work system</p>
6	Intrusive Works In Existing Building	Asbestos – Uncontrolled Release Of Fibres	<p>R&D Survey to be commissioned prior to the commencement of any works of the intrusive nature.</p> <p>Ensure operatives receive asbestos awareness training.</p> <p>Principal Contractor to have a robust procedure for the further discovery of ACM's.</p>
7	Manual Handling	Personal Injury	<p>Method statements requested from contractor.</p> <p>Fully train operatives in correct manual handling techniques.</p> <p>Batch and breakdown into smaller loads.</p> <p>Mechanical aids to be used where possible</p>
8	Working With Plant / Machinery	Falling Objects Crushing Injuries.	<p>Contractor to provide method statements.</p> <p>Ensure contactors machinery is certified. Correct PPE to be worn.</p> <p>Fully trained operatives using plant / machinery.</p>
9	Lead	Exposure to Lead Based Materials	<p>The Principal Contractor is to review their scope of works in line with any sanding down of painted windows.</p> <p>Check to be undertaken if sanding is required.</p> <p>The Principal Contractor is reminded all persons working on site maintain a high standard of personal hygiene at all times and due to the presence of lead on site and that no food or drink is permitted within the construction area.</p>

SECTION 5 – HEALTH AND SAFETY FILE

It is the responsibility of the Principal Contractor to obtain all Health and Safety File information from the Sub-Contractors and provide it to the Principal Designer in accordance with CDM 2015

The following File Information is required

2 copies in 'hard' copy format, together with 1 copy in electronic format within one week of Practical Completion, and must include:-

- As Installed drawings
- Systems Warranties / Guarantee Documents
- Manufacturers Technical Literature
- Maintenance Information for cleaning of all new materials and finishes
- Residual Hazards and COSHH Information
- Contractor and suppliers details and products provided

The Principal Contractor must ensure that Copies of Maintenance manuals are available on site, from the date of completion.

APPENDIX I

Contractors Site Rules

- a) Helix– Property Hazard Information Pack
- b) Helix – Contractors Site Rules
- c) Helix – Basic Site Rules

PRE-CONSTRUCTION INFORMATION DOCUMENT

For: **REPAIRS TO EXTERNAL FACADE AND ROOF**

At:

Suffolk House
154 High Street
Sevenoaks
Kent
TN13 1XW

Prepared by WSP Safety Ltd

Prepared by:



Jamie North – Tech IOSH

Verified by:



David Linnell

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