

**PRE-CONSTRUCTION INFORMATION**

**compliant with the Construction (Design and Management) Regulations 2015**

**FABRIC REPAIRS**

to the

**THE TOWN  
HALL**

**BEDFORD SQUARE**

**TAVISTOCK**

**PL19 0AE**

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## 1. Issue Register

Issue	Distribution	Date
1	Client – Tavistock Town Council – Mr. W. Southall Principal Designer – Le Page Architects Ltd. – Mr. S. Crosbie Tendering Contractors	20 / 03 / 2023
2	Amended project dates	21/03/2023

## 2. INTRODUCTION

The **Construction (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.

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.

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 his programme, method statements and detailed arrangements demonstrating his management of construction, site safety and training.

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.

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 his appointment will implement CDM Co-ordinator duties and responsibilities for the remainder of the Project. In addition, he continues 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) His proposed designs by his 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 Clients 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 his Contractors
- e) **All current relevant legislation.**

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 his collation and use in the compilation of the file and subsequent handover by him to the client.

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.

Job No. 2311	Issue N° 2 - March 2023	Compiled: J. Chappell	Approved: S. Crosbie	Page 4 of 14
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### 3. PROJECT DESCRIPTION

#### a) Project description and Programme

**Location:** Tavistock Town Hall  
Bedford Square  
Tavistock  
PL19 0AE

#### **Nature of Construction Work:**

- Creation of compound area within Market Road adjacent to the Guildhall toilets
- Welfare facilities to be sited within the compound area
- Erection of scaffold structure to access the workplaces
- Scaffold to be protected with 3m high galvanised sheeting to prevent unauthorised access
- Minor demolitions and removal of arisings
- Uplift of lead gutters, catchpits and flashings
- Removal of eaves slates to allow for new raised lead gutters
- Minor timber repairs
- Application of spray treatment
- Formation of new gutters and catch pits
- Relay slates
- Assorted masonry repairs
- Make good to all areas

<b>Period for Construction Work :</b>	16 calendar weeks	(to be agreed)
Mobilisation Period	– <b>not less than 4 weeks</b>	(to be agreed)
Notification	– May 2023	(to be agreed)
Site Works Commencement Date	– June 2023	(to be agreed)
Practical Completion Date:	– September 2023	(to be agreed)

## b) Project Team

Discipline	Name	Contact	Tel. No.
<b>The Client</b>	Tavistock Town Council Drake Road Tavistock PL19 0HD	Wayne Southall <a href="mailto:wayne.southall@tavistock.gov.uk">wayne.southall@tavistock.gov.uk</a>	01822 813940
<b>The Principal Designer</b>	Le Page Architects Ltd. Plumer House Tailyour Road Crownhill Plymouth PL6 5DH	Simon Crosbie <a href="mailto:scrosbie@lepagearchitects.com">scrosbie@lepagearchitects.com</a>	01752 849880
<b>The Client's CDM Advisor</b>	Health and Safety Associates 10 Boxwell Park Bodmin PL31 2BB	Bryan Hammond <a href="mailto:bryan@hsafetya.co.uk">bryan@hsafetya.co.uk</a>	01208 73440 07703 923376
<b>Principal Designer's CDM Advisor</b>	Health and Safety Associates 10 Boxwell Park Bodmin PL31 2BB	Justin Chappell <a href="mailto:justin@hsafetya.co.uk">justin@hsafetya.co.uk</a>	07879 422363
<b>The Principal Contractor</b>	<b>To Be Advised</b>		

## c) Usage:

The existing area to the north of the site will be fully operational by traders, their staff and by many visiting members of the public to the stalls and to the Pannier Market **throughout the contract**. A specified area along Market Road will be made available for the contractors use to site his compound, welfare facilities and parking. The Client's staff and visiting public require continuous unobstructed access into the adjacent buildings and pedestrian areas. The principal contractor must continuously liaise with the occupiers of these adjacent premises, so as not to compromise their current emergency arrangements as well as continuously facilitating their delivery and waste removal arrangements. Access to the Town Hall doors is to be maintained to allow means of escape in case of fire in the building

#### *d) Details of existing records and Plans*

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

##### **Existing Services Details:**

**a) Water/Drainage - South West Water**

Ref: GIS/TRW/GUI/19092019/4  
dated 19/09/2019

<https://www.dropbox.com/s/nn22dscwclatbse/SWW.pdf?dl=0>

**b) Electricity - Western Power Distribution**

Ref: 16107418  
dated 28/07/2019

[https://www.dropbox.com/s/a04rhcr5cy9txz2/15885652\\_WPD%20%20South%20West.pdf?dl=0](https://www.dropbox.com/s/a04rhcr5cy9txz2/15885652_WPD%20%20South%20West.pdf?dl=0)

**c) Gas - Wales & West**

Ref: 16107418  
dated 28/07/2019

[https://www.dropbox.com/s/jmu1d3tl112sbsw/15885652\\_WWU.pdf?dl=0](https://www.dropbox.com/s/jmu1d3tl112sbsw/15885652_WWU.pdf?dl=0)

**d) Telephone**

**BTOpenreach Distribution Services Map.**

Ref: XCW03589M  
dated 08/01/2019

<https://www.dropbox.com/s/vhob4kn3f0dhi8j/BTOpenreach.pdf?dl=0>

## 4. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

### a) Arrangements:

This project will be so designed and managed so as to achieve a zero notifiable accident record at practical completion. The project team, led by the principal designer, will include health and safety as an agenda item at every meeting, both pre-contract and throughout the construction period.

Health & Safety Associates (HSA) as the Principal Designer's CDM Advisor, will attend various design team meeting(s) as well as site progress meeting(s) as required throughout the project. In addition, HSA will obtain and review designer risk assessments and considerations throughout the course of the project. Where residual hazards are identified, then HSA will liaise with the principal designer to ensure that these are within acceptable limits.

The principal designer will not only consult with the client on site specific design matters, but will ensure that co-ordination and co-operation between the project team is achieved in compliance with **CDM Regulations 2015**.

The principal contractor is required to present to the client his construction phase health & safety plan and confirm that it has been suitably developed and adequate for use by all personnel operating upon the Project, following which the Client will permit the construction phase of the Project to commence. The Principal Contractor is reminded to consult the Appendix 3 of the CDM Regulations 2015.

The Principal Contractor should note that all matters with Health and Safety implications arising throughout the course of the project must be reported to the Principal Designer immediately, particularly involving all design work undertaken by himself or his subcontractors.

The Principal Contractor must provide and make operational his own CDM compliant welfare facilities.

The Contractor can make use of the existing electrical and water services located within the Town Hall.

### b) Requirements

THE SITE MANAGER IS TO HOLD **AS AN ABSOLUTE MINIMUM**, A CURRENT **CITB** and **Streetworks** SITE **SUPERVISORS** SAFETY TRAINING SCHEME CERTIFICATE.

All fencing/screens etc delineating the perimeters of the Contractors workplaces are to:-

- display suitably adequate warning tape, signage etc
- be made secure to prevent access by unauthorised persons

All pedestrian routes and public highways must not be obstructed at any time.

Hot works to be undertaken in compliance with Principal Contractors hot works permit procedure.



## 5. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Vehicular access to the Grade II listed building and site area that is on the north side of Bedford Square in the centre of Tavistock, is gained by carefully negotiating the mini-roundabout at which are pedestrian crossing points.

The area of the site is bounded on its west side by the large pedestrian apron, to the north by the pedestrian pavement and Duke street, and to the south by the pedestrian access into the adjacent pannier market.

The west elevation consists of masonry construction with masonry framed glazed apertures with masonry mullions and crenelated parapets. Rainwater is controlled via hidden lead gutters to hoppers and downpipes which discharge to drainage routes to the front of the building. Two no. timber access doors into the town hall are visible to either end of the elevation along with a central doorway which leads to a passageway through to the Pannier Market to the rear. Public seating benches and waste disposal bins are visible at ground level along the elevation, along with assorted sign boards and metal bracketry to contain bedding plants. Electrical outlet is visible above the entrance to the pannier market along with a further support mounting for the annual Christmas tree display.

The north west elevation has further litter bins to the base along with down pipes and electric cabling running adjacent. A wall mounted defibrillator unit is located on the narrow north abutment with further hanging basket above at high level. Immediately next to the west is the entrance door to the adjacent outlet.

The south east elevation contains the wrought iron gates between masonry piers that lead to the Pannier Market. Timber doorway is visible which leads into the Mayors Parlour. Timber glazed windows within masonry surrounds are visible at ground and first floor level, with a further lancet window to the apex of the Mayors Parlour roof.

The north east elevation contains wrought iron steps to the first floor with glazed aperture underneath and further timber framed door into the Mayors Parlour. Steps lead up to hanging slate enclosed covered entrance with flat roof atop, guttering and down pipes visible to the elevation. Tower above the Parlour with louvered aperture and downpipe visible above the slated pitched roof to the gable, glazed fragile roof lights visible within this roof flank.

The principal contractor must carry out his own risk assessment procedures commensurate with the immediate environment, and thereafter, he must compile and subsequently monitor effective and adequate safe systems of working in and around the premises addressing all the known hazards identified and contained within the tender documentation, in order to maintain a safe working environment for all personnel undertaking their activities, as well as the clients consultants and any other client visitors, together with all members of the public passing in close proximity accessing all areas to the perimeter of the building.

Where the weights of masonry components etc exceed 20kg, the Principal Contractor must prepare his method statements and associated risk assessments in order to carry out the works in compliance with the Manual Handling Regulations 1992.

The Principal Contractor must schedule lifting activities when conditions permit and also implement safe working procedures, (including compliance with PUWER 1998 and LOLER 1998 to ensure the continual safety of all personnel involved in the works. This includes the provision of suitable handling and lifting equipment etc.

The Principal Contractor must address the safety and the protection of the occupants and users of the adjacent premises, as well as the public circulating around the perimeter of his site throughout the duration of the project concerning noise, dust and ensuring that the work areas are secure at all times from unauthorised access. There is an obvious risk of hazards with access for deliveries of mobile plant, materials and removal of demolition arisings which the Principal Contractor must consider.

The Contractor must also ensure that all personnel involved in the project are adequately skilled, trained and experienced in the requirements of his construction phase health and safety plan and its method statements etc and are fully aware of the procedures to be undertaken in the event that an emergency should arise. The risk of hazards with access for deliveries of mobile plant and materials and the removal of demolition and other waste arisings must be assessed by the principal contractor.

All waste arisings etc must be adequately handled in compliance with the Principal Contractors waste management plan and disposed at licensed tips in compliance with **Landfill (England and Wales) Regulations 2002**, and **'The Hazardous Waste (England and Wales) Regulations 2005'**.

As noted above, the Principal Contractor must locate his welfare facilities for his workforce, including all specialist subcontractors, within a designated area within Market Road.

**All activities within public circulation areas must be securely delineated including where appropriate compliance with NRSWA 1981.**

Normal working hours are restricted from 7.30am -6.00pm on week days and 8.00am –3.00pm on Saturdays.

## **6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

Significant hazards or work sequences which have been identified by the Designers and which cannot be avoided are listed below. Common place hazards which should be controlled by good management and good site practices are not listed.

Any works to high level elements are to be carried out in accordance with all current HSE guidelines and by trained, skilled and experienced personnel. The Principal Contractor shall provide Method Statements for the use of all materials that he considers constitute a health hazard, e.g. cement, resin etc.

### **a) Access to the Site:**

Hazard: Access via busy highways in town centre, one-way street and pavements  
Highways and pavements in regular use by members of the public including children  
Vehicular access to and considerable pedestrian access into and around adjacent buildings by traders, public including children and client staff etc

Shared access around perimeter of the area  
Management of public access around the perimeter of the site and appropriate scaffold tunnel where MOP's travel through the walkway through the town hall

**b) Existing Area:**

Hazard: Close proximity to traders and public using adjacent highway and pavements  
Close proximity to occupiers/public using adjacent retail outlets etc  
Maintenance of emergency escape routes from adjacent premises  
Variable ground levels and locations of steps at entrances  
Surface mounted and concealed **LIVE** electrical services  
Presence of cast-iron bracketry to the building walls  
Dirt and **hazardous dust**

**c) Existing services:**

Hazard: Live surrounding services of unknown integrity  
Existing cabling to the building elevations  
Live wall mounted defibrillator

**d) Demolition:**

Hazard: Various elements of undetermined weights  
Falls and Crush Injuries  
Hazardous dust and arisings, particularly from tarmac ie carcinogenic  
Cuts and lacerations  
Dirt and noise  
Risk of hand/arm vibration syndrome

**e) Site Works:**

Hazard: Close proximity to fire escape routes & members of the public throughout the project  
Safe access across areas adjacent to building perimeters  
Work at height  
Demolition and re-construction activities  
Manual handling of arisings, building components etc  
Removal of hazardous materials

**f) Hoisting of Materials, Plant and Equipment:**

Hazard Unsafe containment of loads during lifting/lowering activities  
Obstructions to traffic/pedestrians during loading/unloading activities  
Crush injuries to personnel  
Existing components of undetermined size and weights  
Compliance with Manual Handling Regulations

**g) Public/Adjacent Residents and their Visitors:**

Hazard Close proximity to adjacent construction site and management of safe access routes  
Deliveries/collections of plant/materials/equipment etc.  
Tripping hazards  
Traffic management and Impact with or obstructions to traffic and pedestrians  
Safe and Protected access routes for Traders and Public adjacent to Workplaces  
Maintenance of existing fire escape routes  
Access by unauthorised persons

#### h) Fire & Emergencies:

Hazard      Impact with traffic and pedestrians including children  
                 Maintenance of existing fire exits from adjacent operational premises

#### i) Client Personnel/Client Authorised Consultants/Visitors

Hazard      Trips and falls  
                 Dust & noise  
                 Safe means of escape

The Principal contractor **MUST** provide method statements prior to the commencement of his site activities indicating his proposals for:

- (i) Maintaining the security of the area throughout the duration of the works including his proposed management of adequate hoarding/fencing whilst maintaining safe access by the public and traders to all the surrounding properties and highways
- (ii) Managing pedestrian and vehicular traffic during delivery operations including signage
- (iii) Carrying out all minor demolition works, including sequences
- (iv) Minimising the risk of fire, including hot works permits
- (v) All other activities as indicated in items (a) to (i) above

## 7. THE HEALTH AND SAFETY FILE

The Principal Contractor will **provide 1 set** of Record documentation **at Practical Completion to the Principal Designer**, the contents of which will be previously agreed, but will generally consist of:-

1. Details of construction methods/materials used, (may be included on as built drawings), including names and addresses of specialist suppliers.
2. All as built drawings.
3. Statement of anticipated maintenance procedures and requirements for the structures together with details of maintenance facilities provided.
4. Details of locations, and nature of utilities and services.
5. Manufacturers operating and maintenance documentation
6. Test and commissioning certification for all service installations.
7. Any other health and safety information which may help to avoid risk to those carrying out the above operations for the client, such as known major hazards.
8. COSHH data sheets for hazardous materials incorporated into the works.
9. List of contractors/specialist plant and suppliers including addresses, telephone numbers and contact names.
10. All other relevant details and information as required by the Construction (Design & Management) Regulations 2015.

**Thereafter, the Principal Designer will collate all the documentation from the Project team and update the existing Health and Safety File and subsequently formally re-issue to the Client.**

## 8. APPENDIX (a)

### 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 RIDDOR 2013.

## 8. APPENDIX (b)

### Existing Services Details:

- a) Water/Drainage - South West Water  
Ref: GIS/TRW/GUI/19092019/4  
dated 19/09/2019  
<https://www.dropbox.com/s/nn22dscwclatbse/SWW.pdf?dl=0>
- b) Electricity - Western Power Distribution  
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- c) Gas - Wales & West  
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- d) Telephone  
BTOpenreach Distribution Services Map.  
Ref: XCW03589M  
dated 08/01/2019  
<https://www.dropbox.com/s/vhob4kn3f0dhi8j/BTOpenreach.pdf?dl=0>