



COLEFORD CLOCK TOWER REPAIRS AND ALTERATIONS

PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

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CONTENTS

1.0	Introduction	2
2.0	Description of the Project	4
3.0	Client's Considerations and Management Requirements	7
4.0	Environmental Restrictions and Existing On-site Risks	12
5.0	Significant Design and Construction Hazards	15
6.0	The Health and Safety File	17
Appendix A: Design Risk Register (DHV Architects)		19
Appendix B: Construction Phase Plan Requirements		23
Appendix C: Principal Contractor Roles and Responsibilities		26
Appendix D: CDM Questionnaire		28

1.0 INTRODUCTION

1.1 Pre-Construction Information

- 1.1.1 The Construct (Design & Management) Regulations 2015 require that suitably adequate documentation, in a live and active format is produced as two separate entities, that will ensure the health, safety and welfare of all persons involved with the construction and subsequent usage of a building.
- 1.1.2 This pre-construction document describes the project, construction works and timing; identifies unusual hazards and risks, including interfacing activities and the required standards for health, safety and welfare.
- 1.1.3 The information contained within the pre-construction document will be updated to incorporate information and any further hazards identified by the designers during the period of the works. The Principal Contractor will develop the information contained within the pre-construction document into the construction phase health and safety plan, incorporating their programme, method statements and detailed arrangements demonstrating management of construction, site safety and training.
- 1.1.4 Under the CDM Regulations 2015, a client is not to permit commencement of construction activities without the construction phase health and safety plan being in place, together with all necessary welfare facilities.
- 1.1.5 Similarly, the CDM Regulations 2015 require the Principal Designer, (who has undertaken CDM Co-ordinator functions throughout the pre-construction stage) to transfer all associated documentation to the Principal Contractor, who immediately following their appointment will implement CDM Co-ordinator duties and responsibilities for the remainder of the Project. In addition, they will continue to undertake the duties required by CDM Regs 2015 to develop the details contained within the pre-construction document to take account of the following:
- a) Their proposed designs by Specialist Sub-contractors in compliance with CDM Regulations 2015 and all current legislation, and subsequently agreed by the Principal Designer
 - b) Any changes to the design proposed by the Client by agreement with the Principal Designer and Client in compliance with CDM Regulations 2015
 - c) All aspects of Health & Safety relevant to the Contractors method of working
 - d) Detailed Health and Safety procedures of all Subcontractors
 - e) All current relevant legislation.
- 1.1.6 Throughout the project, the documentation for the health and safety file will be prepared initially by the Principal Designer and subsequently by the appointed Principal Contractor for issue to the Principal Designer at practical completion, for their collation and use in the compilation of the file and subsequent handover to the Client.
- 1.1.7 This file will contain all health and safety records, and information relating to the project, including information on the design, materials and construction and 'As Built' records and test certificates and operating and maintenance manuals.

- 1.1.8 **No construction work will be allowed to commence until the Client is satisfied that a Construction Phase Plan has been prepared in accordance with Regulation 12.**

2.0 DESCRIPTION OF THE PROJECT

2.1 Project Team

Client	
Coleford Town Council	Contact: Laura-Jade Schroeder, Town Clerk and RFO A: 4 Mushet Walk, Coleford GL16 8BQ T: 01594 832103 E: ctcoffice@colefordtowncouncil.gov.uk
Principal Designer	
Dittrich Hudson Vasetti Architects	Contact: Oliver Forsyth A: Studios 12-13, 9 Bath Buildings, Bristol, BS6 5PT T: 0117 914 8317 E: oliver@dhva.co.uk
Architect	
Dittrich Hudson Vasetti Architects	Contact: Oliver Forsyth (Project Architect) A: Studios 12-13, 9 Bath Buildings, Bristol, BS6 5PT T: 0117 914 8317 E: oliver@dhva.co.uk
Structural Engineer	
Mann Williams	Contact: Pat Ruddock A: 53 Mount Stuart Square, Cardiff CF10 5LR T: 02920 48033 E: paper@mannwilliams.co.uk
HSE	
Rose Court 2 Southwark Bridge London, SE1 9HS	W: www.hse.gov.uk
Principal Contractor	
Details to be confirmed	

2.2 The Site

2.2.1 The site location is: Coleford Clock Tower, Market Place, Coleford GL16 8AW.

- 2.2.3 The site will be used as a workplace under the requirements of the Workplace Health, Safety and Welfare Regulations 1992.

2.3 Project Description

- 2.3.1 The proposed works comprise of the repairs and alterations to the historic Grade II listed clock tower. The internal works include structural repairs to the first floor and roof levels structures; plaster repairs; decorative metalwork repairs; timber repairs; masonry repairs; and electrical works. The external works include roof repairs and the installation of a fall-arrest system; masonry repairs; and window repairs at first floor. The alterations comprise of reinstatement of the first floor gallery opening with the installation of new glazed elements and modifications to the War Memorial to enable future works and reinstatement of the east opening.

2.4 Timescale for the Construction Work

Key Events	Date	Weeks
Minimum mobilisation period for preparation and planning		4
Anticipated start date for the Construction Phase	TBC	
Anticipated duration of the Construction Phase		40
Anticipated Completion Date	TBC	

- 2.4.1 The permitted hours during which works may be undertaken on site are: -
- Not before 07.30am or after 18.00pm Monday to Friday.
 - At no time on Saturdays, Sundays or Public Bank Holidays unless agreed by the Client.
 - Other specific details are provided in the Contract Preliminaries, and this document should be read in conjunction with the Pre-Construction Health and Safety Information.

2.5 Surrounding Land Use and Existing Site

- 2.5.1 The site is in the town centre on Market Place and is surrounded by the highway on all sides.
- 2.5.2 Access to the site will be from the south of Market Place at the bottom of the High Street. Part of Market Place will remain publicly accessible for the full duration of the works and the highway will need to always remain in operation by vehicles. Deliveries to the site will need to be coordinated and managed by the Principal Contractor to avoid any traffic delays. A banksman will need to be provided to always direct and manage the flow of traffic deliveries.

2.5.3 A construction compound area has been allocated around the tower on the west side of Market Place for the use of the Principal Contractor. The site compound area will be used for storing materials and provide on-site welfare facilities.

2.5.4 It is the Principal Contractor's responsibility to ensure that pedestrians do not enter the site compound area and that reasonable protections around the proposed temporary route are put in place. Details of the site compound area and temporary access arrangements can be found in drawing 1398 (00)02 Main Contractor's Working Areas and Temporary Works by DHV Architects.

2.6 Extent and Location of Any Existing Records and Plans

2.6.1 Existing and Project Drawings

The drawings contained within the Tender documentation have been prepared by the Design Team following their survey activities.

2.6.2 Existing Services

Existing services provided in the tower include:

- Water
- Electric (single-phase supply)

All incoming services are located on the ground floor of the tower adjacent to the main entrance door in the internal south elevation.

2.6.3 Site Contaminants

The nature and condition of the site cannot be fully ascertained before it is opened up. A full Refurbishment/ Demolition Survey will need to be undertaken by the Principal Contractor before work commences to identify any known contaminants in the affected working areas.

3.0 CLIENT'S CONSIDERATIONS

3.1 Arrangements for Planning and Managing the Construction Works

The works are instructed by Coleford Town Council as the client and as detailed in Section 1.1.

An outline of the arrangements for planning and managing Health and Safety during the construction phase of the project is listed below: -

- Coleford Town Council are responsible for the health and safety of all their employees at work and other people not in their employment, who are affected by the works.
- The Principal Contractor is responsible for health and safety within the construction site and those that might be affected by construction operations.
- The Client shall have the right to suspend the construction work if they believe that a person's safety is at risk.
- The Client requires that all work is undertaken in accordance with all statutory requirements with respect to health and safety. In addition, all relevant approved codes of practice and guidance notes shall be adhered to.
- The Principal Designer shall review drawings and design changes throughout the project and raise any associated issues with respect to health and safety considerations with the design team.
- The Principal Contractor is responsible for developing the Construction Phase Plan and maintaining it on site throughout the duration of the project. The Client requires that the Construction Phase Plan is completed before work commences on site. The Client will assess the plan to ensure it is suitable and sufficient.
- All personnel on site must have received adequate training to undertake their work in a safe and competent manner. Information on the training of personnel, refresher training and statutory training certification should be held by the Principal Contractor and must be available for inspection at the site.
- All persons on site should be given a site-specific induction to familiarise themselves with the emergency procedures, management requirements and specific site details.
- Any training needs identified as being required during the project shall be undertaken. These may be in the form of toolbox talks or other suitable methods.
- The Principal Contractor shall be responsible for the management and implementation of health and safety on site.
- Health and safety shall be included on the agenda of all site meetings and significant items recorded and distributed to all relevant parties.
- A system of monitoring the construction works to ensure the effective management of safety throughout the project duration shall be implemented by the Principal Contractor.
- Such monitoring shall include: -

Workplace inspections – general site safety

Statutory inspections – scaffold, plant, equipment, etc.

Sub-contractors – the monitoring of sub-contractors

- The Principal Contractor is responsible for the production of all required method statements and risk assessments with respect to their undertakings. In addition, the Principal Contractor shall review the method statements and risk assessments of all

subcontractors on site and ensure that their content is suitable and sufficient before permitting any relevant activities to commence.

- Details of all accidents on site and the findings of such investigations shall be forwarded promptly to the Client through the Principal Designer.

3.2 Health and Safety Objectives for the Project

3.2.1 The Client's Health and Safety Plan will be incorporated by the Principal Contractor into the Construction Phase Plan. The Principal Contractor is to ensure that they are communicated, understood and enforced throughout the duration of the contract.

3.2.2 The primary objective of all duty holders is to remove and minimise the risk of injury or incident and ensure that the legal standards for safety and health, guidance and best practice are always achieved and that all works are undertaken safely.

3.3 Communication and Liaison Between Client and Others

3.3.1 All formal communications, instructions, technical queries, etc. are to be routed via the Principal Designer.

3.3.2 Designers, including those working for the Principal Contractor, have a duty to ensure design detailing is co-ordinated for health and safety.

3.3.3 Design development details, changes, instructions, etc. are to be copied to the Principal Designer for review and when necessary, comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and issue in good time design information, e.g. drawings, to the Principal Designer.

3.4 Security on the Site

3.4.1 The Principal Contractor is entirely responsible for the security of the site. The Principal Contractor is to ensure that there is adequate hoarding to prevent access to the site of all unauthorised persons.

3.4.2 Particular account is to be taken of unauthorised persons straying into work areas while construction activities are taking place.

- 3.4.3 The Principal Contractor is to provide within the Construction Phase plan for the project a marked-up site plan showing location of the site compound including welfare and proposed location of skips. Details are to be provided and agreed with the Principal Designer and Client before any work commences on site.

3.5 Hoarding Design

- 3.5.1 Secure anti-climb hoarding should be adequate for the protection of the site during the contract works and all reasonable measures shall be put in place to secure the site outside of normal working hours.

3.6 Welfare Provision and First Aid

- 3.6.1 The Principal Contractor shall be required to provide their own facilities suitable for the entire workforce that shall comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015. These are to be established before any construction activity commences on site and maintained in a hygienic manner for the duration of the project.
- 3.6.2 The facilities must be separate from the works area and must provide suitable and sufficient sanitary conveniences that are adequately ventilated and lit, suitable and sufficient washing facilities with hot and cold water, soap and means of drying. An adequate supply of potable drinking water and drinking vessels are to be provided and appropriately signed. Suitable and sufficient facilities for rest are to be provided including an area where tables and chairs with backs are provided, suitable means of preparing food such as a microwave and fridge, a means of boiling water and a means to control the temperature within the room.
- 3.6.3 If no hand-washing facilities are available local to the site, antiseptic wipes are to be made available so that contractors can clean their hands prior to leaving the site. This is to prevent contractors transferring harmful substances from their hands to their mouths (e.g. through eating and smoking) on their way to the central welfare facilities.
- 3.6.4 The Principal Contractor is to provide all necessary welfare and accommodation facilities. Details of the welfare facilities being provided by the Principal Contractor must be provided within the Construction Phase Plan.
- 3.6.5 The Principal Contractor must always provide suitable and sufficient numbers of trained First Aiders and First Aid equipment on site during construction work. The number and location of these should be assessed by the Principal Contractor in accordance with the findings of their own Risk Assessment. The provision for First Aid facilities must be in accordance with The Health and Safety (First-Aid) Regulations 1981.
- 3.6.6 The First Aid arrangements must be communicated to all operatives and visitors to the site, and this always remains the responsibility of the Principal Contractor. The First Aid facilities, arrangements and the name of the trained First Aiders should be detailed within the Construction Phase Plan.

3.7 Site Transport Arrangements or Vehicle Movement Restrictions

- 3.7.1 Contractor parking will be in the main town centre car park on Railway Drive. Unloading will be permitted and space on Market Place has been indicated. Deliveries must be planned and booked to avoid any conflict of traffic flow problems in the town centre

3.8 Fire Precautions

- 3.8.1 The Principal Contractor shall carry out a Fire Risk Assessment in respect of the works in accordance with the Regulatory Reform (Fire Safety) Order 2005, which shall be regularly reviewed and updated as necessary.

3.9 Emergency Procedures and Means of Escape

- 3.9.1 The Principal Contractor is to ensure that their activities do not compromise any fixed or temporary alarms, the means of escape, or any fire smoke detection equipment in the clock tower.
- 3.9.2 Generally, the Principal Contractor shall ensure that emergency procedures and means of escape are maintained throughout the Construction Phase and any additional measures because of the works or erection of scaffolding/hoarding, etc. on site are put in place and maintained as required. This includes the physical protection of routes, floors and other types of surfaces, access/egress points, locks and door furniture and emergency and safety lighting and signage for escape routes, etc.
- 3.9.3 The Principal Contractor shall have particular regard to the safety of the adjoining sites and business premises. The Principal Contractor shall ensure that all exit and escape routes from the adjoining premises are not obstructed and are always maintained in a clean and clear condition.

3.10 Permit to Work Systems

- 3.10.1 The Principal Contractor should implement a system of Permits and Authorisations to Work for high-risk activities. Examples of such activities include but are not limited to; Electrical Isolation, Hot Works, Works at Height, use of Ladders and Stepladders, Excavations, Roof Access, Confined Space Entry and Works with Explosives and Flammable materials.

3.10.2 The Principal Contractor will be responsible for procurement of any Permits or Licenses necessary to meet all Health, Safety and Environmental Legislation and site requirements, including asbestos removal (HSE), Hot Works, use of Ladders and Stepladders, Electrical, Isolations, Roof Access, Working at Height etc. as appropriate.

3.10.3 Prior to the Isolation of electric, power, chilled water or cooling water services, a consultation period must be undertaken followed by a notice period.

3.11 'No-go' Areas or Other Authorisation Requirements for those Involved in the Project

3.11.1 The contractor's operatives will not be allowed to venture into areas not defined as their workplace, although most of the surrounding external area is public space.

3.12 Areas Designated as Confined Spaces

3.12.1 All works involving work on or entry into confined spaces shall be carried out in accordance with the requirements of the regulations and shall be subject to a safe system of work and the issue of a confined spaces permit to work, as appropriate.

3.13 Smoking Restrictions

3.13.1 Smoking is not permitted in any part of the new building. The Health Act 2006 (amended 1st July 2007) requires that all enclosed premises in England be smoke free. A designated smoking area will be required within the site compound area, and the Principal Contractor is to provide details in the Health and Safety Plan.

3.13.2 The Principal Contractor must ensure that all requirements of the aforementioned Act are always adhered to.

4.0 ENVIRONMENTAL RESTRICTIONS AND ON-SITE RISKS

4.1 Safety Hazards

4.1.1 Boundaries and access, adjacent land uses, including means of access;

Details of the area around the site and how the site will be accessed can be found in drawings 1398 (00)01 and 1398 (00)02 by DHV Architects.

4.1.2 Any restrictions on deliveries or waste collection or storage;

All waste is to be securely stored prior to removal or cleared daily. No waste is to be stored within the existing building.

Waste shall be removed from the site on a regular basis to ensure the site remains clean and clear, and hazards are avoided. Where any waste or flammable waste is required to be stored on site, it shall be stored in a lockable fireproof container/skip and be removed from site as soon as reasonably practicable.

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

Information on existing services, particularly those that are concealed (e.g. buried water, electricity, gas, drainage, etc.) will need to be ascertained by the Principal Contractor. Overhead services along the working areas on Market Place will need to be properly identified with adequate protections put in place. The Principal Contractor shall ensure that the site is adequately surveyed to locate buried underground and/or concealed services and, where necessary, shall safely locate, expose, identify, isolate and protect services as required before commencing any works.

4.1.4 Plant and Equipment;

The use and movement of Mobile Plant and site vehicles during the works should be appropriately planned, managed and be subject to adequate supervision and maintenance provisions.

The Principal Contractors Construction Phase Plan shall identify and record all relevant procedures and controls applicable to the specific operations.

Safe working methods and the manufacturer's instructions shall be always observed.

4.1.5 Temporary Works;

It is anticipated that there will be certain elements of Temporary Works as part of the overall project. The Principal Contractor shall detail the design, management and inspection arrangements within their Construction Phase Plan.

All Temporary Works Designs must be undertaken by a Temporary Works Designer with the appropriate skills, knowledge and experience to do so. The construction and implementation on site of the Temporary Works Design must be overseen by a Temporary Works Coordinator with the appropriate skills, knowledge and experience to act in such a capacity.

The design assumes the following Temporary Works:

- Internal scaffolding and propping to support existing structures will be used;

If the Principal Contractor selects any alternatives not accounted for by the design, then full details shall be submitted for approval by the design team.

Before constructing any Temporary Supports or Works the Principal Contractor shall consult the Structural Engineer and Temporary Works Designer and obtain the loadings the Temporary Works are to support if they have not already been provided.

Before commencing the erection of any Scaffolding or Temporary Works the Principal Contractor is to consult with the Structural Engineer to ensure that the ground has adequate load bearing capacity (nature of the ground, existence of basements, tunnels, voids etc).

Where necessary, third-party independent Category 3 Design Calculations and Checks shall be made by Structural Engineers.

Prior to the appointment of any Designer of Scaffold or other Temporary Works the Principal Contractor shall provide the Principal Designer with assurances that the proposed Designers have the appropriate skills, knowledge and experience.

4.1.6 Control of Lifting Operations;

The Principal Contractor must ensure all Lifting Operations and Lifting Equipment comply with the Lifting Operations & Lifting Equipment Regulations 1998. The use of Lifting Equipment is subject to ongoing thorough examination and Inspection by people who have the appropriate skills, knowledge and experience. All the Lifting Operations must be planned, organised with the Client/Relevant Authority/Project Manager and performed by people with appropriate skills, knowledge and experience. A Lifting Plan will need to be put in place and reviewed prior to carrying out any significant lifting operation. Appointed Persons must write Lifting Plans and control Lifting Operations.

The Principal Contractor must provide details of and adhere to the safe system of working for the following situations:

- Tower crane erection
- Hoist erection
- Use of mobile lifting equipment

4.1.7 Work at Height and Other Safety Risk;

Operatives will be required to undertake operations involving Work at height as part of the construction works. Designers and the Principal Contractor will implement control measures which enable compliance with all relevant Legislation and apply the hierarchy of risk control for Working at Height to their design decisions. The Designers and Principal Contractor must note that the use physical fall arrest systems should be discounted in favour of safe working platforms, safety nets and design incorporated edge protection etc. Designers must ensure that final designs avoid the use of portable ladders and platforms as a means of on-going maintenance access to structures and plant.

The Principal Contractor will need to assess the risks from such works and specify the Safe System of Work and most appropriate method of access along with any additional precautions.

The Principal Contractor must carry out specific Risk Assessments to determine the safety of all works at height, including the design of work platforms with barriers or nets.

The Principal Contractor must provide details of, and adhere to, the Safe System of Working proposed to ensure the Health and Safety of employees and the public when carrying out the following activities:

- Work on excavations and work in poor ground conditions
- Work on wells, tunnels and underground earthworks

4.2 Health Hazards

4.2.1 Contaminated land including results of surveys;

No further contamination is known to be present on the site, but should any unexpected items be discovered during the Construction Phase then the Principal Contractor shall report their findings to the Principal Designer. The Principal Designer and Contract Administrator will authorise the instruction of any additional survey work and the Principal Contractor shall obtain quotations for the work.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.1 Significant Design Assumptions, Suggested Work Methods, Sequences or Other Control Measures

- 5.1.1 The Principal Contractor shall address the significant hazards associated with the design as provided in the Design Risk Register, which is appended to this document. It is essential that the Construction Phase Plan properly addresses the issues in the Risk assessment, method statements/safe systems of work, before the specific work commences on site.
- 5.1.2 The Design Team have not identified any Design Assumptions or control measures that would not normally be obvious to a Contractor with the appropriate level of skills, knowledge and experience.
- 5.1.3 The principle of 'designing out' risks as far as is reasonably practicable has been applied to this project and there are no foreseeable risks that would not be encountered as part of normal construction activities. However, should the Designers discover Risk(s) in their Designs which cannot be eliminated, a Risk Assessment will be prepared and issued to the Principal Contractor.
- 5.1.4 The Principal Contractor, where applicable, shall take note of information provided by all Designers and develop Safe Systems of Work to manage each Risk. Risk assessments and Method Statements shall be incorporated within the Construction Phase Plan prior to executing any high risk / hazardous operation. It is expected that all Sub-Consultants and Contractors to be employed on the project will have had appropriate experience of work of a similar nature and scale to this project.

5.2 Materials Requiring Particular Precaution

5.2.1 Toxic Chemicals, Insecticides, Pesticides, Fungicides & Herbicides

The Principal Contractor shall describe in their Construction Phase Plan the methods of controlling the use and preventing abuse of dangerous chemicals such as chemical sprays and their containers. Running hot water should be available. Certain pesticides require neighbour notification and local beekeepers may be affected. COSHH sheets are required for all chemicals used in landscaping work and must be included in the Construction Phase Plan and retained for the Health & Safety File. The Contractor must use certificated operators for any such activity.

5.2.2 Paints, Adhesives, Intumescent & Solvent Based Paints

The Principal Contractor shall comply with manufacturers' instructions regarding application of paints, etc. and take protective measures as necessary for the operative and any third party. Used containers shall be disposed of to a suitable Waste Disposal facility. The Principal Contractor shall provide COSHH Assessments for the materials proposed and include Method

Statements, describing how surplus materials and applicators will be disposed of, within the Construction Phase Plan. These will form part of the Health & Safety File documentation. Reference should be made to HSE publication EH40 "Occupational Exposure Limits" as OELs are regularly revised.

The Principal Contractor shall describe their method of storing Hazardous Materials. The Principal Contractor is to ensure compliance with all relevant Regulations covering the use of any substances they intend to use on site including particularly but not limited to COSHH. Details of all substances to be used should be included within the Construction Phase Plan, as should Material Safety Data Sheets and emergency procedures for spillages etc.

5.3 Arrangements for the Co-ordination of On-going Design Work

- 5.3.1 All ongoing design and design changes shall be co-ordinated through the Principal Designer.

5.4 Arrangements for Handling Design Changes Throughout the Project

- 5.4.1 If due to unforeseen circumstance there are aspects of design which require modification post tender and these significantly affect health and safety the following procedure shall apply.

Designers and/or the Principal Contractor: -

- As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified and provided with relevant information.
- Each modification shall be developed based on Regulation 13 and the "principles of prevention" regarding execution, maintenance, repair and subsequent demolition and dismantling.
- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety by all parties.
- The Principal Contractor shall be required to update, amend and modify as necessary their Construction Phase Plan to address change.

Designers are to highlight significant health and safety issues due to change advising the Principal Designer and Principal Contractor.

6.0 THE HEALTH AND SAFETY FILE

6.1 The Principal Contractor shall comply with their duties under the CDM Regulations 2015 and obligations set out in the contract documents to ensure that the Principal Contractor receives all the information required to complete the Health and Safety File within four weeks of issue of the Certificate of Practical Completion by the Contract Administrator. Operation and Maintenance Manuals must be available before the building is handed over to the Client.

6.2 Information Delivery Format

The Principal Contractor shall address the significant hazards associated with the design as provided in the Design Risk Register, which is appended to this document. It is essential that the Construction Phase Plan properly addresses the issues in the Risk assessment, method statements/safe systems of work, before the specific work commences on site.

6.3 Health and Safety File Contents

6.3.1 The Health & Safety File is to be prepared and split between the following sections:

Ref	Section	Responsibility
01	Introduction	Principal Designer
02	Project Directory	Principal Contractor
03	Description of the Works - General Description - Architectural Overview - Structural Overview - Electrical Services Overview	Principal Contractor Principal Designer, Architect Structural Engineer Principal Contractor
04	Reports & Surveys	Principal Designer, Principal Contractor
05	Significant Residual Hazards	Design Team, Principal Contractor
06	Hazardous Materials	Design Team, Principal Contractor
07	Key Structural Principles	Structural Engineer
08	Provisions for Cleaning and Maintenance	Design Team, Principal Contractor

09	Electrical Services	Principal Contractor
10	Safe Use of the Site	Principal Designer, Architect
11	As-Built/ Record Drawings	Architect, Structural Engineer, Principal Contractor
12	Documents and Certificates	Principal Contractor
13	Operations and Maintenance Manual Register	Principal Contractor

6.3.2 Two hard copies in white, four-ring binders, properly labelled will also be required.

6.4 Operations and Maintenance Manual Contents

6.4.1 Include the Operation & Maintenance Manuals for the specific aspects of the works undertaken.

6.4.2 The Operation & Maintenance Manuals are to be provided by all the Contractors (whether direct Client appointment or part of the Principal Contractor's supply chain).

6.4.3 Identified below are a series of items that each Contractor should address as appropriate as part of their Operation & Maintenance Manual:

- Description of the work undertaken, including details of where the work was undertaken and project dates.
- Project directory with details of all key parties.
- Details of equipment used and its location, including schedules of Plant, Equipment, Valves etc. stating their location, duties and performance figures etc.
- Details of manufacturers of Plant and Equipment (including name / address / telephone).
- Details of Cleaning and Maintenance required.
- Details of any Residual Hazards (consider any information that should be drawn to a Contractors' attention with regard to undertaking any Disassembly, Decommissioning or Demolition. A safety Method Statement should be provided if appropriate).
- Record Drawings / Plans produced.
- Test & Commissioning Certificates.
- Warranties.

APPENDIX A – DESIGN RISK REGISTER

Coleford Clock Tower – Design Risk Register

This document lists areas of *abnormal* project-specific health and safety risks. Normal risks of construction inherent to every building project are not listed, or that can reasonably be foreseen by a competent contractor, are not listed.

1	General construction activity Hazard: Injury to contractors and members of the public. Design Action: Arrangements for the construction works, to include definition of a site area and contractor/client access requirements, to be confirmed on site constraints drawing. Drawings to be prepared defining the site area, access routes and measures to be implemented to provide for safe public segregation and access to Market Place. Residual Action: to develop robust site security provision. The Principal Contractor is to advise members of public of potential dangers and instruct 'off limits' areas. The Principal Contractor is to ensure close regular liaison with the Client to ensure exchange of information on significant H&S issues. The Principal Contractor is to hold an induction meeting with the Client and hold regular review meetings to ensure the safety of members of the general public. Owner: Principal Contractor.
2	Construction traffic movements Hazard: Injury to contractors and members of the public using adjacent highway and pavements. Maintaining access for the emergency services to adjacent premises. Design Action: Arrangements for the construction works, to include definition of site area and contractor/client access requirements, to be confirmed on site constraints drawing. Residual Action: The Principal Contractor will develop a detailed traffic management plan for the working areas on and around Market Place. Owner: All.
3	Members of the Public/ Adjacent Business Premises and Local Residents Hazard: Close proximity to adjacent construction site and management of safe access routes, deliveries/ collections of plant, materials and equipment etc. Safe and protected access routes for traders and members of the public adjacent to workplaces. Access by unauthorized persons to the site. Design Action: Arrangements for the construction works, to include definition of site area and preventatives for unauthorized personnel from accessing the site. Residual Action: The Principal Contractor will need to ensure robust site security provisions. Owner: Principal Contractor.

Coleford Clock Tower – Design Risk Register

4	Delivery installation of building components/ materials by manual handling
	Hazard: Muscular skeletal injury from manual handling. Design Action: Design team to avoid (where possible) specification of large/heavy components or, where unavoidable, to design in lifting eyes etc. Residual Action: maximise off site construction and minimise the use of scaffolding. Owner: All.
5	Lifting Operations
	Hazard: Falling items from overhead works causing impact or trapping injury. Design Action: Design in lifting eyes etc. Residual Action: The Principal Contractor is to ensure safe system of work to include the use of safety nets and crash decks where appropriate. Owner: All.
6	Hot Works
	Hazard: Fire. Design Action: Hot works are not permitted. Residual Action: Avoid any on-site fabrication. Owner: Principal Contractor.
7	Working at height
	Hazard: Falls from height. Design Action: The Design Team are to consider construction techniques to avoid (where possible) extensive work operations at height and to design in measures to assist fall protection to be adopted during the construction phase (i.e. fixing locations for safety nets/fixed edge protection). Residual Action: The Principal Contractor is to ensure a safe system of work, to include the use of safety nets and crash decks where appropriate. Owner: Principal Contractor.
8	Demolition
	Hazard: Various elements of undetermined weights. Falls and crush injuries. Hazardous dust and arisings from existing materials. Cuts and lacerations to site operatives. Risk of hand/ arm vibration syndrome Design Action: Design to minimise the impacts of removal and ensure correct procedures are in place for reducing noise, dust and risks of injuries. Residual Action: Prepare individual risk assessments for all demolition activities. Owner: All.

Coleford Clock Tower – Design Risk Register

9	Roofing works
	Hazard: Safe access when working on the roof and movement across the roof. Working at height. Design Action: Special working and disposal procedures to be established. Erection of scaffolding. Residual Action: Detailed method statement to be submitted prior to work commencing. Owner: Roofing sub-contractor.
10	Glazing to new windows
	Hazard: Large glazing sizes and installing over height to the east elevation. Risk of injury and falling. Design Action: Use of safety glazing in critical location. Glass to be guarded over heights where there is a risk of falling. Residual Action: Principal Designer to ensure all safety procedures are in place to prevent large sections of glass to fall from a height and method statements are to be provided for ongoing maintenance and replacement of any damaged glass. Owner: All.
11	Future planned maintenance to the exterior of the tower
	Hazard: Fall from height. Design Action: Designs to ensure operatives carry non-fragile specifications. Residual Action: Access from inside the building to external areas. Owner: Principal Contractor.
12	Handling of large and heavy sections of timber and masonry
	Hazard: Risk of injury Design Action: Large and heavy sections of timber and masonry are required on site, particularly in the roof and for the walls. Residual Action: Manual handling is to be carefully considered at the outset of the project and method statements prepared by the sub-contractors. Owner: Principal Contractor.

APPENDIX B – CONSTRUCTION PHASE PLAN REQUIREMENTS

The Construction Phase Plan is to be issued to the Client for review at least 2 weeks prior to start of the Construction Phase and must contain the following information as applicable to the project:

1.0 Description of the Project

- (a) Project description and programme details.
- (b) Details of Client, CDM Consultant/Adviser, Principal Designer, Principal Contractor, other consultants etc.
- (c) Extent and location of existing records and plans.

2.0 Management of the Work

- (a) Management structure and responsibilities.
- (b) Health and safety objectives for the project and arrangements for monitoring and review of health and safety performance.
- (c) Arrangements for:
 - a. Regular liaison between parties on site.
 - b. Consultation of the workforce.
 - c. The exchange of design information between the Client, Principal Designers and Contractors on site.
 - d. Handling design changes during the project.
 - e. The selection and control of Contractors.
 - f. The exchange of health and safety information between Contractors.
 - g. Security.
 - h. Site induction.
 - i. On-site training.
 - j. Welfare facilities and first aid.
 - k. The reporting and investigation of accidents, incidents including near misses.
 - l. The production and approval of risk assessments and method statements.
 - m. Site rules (including drug and alcohol policy).
 - n. Fire and emergency evacuation procedures.

3.0 Arrangements for Controlling Significant Risks on Site Safety Risks

- (a) Delivery and removal of materials [including waste] and work equipment.
- (b) Dealing with services (water, gas etc.).
- (c) Accommodating adjacent land use.
- (d) Stability of structures including temporary structures and unstable structures.
- (e) Preventing falls.
- (f) Working with or near fragile materials.
- (g) Control of lifting operations.
- (h) Maintenance of plant and equipment.
- (i) Work on excavations and work where there are poor ground conditions.
- (j) Work on wells, underground earthworks and tunnels.
- (k) Work on or near water where there is a risk of drowning.
- (l) Work involving diving.
- (m) Work in a caisson or compressed air working.
- (n) Work involving explosives.
- (o) Traffic routes and segregation of vehicles and pedestrians.
- (p) Storage of materials (particularly hazardous materials) and work equipment.
- (q) Other significant safety risks.

4.0 Health Risks

- (a) Removal of asbestos.
- (b) Dealing with contaminated land.
- (c) Manual handling.
- (d) Use of hazardous substances.
- (e) Reducing noise and vibration.
- (f) Work with ionising radiation.
- (g) Exposure to UV radiation (from the sun).
- (h) Other significant health risks.

5.0 The Health & Safety File Arrangements

- (a) Layout and format.
- (b) Arrangements for collection and gathering information.
- (c) Storage of information.

6.0 Additional Information

- (a) Site Logistics Plan.
- (b) Fire & Emergency Plan.
- (c) Traffic Management Plan.
- (d) Site Waste Management Plan.
- (e) Lifting Plan.

APPENDIX C – PRINCIPAL CONTRACTOR ROLES AND RESPONSIBILITIES

Roles and responsibilities will be those given statutorily for the Principal Contractor noting that the Principal Contractor has duties to:

- Satisfy themselves that the Client is aware of their duties, that a Principal Designer has been appointed and HSE notified before they start construction work;
- Make sure that they have the necessary skills, knowledge and experience to address the Health and Safety issues likely to be involved in the management of the Construction Phase;
- Ensure that the Construction Phase is properly planned, managed, and monitored, with adequately resourced, competent site management appropriate to the risk and activity;
- Ensure that every Contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site;
- Ensure that all Contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from Contractors for information should be met promptly;
- Ensure safe working and co-ordination and co-operation between Contractors;
- Ensure that a suitable Construction Phase Plan ('the plan') is prepared before construction work begins, developed in discussion with, and communicated to, Contractors affected by it, implemented, and kept up to date as the project progresses;
- Satisfy themselves that the Principal Designer and Contractors that they engage have the correct level of skills, knowledge and experience;
- Ensure suitable Welfare Facilities are provided from the start of the Construction Phase;
- Take reasonable steps to prevent unauthorised access to the site;
- Prepare and enforce any necessary Site Rules;
- Provide (copies of or access to) relevant parts of the plan and other information to Contractors, including the self-employed, in time for them to plan their work;
- Liaise with the Principal Designer on Design carried out during the Construction Phase, including Design by Specialist Contractors, and its implications for the Plan;
- Provide the Principal Designer promptly with any information relevant to the Health and Safety File;
- Ensure that all the Workers have been provided with suitable Health and Safety Induction, Information and Training;
- Ensure that the workforce is consulted about Health and Safety matters;
- Display the project Notification.

Where the Principal Contractor assumes design responsibilities they will have obligations as a Designer to:

- Take reasonable steps to inform the Client of their duties under CDM Regulations;
- Give regard to the hierarchy of risk control when carrying out design work;
- Design to the General Principles of Prevention;
- Ensure their Design includes adequate information about Health and Safety;
- Co-operate with the Principal Designer and other Designers;
- Ensure, when arranging for any Principal Designer(s) and Designers to prepare a Design, that they have the correct level of skills, knowledge and experience to be able to do so;
- Ensure that when arranging for any Contractor's to carry out or manage construction work, that they have the correct level of skills, knowledge and experience to be able to do so;

Where the Client has occasion to appoint any Contractors in an ad-hoc fashion details will be passed to the Principal Contractor who will be expected to act as Principal Contractor for such works.

APPENDIX D – CDM QUESTIONNAIRE

The Tendering Contractors are required to respond to the questions below, with their Tender in order to satisfy the Client of their competence to be appointed as Principal Contractor for this Project.

1. Please advise whether you hold CHAS or SAFE Contractor accreditation.

If Yes – please GO to question nine and onwards.

If No – please answer all questions.

2. Please confirm that you have read and understand The Construction (Design & Management) Regulations 2015 and all associated Guidance Notes.
3. Please provide a copy of your Company's Health & Safety Policy Statement. Who is the senior person in your Company responsible for health, safety and welfare?
4. Please describe your organisation and individual responsibilities under this policy, including the person responsible for ensuring co-operation and co-ordination between Designers during the Contract.
5. Please describe how your Company carries out health & safety audits of its own and subcontractors' procedures.
6. How do you assess individual's competence? How do you make sure that individuals know their duties? How do you train them?
7. Please provide an example of your Company's recent Health & Safety Plan for a similar Project.
8. What do you do to ensure that Health & Safety Induction training is given to all new operatives arriving on site?
9. If you are successful in your tender, who will be responsible for the day-to-day management of Health, Safety and Welfare on Site. Please provide evidence of their training, WITH YOUR TENDER SUBMISSION.
10. Please describe how you will discharge your duties as Principal Contractor under Regulations 8 and 12 to 15 inclusive of the CDM Regulations 2015.
11. Please provide details of your procedures to ensure the timely provision of your Health and Safety File containing your record documentation to the Principal Designer and/or Client at Practical Completion.
12. Please give details of any Enforcement Notices issued to you during the past five years by a HSE Inspector.
13. Please give details of your Notifiable Accident record over the past five years, together with Notifications under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.