

Trivallis.

Annex 1 - Pre-construction Information

Contract Manager: Christian Jones

Contract : Radon Protection Services Testing

Issue Number: 1

Date: September 2025

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1.0 Client brief

Identifying and monitoring all Trivallis properties that may be affected by radon.

- Having clear procedures in place for the management of radon in affected buildings.
- Assisting Trivallis in developing and maintaining records of radon gas levels in Trivallis premises.
- Assisting Trivallis in maintaining a central database of all records.
- Providing suitable information and advice to employees and other persons likely to be exposed to levels of radon gas in Trivallis premises.
- **To act as the recognised Radiation Protection Adviser (RPA) on behalf of Trivallis**
- Ensuring that any remedial measures put in place to reduce the level of radon in a property are monitored and maintained effectively.
- Reviewing reports and providing necessary actions to manage the risk

Responsible Person Radon Safety

The RPA must hold a valid certificate of competence from an organisation recognised by the Health and Safety Executive as an Assessing Body for the certification of individual RPAs.

The role of the RPA is to provide advice to Trivallis about protection of its employees and the public from harmful effects of ionising radiation. The scope of advice given will include:

- Ensure so far as is reasonably practicable that a Radon Safety Management System is established and maintained.
- Advise Trivallis on the resources required to maintain Radon Safety Management.
- Assist Trivallis to ensure effective management systems are in place to ensure the operating procedures for the management of the risk from radon in Trivallis properties.
- To provide monitoring, remedial installation, maintenance and record keeping of the identified premises radon levels will be carried out in a manner that maintains a safe working environment for employees and others who occupy the identified premises.
- Management of the radon policy and procedures.
- Provide advice and guidance and information to Trivallis staff and tenants when required.
- Ensure that any training requirements are undertaken is suitable and appropriate.
- Implementation of radon monitoring surveys.
- Maintain an effective record system.
- Undertaking and reviewing risk assessments
- Implementation of measures, where necessary to restrict access to radon affected areas.

And to provide:

- Critical appraisals by means of formal audits to agreed standards and less formal visits of laboratories, rooms, sources and stores.
- Reviews of radiation safety management systems and quality systems, particularly in connection with waste management policy and procedures.
- Support in the event of emergencies and incidents.

1.1 Programme details

The Principle Contractor is required to take reasonable measures to ensure that the Health & Safety Plan contains, until construction is completed (including management of the

construction work and monitoring of compliance with the relevant statutory provisions to ensure the health & safety of all persons at work who may be affected by the work, taking into account of the construction risks and providing information for the welfare of persons at work)

The Client (or Principle Designer if requested by the Client) must notify (via the F10 notice) the Health & Safety Executive of the proposed project, incorporating details provided by the Principle Contractor, prior to the site start date. Under the regulations, the Principle Contractor must prominently display this information on site.

All parties on this project must be competent and may be required to provide evidence of competence. Contractors should provide this evidence with their tender. If evidence of competence has been provided previously, then the contractor shall review this and confirm to the Principle Designer that provided is current.

The Principle Designer/Principle Contractor must compile and complete the Health & Safety file.

Under the CDM Regulations, designers are required to identify hazards that cannot be avoided or designed out and carry the risk assessment of residual hazards. In assessing residual hazards, it is assumed that the contractor is competent and familiar with statutory requirements. Contractors and designers working for Contractors have similar responsibilities. The absence of reference in this Health & Safety Plan to a hazard does not mean that a hazard does not exist or may not arise.

The Principle Designer has been appointed in accordance with Regulation 5(1) of the Construction Design Management Regulations 2015 (CDM).

The procurement process will provide the successful Contractor / Principle Contractor and they will be notified in accordance with Regulation 5(1) of the CDM 4 weeks prior to the start of the construction phase.

The Client will meet with the Principle Designer/Principle Contractor/Designer to discuss, review and agree any design changes prior to the start of the construction phase.

The designer will implement the design review and provide the Principle Designer with the revised design, the Principle Designer will pass this onto the Principle Contractor to finalise the Construction Phase Plan (CCP) further information on the contents of the CPP is detailed at appendix 1.

1.2 Details of the client, Principle designer, designer(s), Principle contractor, contractor(s) and other interested parties.

Details of the client, principal designer, designer(s), principal contractor, contractor(s) and other interested parties.

Client – Trivallis, Mill St, Pontypridd CF37 2SW
Point of contact – Christian Jones
Tel: 07799132255
Mob:
Email: Christian.jones@trivallis.co.uk

Principal Designer – TBC
Point of contact –
Tel:
Mob:

Email:

Designer – TBC
Point of contact –
Tel:
Mob:
Email:

Principal Contractor – TBC
Point of contact –
Tel:
Mob:
Email:

Sub Contractor – TBC
Point of contact –
Tel:
Mob:
Email:

1.2 Site location

Various

2.0 Provision of new or existing records and plans

2.1 Drawings

All drawings photos and site plans will be stored in Amtrack in the construction phase folder for all parties to view.

2.2 Surveys

The following survey reports will be included with the pre-construction information:

Survey	Reference
Pre Inspection	Spec in line with Trivallis requirements
Asbestos	Dynamics
Ecological (protected species)	If Required
Structural	If Required
Electric (internal, overhead Cables)	If Required
Water	If Required
Gas	If Required
Drainage	If Required
Radon	If Required
Ground investigation	If Required
Noise (environmental/traffic)	If Required
Topographical	If Required
Vulnerability report	If Required
Two person visit report	If Required

other	
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2.3 Use of site

This will be reviewed with each Construction Phase Plan

2.4 Health and safety files

There are no existing Health and Safety File for the sites.

3.0 Client's considerations and management requirements for the project.

Client's requirements are in line with associated specification:

3.1 Make suitable arrangements for managing the project

The arrangements for planning the construction work shall be in accordance with all statutory requirements and good industry practice. All planning activities shall comply with the Health and Safety at Work Act and the Construction (design and Management) Regulations 2015.

Trivallis team including Richard Jenkins (Contract Manager),

3.2 Communication and liaison between client, PD and others

Communication will be shared between all parties via email, telephone calls and regular monthly meetings.

3.3 Security of the site

The client does not have any existing site security. The Principle Contractor will be responsible for providing site security.

3.4 Welfare provisions

The client has not got any welfare provisions that can be made available to the Principle Contractor and as such it is a requirement that the Principle Contractor shall provide adequate welfare facilities for all contractors and others working on site including for client representatives, consultants and visitors. The Principle Contractor is to identify a suitable site for the welfare activities and if necessary seek approval of the Client / landowner and to comply with any necessary Town and Country Planning Act requirements for the temporary facility.

The PC must ensure that welfare facilities are provided before any works start on site. The main requirements for welfare facilities are detailed below:

- lit and ventilated toilets (suitable for men and women)
- lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water,
- soap or hand cleaner, towels or means of drying hands
- supply of drinking water and cups
- facilities for rest (tables and chairs)
- where required, changing rooms and lockers

It should be noted that welfare facilities should be proportionate to programme of works.

The client has a duty to ensure the Principle contractor has provided welfare facilities; a guideline of the minimum standard for the provision of welfare facilities is detailed at appendix 5.

3.5 Monitoring and review of health and safety performance

Arrangements for monitoring and reviewing health and safety performance e.g. building surveyor H&S inspection form, contractor accident and incident monthly returns. This will be required to be submitted to Trivallis at intervals for review.

Trivallis property surveyor (to be named at a later date) will carry out weekly visits to site to monitor and review Health and Safety performance. This will be recorded and discussed at the progress meetings to ensure adherence.

3.6 Health and safety of the client's employees or customers

Arrangements to ensure the health and safety of the client's employees or customers e.g. CSCS cards employees, letters to tenants, liaison with tenants.

Health and Safety Goals for the Project:

- To conduct a project free of accidents and a high standard of welfare and safety management.
- To maintain a safe and healthy working environment for all site-based workers and visitors.
- To maintain a safe and healthy environment for all residents and the public.
- To educate and improve safety awareness amongst the workforce.
- To provide safe conditions for future workers and occupants by removing future risks and providing accurate safety information relating to the works and buildings.

GOALS

- To achieve a zero accident and incident (near miss) rate.
- To achieve zero complaints relating to health, safety and welfare.
- To achieve a high satisfaction rating from residents.

3.7 Site hoarding requirements

N/A

3.8 Site transport arrangements or vehicle movement restrictions

Consideration should be given to

- A tenanted property
- Access and egress for members of the public
- Consideration to existing childcare facilities in the area including Nursery and Primary Schools
- Banks men to be used as appropriate

- Speed limits to be adhered to
- Segregation of vehicles and pedestrians

The Principle Contractor, if necessary, shall prepare a Traffic Management Plan having due regard to all material circumstances including:

- Narrow roads in locality
- Nearby schools
- Restricted turning and parking
- Local seasonal / daily traffic movements/flows
- Refer to local traffic regulations and byelaws.
- All deliveries, drop off and other traffic movements to and from the site are to be in accordance with the traffic management plan.
- No crossing pavements without banksman.
- No reversing without banksman

3.9 Client's permit to work systems

Not required

3.10 Emergency procedures

Emergency routes should be identified by the Principle Contractor

3.10.2 Contacts with external emergency services

Royal Glamorgan Hospital
Ynysmardy
Pontyclun
Mid Glamorgan
CF72 8XR

Minor Injuries Unit (Not 24 hours)

3.11 'No-go' areas or other authorisation requirements

The appointed contractor is to only access the working area and no other.

3.12 Confined spaces

Following an accident using expanding foam to seal the shower tray where the fumes were ignited causing significant injury we recommend that this should be mitigated unless the data sheets are followed and provided to the operative and that they fully understand the risks involved.

3.13 Smoking restrictions

Smoking only permitted in designated areas, not in the tenant's property or outside spaces.

Parking restrictions

The appointed contractor is instructed not to block any street or road access with out the permission of the highways department at RCTCBC.

If there is limited parking available at the site, consideration to be given to members of the public and residents of the sheltered scheme at all times.

4.0 Environmental restrictions and existing on-site risks

4.1 Boundaries and access including temporary access

No new access onto site to be created without Client permission and necessary licences and permissions from Highways Authority

4.2 Any restrictions on deliveries or waste collection or storage

4.3 Adjacent land uses

Such as residential properties, community buildings, schools, railway lines or busy roads

4.4 Existing storage of hazardous materials

Not known

4.5 Existing services

N/A

Not known, Principle Contractor to undertake relevant surveys

The Principle Contractor and Contractors shall take additional precautions before excavating including following guidance in HSG 47 "Avoiding Danger from Underground Services"

Arrangements for Co-ordination of Ongoing Design and Handling Design Changes

Any proposed changes to design must be logged on the design change register and considerations to health and safety implications made by all parties, considerations to be logged on the design change register as appropriate. It is expected that this will be discussed at the monthly meetings.

The risks of design changes and proposed design changes shall be communicated to all relevant people and the Design Risk register or Risk Register shall be updated.

4.3 Information on Significant Risks Identified During Design

4.6 Ground conditions

Not known, if required Principle Contractor to undertake relevant surveys

4.6.1 Contaminated land

Not known, if required Principle Contractor to undertake relevant surveys. Should contaminates be found on site, the Principle Contractor should inform the Client immediately.

4.6 Information about existing structures

Stability, structural form, particularly where demolition is involved, such as details of pre-stressed or post-tensioned structures, fragile or hazardous materials, anchorage points for fall arrest systems, pre-stressed or post tensioned structures

4.7.1 Previous structural modifications

Information will be supplied if requested by the Principal Contractor

4.8 Difficulties relating to plant and equipment in the premises

Such as overhead gantries whose height that restricts access

4.9 Asbestos

There are no ground contamination surveys available. In the event of asbestos being found, the Principle Contractor should seek appropriate removal. The Principle Contractor should inform the Client immediately.

The Principle Contractor should access RAMIS prior to starting any works at the property.

4.10 Health risks from client's activities

There are no known health risks from client's activities.

4.11 Manual handling

The Principle Contractor should avoid the need for people to undertake any manual handling operations at work which involve a risk of being injured.

4.12 Working at Height

Avoid where possible working at height, utilising MEWPs, scaffolding, ensuring ladder work is kept to a minimum (less than 30 minutes)

4.13 Environmental issues

No environmental issues known

4.14 Design decisions

Design decisions should take into account the site waste management plan guidance, construction methods and materials employed in order to minimise the quantity of waste produced on site.

5.0 Significant design and construction hazards

5.1 Outline design

The Designer as part of the preparation phase will provide the Client with, e.g. materials, suggested work methods, sequences or other control measures.

5.2 Detailed design

The Designer/Principle Contractor will provide the outline design to the client. The client, Principle Designer and designer will meet with to highlight any design issues, once agreed the designer will create the detailed design for inclusion in the pre construction information.

5.3 Design changes

A written log will be kept of any decisions made regarding design changes. The Principle Contractor will update the construction phase plan (CPP) and the health and safety file.

5.3 Significant risks identified during design

The designer must provide details of any significant risks that remain, the designer must provide detailed information with the design to ensure that the Principle Designer, other designers and Principle Contractors are aware of these risks and make provision for them.

The designer should concentrate on those significant issues that could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height. Additional information is detailed at appendix 2.

5.4 Materials requiring particular precautions

Hazardous materials used e.g. lead paint; pesticides; special coatings which should not be burnt off, etc.

5.5 Design Coordination

Arrangements for co-ordination of on-going design work and handling design changes is the Principle Designer responsibility, Client to be informed.

6.0 The health and safety file

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. **The file is only required for projects involving more than one contractor.**

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. The contents of the health and safety file are detailed in Appendix 3.