

PRE CONSTRUCTION INFORMATION PACK

Works to 35-37(A) The Walk, New Inn

Prepared by

Craig Allford

Project Manager



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33 – 37(A) The Walk

(Bron Afon owned land indicated in purple, boundary of site highlighted in green)

Introduction

The Pre-Construction Information Pack

The Pre-Construction Information Pack is intended to raise particular risks as are evident to the Bron Afon from the documents available at the time of the preparation.

This is to enable contractors to assign adequate resources to the matters during the tender period, and subsequently the appointed Principal Contractor, to develop the Construction Phase Health & Safety Plan for the project.

Potential safety risks which cannot yet be assessed because information is insufficient may also be highlighted in the Construction Phase Plan.

The Initial F10 Notification will be submitted to the HSE via its online web site by Bron Afon required under CDM 2015.

This form, along with additional information of the Principal Contractor will be updated then submitted to the HSE as appropriate. Under Regulation 22, The Principal Contractor must prominently display this information on site.

While it is the Client's duty to ensure that the Contractor has sufficiently developed the Health & Safety Plan prior to allowing construction work to start on site. There will be occasions where the Principal Designer is asked to comment on the Principal Contractor's Construction Phase Plan and advise on its suitability.

Where further information is made available during the progress of the works the Principal Contractor will update and develop the Construction Plan accordingly.

Sufficient time has to be allowed for the contractor to develop the Construction Phase Health & Safety Plan after the award of the contract and before the Client may permit the works to commence. (Regulations 10 and 15 and ACOP paragraphs 48, 82 and 83).

No work is to commence on-site until the development of an adequate Construction Phase Health & Safety Plan has been presented to and confirmed by the Principal Designer acting on behalf of Bron Afon community housing.

This is Statutory Law, and a requirement which all parties involved in the project must comply with.

Section 1.0: Nature of Project

1.1 Name and Address of Client

Bron Afon Community Housing
William Brown Close
Llantarnam Industrial Estate
Cwmbran Torfaen
NP44 3AB
Contact: Craig Allford
Tel: 01633 620324
E-mail: craig.allford@bronaon.org.uk

1.2 Project Location/Site Addresses

33 – 37(A) The Walk, New Inn, Pontypool, NP4 0PU

1.3 Nature of Construction Work as Proposed

Replacement of the pitched roof coverings, demolition of chimneys, carrying out crack stitching repairs, external redecoration, demolition and rebuilding of outbuildings.

1.4 Timescale of Pre - Construction Phase

The project was initiated in April 2024 and is due to commence in January 2026. A period of 21 months has been allowed for the pre-construction phase.

1.5 Principal Designer

Craig Allford – Investment - Project Manager
Email craig.allford@bronaon.org.uk
Tel: 07891 244901

1.6 Pre-Contract Administration

Craig Allford – Investment - Project Manager

1.7 Site Contract Administration

Gavin Lloyd – Investment – Contract Surveyor
Email gavin.lloyd@bronaon.org.uk
Tel: 07528 965056

Section 2.0: Clients Considerations and Management Requirements

2.1 Planning for the Management of Works

The Principal Contractor is to sufficiently plan and manage all works on site.

As Principal Contractor, they will carry all appropriate responsibilities as defined within the Construction (Design & Management) Regulations 2015.

Works on site must be managed by a suitably experienced and competent Site Manager holding an SMSTS qualification.

It is a specific objective to carry out the project within the programmed timescale to the required quality standards set out in the appropriate sections of the specification documents. This is to be achieved within the requirements of Health, Safety and Welfare Acts and Regulations giving due regard to avoiding putting the workforce, residents or the public at any significant risk. Given the scope of the work it should be completed without any reportable accident or incident under RIDDOR.

All works undertaken are to be executed to the current requirements of the Local Authority, Statutory Authorities, Fire Officer, Building Regulations, British Standards and Codes of Practice.

To demonstrate our commitment to continued improvement of Health and Safety Standards, the following Health and Safety goals have been set by Bron Afon community Housing for the project and to which the Principal Contractor must aspire to.

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year;
- Comply with all current Health and Safety Legislation and Approved Codes of Practice;
- Ensure compliance with the **CLIENT's** safety requirements and publish these as part of the Project requirements;
- Work with and advise the Client in his aspiration to provide a 'better' and safer environment for his employees;
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise any disruption to neighbours, (both vehicular and pedestrian);
- Identify and address all risks arising from both our, and our contractors activities to include fire;
- Police and co-ordinate the works, through site Health & Safety, the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE);
- Work with the Clients direct contractors to maintain safety and site co-operation;
- Employ a Safety Manager/Advisor to carry out safety audits and inspections;
- Maintain adequate levels of welfare facilities for the work force, including contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.
- Adopt a no blame culture and encourage operatives to report any incidents or near misses that could result in an accident.
- Continually monitor, review and develop safe working practices on site.

2.2 Communication

The Construction Phase Plan must include arrangements for ongoing communication and regular liaison between all parties on site, consultation with the workforce and exchange of design information between the Client, Designers, Principal Designer and Contractors on the site or with adjacent works/site.

Good, timely communication is essential for co-operation and co-ordination of activities undertaken at the site. Drawings should be used to highlight hazards or services which may be contained within the boundaries of the works.

Induction training and toolbox talks help to ensure workers understand the risks associated with the works and the necessary precautions that should be taken to mitigate them. They are also a good opportunity to inform workers of site rules or any special risks relating to the project. Site induction, training and information are vital to securing Health and Safety on site. The Principal Contractor has to ensure, so far as is reasonably practicable, that every worker has:

- A suitable site induction
- Any further information and training needed for the particular work they will be carrying out for example:-
 - 1) Site clearance
 - 2) Works (especially asbestos removal) in close proximity to occupied premises, and boundary walls
 - 3) Working on scaffolding
 - 4) Working near to gas and solid fuel flues
 - 5) Traffic Management for deliveries of materials and removal of spoil from site.

The Principal Contractor will demonstrate that they are aware of all risks involved and issue Bron Afon with their risk assessments and method statements to cover the following.

- Site set up including site security
- Working at height
- Overhead Work (Clash of trades) and protecting tenants/workforce and members of the public from falling debris
- Lifting heavy plant, equipment, and materials
- Persons tripping/slipping
- Manual handling
- Working on live services including gas and electrical services
- Scaffold
- Control of noise
- Control of dust
- Disposal of waste
- Protection of existing structures
- Working with or near fragile materials
- Storage of hazardous materials
- Fire

Bron Afon will expect to hold weekly site meetings with the Principal Contractor to establish the progress of works and to identify and resolve any forthcoming problems.

2.3 Security of the site

- The Principal Contractor must adequately safeguard the site, the works, plant, materials and any existing buildings affected by the work from damage or theft and take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining properties. Maintain security at all times where applicable.
- The Principal Contractor must take reasonable measures to ensure that no unauthorised persons enter the work area(s). Only people who are explicitly authorised by the Principal Contractor should be allowed access to the site.
- Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training at the site office, prior to accessing the site.
- The Principal Contractors' attention is drawn to the requirements to safeguard the occupants of the surrounding buildings. Consider the requirements of HS (G) 151 "Protecting the Public: Your Next Move" issued by the Health and Safety Executive and the practical precautions listed in it to ensure the safety of the public and residents who may intrude on the site. The Contractor should give specific regard to the fencing of the site and preventing unauthorised access to scaffolding.
- Prevent trespass of the workforce and take all reasonable precautions to prevent damage and nuisance to adjoining properties.
- Following incidents experienced by Bron Afon Community Housing with regard to unauthorised access to scaffolding. The Principal Contractor must ensure that they have put adequate arrangements in place to ensure that everything reasonable and practicable is undertaken to prevent unauthorised access to scaffolding. This should include the provision of suitable Heras fencing and site hoarding where possible as indicated in section 2.6 of this document. Consideration must also be made to accommodate any specific needs of residents living in these blocks.

2.4 Welfare Provision

The Principal Contractor must make full provision / arrangements for site welfare facilities to be available for all of its site operatives and visitors.

- The provision of welfare facilities will need to comply with the requirements of schedule 2 of CIS18 and CIS46 for fixed and transient construction sites.
- Where a contractor will be working in one locality for any period over 1 week, either site-specific facilities or localised welfare facilities are to be provided at appropriate transport "nodes".
- Reliance on any "public" facilities should be as a last resort.
- Welfare facilities and sanitary accommodation will be provided by the Principal Contractor unless otherwise agreed with the Client.

Keep the site and works clean and tidy: all rubbish, surplus materials and spoil are to be removed regularly from site.

Arrangements for the provision of welfare facilities are to be documented within the pre Construction Phase Plan, stating where welfare provision is sited and what type.

Details of what is required:

- First-aid covers, and named first aiders who will be **on site** for the duration of the works
- Sanitary conveniences

- Washing facilities
- Drinking water
- Accommodation for clothing
- Facilities for drying & changing clothing
- Facilities for rest

2.5 Site transport arrangements or vehicle movement restrictions

The Principal Contractor is to manage the various transport arrangements such as deliveries of materials and equipment by utilising the existing entrance. Most of the roads around the site are in a residential area and have speed restrictions down to 20 mph.

A suitable traffic management co-ordination will need to be developed in phases to accommodate the removal and replacement phases.

2.6 Site hoarding requirements

The Principal Contractor must ensure that temporary wooden or steel hoarding is provided to all boundaries of the site which do not already have permanent fencing. Where existing permanent fencing is to be utilised, they will have to ensure the integrity of the structure will not be compromised as a result of the demolition or subsequent redevelopment.

Any temporary fencing should take the form of a hoarding or proprietary fencing not less than 2.4m high and be of a sufficiently solid construction to prevent access to the site by unauthorised persons, particularly children, and should be difficult to climb, whilst also ensuring children cannot gain access through gaps under temporary fencing.

As the agreed site will be close to existing public pavements and highways The Principal Contractor must take into consideration where the public are at risk from falling materials. All risk areas shall be provided with overhead protection such as pedestrian tunnels, crash decks, fans etc. including lighting as appropriate).

2.7 Fire precautions

- The Contractor will develop site emergency procedures and plans.
- The completed emergency plan must be included in the Construction Phase Plan and be displayed.
- The Principal Contractor is to ensure that all reasonable precautions to avoid the outbreak of fire are taken.
- Fire prevention must be in accordance with the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovations'.
- Adequate supplies of water for fire fighting purpose and suitable portable extinguishers shall be maintained at all times.
- Standard good housekeeping and watching practices shall be followed.
- No smoking on Site
- No burning on Site

Fire safety plan is to be detailed within the fire emergency procedure for the site and will be in place in the event of an identified need for hot works during the project.

The Principal Contractor must undertake a review of all existing services and any storage areas for materials or fuels for plant and to ensure that all flammable substances and ignition sources are removed prior to starting works.

LPG cylinders (if used) and any other flammable materials must be properly stored and the Principal Contractor must understand that flammable materials such as solvents and adhesives should be stored correctly.

The Principal Contractor must make sure that suitable fire extinguishers are on hand and that sparks or heat cannot set fire to surrounding materials. After the work has finished, a check of the worksite to make sure that there is no smouldering materials.

The Principal Contractor must keep a tidy site and make sure that rubbish is cleared away promptly and regularly, and avoid unnecessary stockpiling of combustible materials, and to make sure everyone abides by site rules and that **NO SMOKING** is allowed on this project.

2.8 Emergency Procedures/First Aid

- The Principal Contractor must prepare a suitable emergency plan detailing the procedures to be taken in the event of serious and imminent danger, (fire and/or explosion, collapse of excavations, flooding in excavations, including working adjacent to moving water).
- All site operatives must be kept informed at all times of any changes to temporary means of escape routes by the Principal Contractor before they are implemented.
- The procedures may require evacuation of the site or involve the rescue of an injured person.
- A sufficient number of competent persons should be nominated to implement those procedures.
- Details, including drawings marked up to show temporary means of escape, should be included in the Construction Phase Plan.
- When planning emergency procedures, escape routes and exits, etc. consider the type and location of work being undertaken, i.e. persons working in deep excavations and the number of persons, likely to be present on the site at any one time.
- The emergency Plan must be agreed with the emergency services along with agreeing access restrictions for them in the event that they have to enter the site un-escorted.
- Emergency escape routes on the site should be kept clear, signed and adequately lit. The Health and Safety (Safety Signs and Signals) Regulations 1996 set standards for these signs.

The purpose of emergency procedure plans are to ensure that everyone on site reaches a place of safety.

The Principal Contractor must produce an emergency plan incorporating this information and display it on the site notice boards and should discuss this at site inductions.

Consideration must also be given to any elderly tenants (some of whom may be bedridden) and any medical personal who may care for them.

The Principal Contractor must provide adequate first aid facilities and sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on the site. The nearest A&E Hospitals are;

The Grange University Hospital, Llanyravon, Cwmbran, Gwent, NP44 2XJ and Neville Hall Hospital, Brecon Road, Abergavenny NP7 7EG.

T: The Grange University Hospital – 01633 234 234

T: Neville Hall Hospital - 01873 732 732

2.9 Resident Communication

Bron Afon expects the Principal Contractor's operatives to carry out works with respectfulness towards tenants, residents and members of the public and only to discuss matters within the scope of works without giving opinions of other maintenance issues the properties may have.

No works will be carried out during the weekend or bank holidays without the prior approval of Bron Afon Community Housing.

Section 3.0: Environmental Restrictions and Existing On-Site Risks

3.1 Safety Hazards

3.1.1 Boundaries and Access, (including temporary access)

The boundaries of the site are highlighted on page 4 of this document. Any land under Bron Afon ownership is highlighted in purple. Areas marked in red are under the responsibility of the Local Authority. An aerial overview of the site location is shown below.



Aerial view of 35 – 37 (A) The Walk

The Principal Contractor must allow for

- Measures required ensuring safe entry and exit of all deliveries and collections.
- Measures to protect both tenants, residents and members of the public on the site.
- Providing adequate measure for protecting the boundaries of the adjoining buildings will need to be considered.
- Ensuring adequate site security to prevent unauthorised access to the site in general and in particular preventing access to scaffolding.

3.1.2 Scaffolding Requirements/Working at Height

The Principal Contractor has a duty for the safe execution of all works on site, which includes erecting and dismantling of scaffolding. Some of this responsibility may be delegated to a specialist scaffolding sub-contractor who are deemed competent to coordinate their own work. In this case, the Principal Contractor has a duty to review and approve their procedures for use on the project, including reviewing their RAMs and safe systems of work.

Scaffolds must be designed, erected, altered and dismantled only by competent people and scaffolding works should be carried out under the direction of a competent scaffolding supervisor, who is suitably qualified to do so.

All scaffolding must be erected, dismantled and altered in a safe manner. This can be achieved by following the National Access and Scaffolding Confederation (NASC) Safety Guidance [SG4 'Preventing falls in scaffolding operations'](#) or by following similar guidance provided by the manufacturers of specific system scaffolding.

It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, such as National Access and Scaffolding Confederation (NASC) [Technical Guidance TG20](#) for tube and fitting scaffolds or similar guidance from manufacturers' instructions for system scaffolds, the scaffold must be designed by bespoke calculation, and by a competent person. This will ensure the scaffold will have adequate strength, rigidity and stability while it is erected, used and dismantled. At the start of the planning process, the Principal Contractor must supply relevant information to the scaffold contractor to ensure an accurate and proper design process is followed.

Scaffolders employed on site must have a suitable scaffolding qualification recognised by the Construction Industry Scaffolders Record Scheme (CISRS).

Scaffolds which may encroach over the highway (including pavements) will require a license under Section 169 of the Highways Act 1980, which are issued by the local Highway Authority. Scaffolds should never be erected or dismantled over people or busy pavements. If the work is likely to present a danger to the public, consideration should be given for applying for a footpath or road closure to eliminate the risk of a member of the public being injured. Erection and dismantling should be done inside a segregated area and during times when there are fewer members of the public in the vicinity.

All working at height shall comply with the Work at Height Regulations 2005 and be risk assessed prior to commencement. All working at height operations must be accessed and carried out from safe working platforms, mobile towers or ladders. Scaffold must be erected by a competent NASC approved scaffolding company.

All scaffolds shall be inspected by a competent person before the start of any activities on the access platform, subsequently all scaffolds must be inspected every 7 days, or more frequently after exceptional events, such as adverse weather condition, floods, collisions etc. dictate the need to do so.

All ladders shall be stood on firm ground and securely fixed at their landing position or footed while being secured: All ladders are to be removed from scaffolding when not in use and locked away at the end of each working day. **The use of Ladder guards are not permitted on site.** This must be checked by the Principal Contractor at the end of each working day.

Scaffolds shall be either TG20:21 compliant or suitably designed. TG20:21 scaffold once erected must be accompanied by a TG20:21 compliance sheet or a bespoke design drawing.

Prior to erecting any scaffolding, the work area must be fenced off to provide a safe working area and restrict unauthorised access to the area.

In cases where an independent TG20:21 scaffold is not appropriate, scaffolding shall be by design in accordance with BS EN 12811, with the design provided and accepted by the client before erection. Designed scaffolding must be erected and managed by suitably qualified advanced scaffolders. This design should form part of the provided risk assessments and methods statements provided by the scaffold erection company. Designed scaffolding shall be checked and managed under BS 5975 code of practice for temporary works procedures.

Consideration must be given for preventing un-authorised access to scaffolding and platforms from within the buildings as well as externally.

Any working at height must be fully risk assessed prior to commencement. Ensure that the prevailing weather conditions have been taken into consideration when starting the work. All workers must be suitably trained, (as a minimum), in working at height. Working at Height toolbox talks are to be undertaken before commencing any working at height activities.

Due consideration should be given in ensuring that the work area is made safe and in particular that suitable barriers and scaffolding arrangements are put in place to prevent falls from height. **Wherever possible scaffolding must be suitably fenced off to prevent unauthorised access.**

3.1.3 Surrounding Land Uses and Related Restrictions

The site is located in New Inn, Pontypool which is part of Bron Afon's community 7. The building is two storeys in height and was originally built as shops with flats above in the 1960's. The building contains three retail units and three flats which are all accessed by their own individual entrances. The shops comprise of a confectionery, Chinese takeaway and hairdressers.

The site is located in a generally quiet residential area with a local school and playing area situated nearby. There are several parking spaces to the front of the shops and access to a court of garages to the rear. There is a local health centre adjacent to the site.

The site is built on generally flat ground. There are some overhead electricity cables to the right hand side of the building. Access to the walk is via Golf and Woodfield Road and although narrow is generally good.



Car parking area to the front of shops



Side access to garages at rear of building



Access to The Walk from Woodfield Road, playing fields to right of picture

The Principal Contractor will have to make themselves aware of the various public amenities and related restrictions within the surrounding roads prior to works commencing on site.

3.1.4 Service Locations

The Principal Contractor are to identify all services such as overhead cables, satellite dishes, aerials and electrical feeds and ensure that, if necessary, they are protected or removed and replaced after the duration of the works. It has already been identified that overhead electricity cables are fixed to the right hand side and rear of the building, which may need to be moved.

Tenants must be communicated with prior to any disruption of supply and the Principal Contractor will be liable for any damage caused to such services. Any disruption to tenants will be resolved before leaving site.

There are various Satellite dishes and TV aerials fixed to the external envelope of the building. Some of these may be redundant and should be removed as part of the works. TV aerials and satellite dishes will need to be relocated whilst scaffolding is erected around the blocks.

3.1.5 Vibration Control

There is concern over the effect that prolonged and regular exposure to high vibration levels can have on the user. Collectively the effect is known as “Hand/Arm Vibration Syndrome” or HAVS. Probably the most widely known form of injury is “Vibration White Finger” or VWF. This is a blanching of the fingers caused by an impaired flow of blood to the blood vessels in the finger.

The principal causes are the prolonged and regular use of powered vibrating tools, such as concrete breakers, angle grinders, hammer drills etc. Vibration in the frequency range of about 2Hz to 1500Hz is considered damaging, with the range 5Hz to 20Hz having the highest potential to cause injury.

The risk depends on BOTH the level of the vibration and HOW LONG people are exposed to it i.e. a daily vibration dose, which is similar to the daily noise dose imposed by the Noise at Work Regulations 2005.

Important Note:

A person's DAILY VIBRATION EXPOSURE (or A (8) value) is obtained from the vibration magnitude (i.e. the weighted acceleration in metres per second squared, m/s^2) and the exposure duration.

This value can then be compared with the HSE's ACTION VALUE LEVEL, where exposures regularly reach this level, a program of preventive measures and health surveillance is recommended.

All tasks that involve the use of vibration generating equipment shall be risk assessed accordingly with suitable controls in relation to vibration exposure reduction implemented.

All contractors, (where appropriate), will demonstrate how they intend to monitor vibration exposure within their provided risk assessments and methods statements and, (in the case of the principal contractor), within the provided Construction Phase plan.

The client will expect the monitoring regime to be implemented and this will be monitored by the client during formal site inspections.

3.1.6 Hot Working

All efforts shall be made by the Principal Contractor to find an alternative method of working that does not involve the use of heat to undertake any task. Additionally, efforts are to be made to source an alternative working method which will eliminate the risk of using a methodology of works which will generate heat. In the event that the use of heat or the generation of heat is unavoidable the Principal Contractor will ensure that:

- The Principal Contractor will abide by the organisations policy on ‘Hot Works’ where applicable.
- The Principal Contractor shall make use of a ‘Permit to Work’ system when adopting naked flame hot works and this system will be reviewed by the organisation prior to commencement to ensure its suitability. This should also include the use of any hot air equipment such as Leister guns used for detailing work.
- All operatives undertaking any ‘Hot works’ shall be fully training in the task and any equipment that may be used as part of the process, (confirmation of training will be required as part of the CPP, (construction phase plan)).

- A suitable 'Fire safety Plan' will be provided and implemented by the Principal Contractor in the event of 'Hot Working' being undertaken. This 'plan' shall form part of the CPP and will be subject to approval from the Organisation following review.
- Hot works must only be undertaken by a NFRC accredited contractor who has committed to complying with the NFRC's safe2torch campaign and guidance. All hot works should be undertaken in accordance with the NFRC's safe2torch guidance and check lists.

3.2 Health Hazards

3.2.1 Asbestos

An asbestos refurbishment surveys of the building has been undertaken and this information is included in **Appendix 4** of the tender documentation. This has highlighted that the roof sheets to the outbuildings are presumed to be an asbestos cement product.

Even where no ACMs are recorded, it is possible that ACMs may still be present and the contractor must implement an appropriate control regime and that all operatives are made aware what measures to take should a suspect ACM be discovered.

Should the contractor encounter material that may be ACM's work is to cease immediately and the Client and Principal Designer and Project Manager must be informed. Should any licensed asbestos removals be required as part of the works this must only be carried out by a competent and suitability licensed asbestos removal contractor.

Removal works must be completed before other works are commenced. Details of the completion, removal and disposal together with records of the air monitoring/ clearance certification are to be recorded in the Health & Safety File.

Any identified non-licensed materials that required removal either as a result of construction phase or in the case of being encountered must be undertaken by suitably qualified 'Cat B' (NL01) trained asbestos operatives and all works will be supported by an appropriate Plan of Works and risk assessments & method statements.

Confirmation of training will be required as part of the submitted Construction Phase Plan and details of completion, removal and disposal together with records of the air monitoring/ clearance certification are to be recorded in the Health & Safety File.

The Principal Contractor will have to be vigilant as the works progress to ensure that any asbestos or other deleterious materials affecting the work are identified. The contractor must operate to the requirements of the Health and Safety at Work Act etc.1974, Control of Asbestos Regulations 2012, COSHH Regulations 2002, and Hazardous Waste Regulations.

The Principal Contractor must inform Bron Afon Community Housing if any materials are identified which the contractor suspects may contain asbestos. The Principal Contractor must assume that any materials not identified in the asbestos register contain asbestos. These suspicious materials are not to be disturbed until an investigation to identify the nature of the material has been carried out.

The Principal Contractor must ensure that all operatives on site have adequate asbestos training as required by Regulation 10 CAR 2012. The required levels of UKATA training are as follows;

- Asbestos Awareness – AA01 – Minimum level for all operatives working on site.
- Non-licenced asbestos operative - NL-01– Minimum level for any persons working on or removing Un-licensed non-notifiable asbestos containing materials.

3.2.2 Storage of Hazardous Materials

Where possible, materials are to be brought to site as required each day, to minimise storage. Any storage areas are to be confirmed but sited to minimise double handling. Any materials storage containers used are to be of a high security type, and materials & tools etc. stored on site are to be kept to a minimum for security reasons.

The storage of materials at roof level is not permitted under any circumstances.

The Manufacturers or suppliers COSHH and Safety Data Sheets for all materials and products should be obtained and the appropriate precautions observed.

The Principal Contractor must make allowances for the removal and safe disposal of all hazardous substances and materials that may be encountered during the course of the project.

The Principal Contractor's attention is drawn to the Health and Safety Management required in execution of the following use and storage of materials:

- Paints and Preservatives
- Solvents.
- Flammable Liquids/ gases.
- Asbestos
- Lead paint
- Man-made mineral fibre
- Fluorescent light tubes

Note: The above list is not exhaustive.

3.2.3 Carbon Monoxide and Flue Terminals

All gas or solid fuel works undertaken on site will be the responsibility of the Principal Contractor. This will include the isolation of any gas or solid fuel appliances, the removal, replacement or alterations to any flues. Any previously identified redundant chimneys or flues are to be removed as part of the project, this must be confirmed with the client's representative prior to removal. Both horizontal and vertical flues have been identified to the building, which are still in use and will require isolating when undertaking the works. It is assumed that the chimneys are redundant, although this will need to be confirmed, particularly in respect to any leasehold properties.

The Principal Contractor will be responsible for ensuring that precautions are put in place to ensure that any works being undertaken within 1m of a flue, chimney or vent that is provided for ventilation for a gas appliance or within 3m of a vertical or open flue that may be disturbed during the works. This should include engaging a suitably qualified and approved gas safe registered engineer, who must have the relevant qualifications to be able to work on the appliances in question. Gas, oil or solid fuel appliances must be isolated prior to commencement of any work near to or around flues, including rendering or roofing works.

Isolation of heating systems during the winter months should be kept to a minimum and temporary heating must be provided whenever necessary whilst the appliances are isolated.

All gas works should be undertaken in accordance with Bron Afon's gas safety management procedure, Appendix – 6 of the tender documentation.

Section 4.0: Significant Design and Construction Hazards

The main construction issues that this project sets out to address are:

- Preventing further water ingress into the building due to the failure of the roof coverings. By replacing the existing roof coverings with new.
- Carrying out any structural works to the external envelope of the building and walls as a result of cracking and movement.
- Removing asbestos containing materials, such as asbestos roof sheets.
- Demolition of unsafe outbuildings.

Significant design assumptions and suggested work methods, sequences or other control measures

- Where the Principal Contractor, sub-contractors and others (nominated suppliers, artists, tradesmen etc) have a design input into elements or components of the works, their duties under the CDM Regulations are the same as any other “designer”.
- They shall give the same due consideration to their designs in terms of health and safety and follow the same procedures of hazard identification and risk assessment as required of all designers within the CDM Regulations 2015 and the Approved Code of Practice.
- The Principal Contractor shall be responsible for preparing a list of parties with design input; “design” as defined in the CDM Regulations 2015. Contact names, addresses, telephone and fax numbers shall be given to the Principal Designer

Arrangements for co-ordination of ongoing design work and handling design changes.

The following procedures must be observed where unforeseen eventualities during project execution result in substantial design changes which might affect the allocation of health and safety resources:

- Any substantial design changes shall be examined by the designer(s) for health and safety implications, hazards identified, risks assessed and consideration given to avoiding, minimising or controlling risks in accordance with CDM Regulations and HSE guidance L153.
- Details of proposed substantial design changes must be submitted to the Principal Designer to ensure compliance with the regulations.
- The Principal Contractor, and where applicable the sub-contractor, shall re-examine the health and safety implications of any substantial design changes and implement all necessary measures to deal with those changes.
- Non-design generated work/site developments (which had not or could not have been envisaged) necessitating a revised approach, must be evaluated by the designer(s) health and safety risk management.

- Any unforeseen eventualities affecting the design, or the information provided in this Health and Safety Plan that arise during project execution shall be immediately notified to the Principal Designer and then incorporated into the Plan by the Principal Contractor.

Information on significant risks identified during design.

- There are a number of key elements of the design which are relevant to health and safety during work activities. These are included in Section 6 to this plan.
- Those undertaking the design of this project are required to ensure, so far as is reasonably practical, that adequate consideration has been given to avoiding or minimising risks.
- It is important that the nature of the site and all local conditions and restrictions likely to affect the works have been ascertained prior to commencement, the contractor is advised to visit the site to satisfy himself of these conditions.
- The accuracy of dimensions scaled, or levels shown on any drawings supplied with the contract documentation, or any subsequently issued drawings is not guaranteed.
- Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- Accept responsibility for the stability and structural integrity of the works during the contract, and support as necessary.
- No unusual or hidden risks to health and safety have been communicated to the Principal Designer beyond those normally associated with this type of work.

Materials requiring particular precautions

- The hazards identified within this document are or may be present on site. The accuracy and sufficiency of this information is not guaranteed by the Client.
 - Asbestos containing materials may be present and any this information is contained in the asbestos refurbishment surveys contained in Appendix 4.

Demolition Works

Consideration must be given to adopting safe working practices when demolishing the old outbuildings.

- Implementing and managing an exclusion zone around the outbuildings.
- Ensuring that any live services are isolated prior to demolition works commencing.
- Clearing the area of vegetation and spoil to promote a safe working environment.
- Soft stripping the building and removing any hazardous materials from the building.

Section 5.0: The Health and Safety File

As the project progresses the Principal Contractor is required to collect the following information (where necessary), which could be beneficial to those who will be involved in future construction work. Therefore, all relevant information relating to the project should be gathered and stored in readiness for inclusion into the Health & Safety file. This should be kept in the agreed format contained in **Appendix – 4e** of the tender documentation.

This information must be made available prior to Practical Completion being issued for the project. This is a requirement of regulation 12 (5) of the Construction Design Management Regulations 2015 and should contain sufficient depth and breadth of Health & Safety information to enable future maintenance, cleaning, alterations, refurbishment or demolition to be carried out safely.

1. A brief description of the work carried out, including property addresses, subcontractor, supplier's details and materials used.
2. Residual hazards and how they have been dealt with e.g. surveys or other information concerning asbestos, contaminated land, buried services, etc.
3. Any key structural principals incorporated into the design of the works
4. The nature, location and marking of significant services, including underground services, gas supply that may be encountered as part of the works process.
5. All relevant compliance certification.

Before the issue of the Practical Completion Certificate, the Principal Contractor must ensure that all such information has been supplied by themselves and their Sub-Contractors, to the satisfaction of the Construction (Design and Management) Regulations 2015. Also to satisfy the client that any technical specifications have been adhered to and warranties and guarantees issued by the relevant system manufacturer on completion of the works.

SECTION 6 - HAZARD ELIMINATION SCHEDULE

Project No: P-RROOFI-09

Project Name: The Walk Re-Roofing & External Works

Reference No:

Revision: 1.0

Date: 10/04/2025

No	Hazards identified and Risk details	Date Added	At Risk E = End User C = Contractor P = Public Env = Environment CL = Client	Design Stage risk management	Control Measure required	Risk Rating	Owner	Further Action required	PD Comments
1.0	Existing Site Features/ Site Wide Elements								
1.1	Existing Services; Fire, Explosion, Electrocution, Loss of power & water, Loss of communications	10.04.25	C	Information on the location of the existing services required. It has been identified that there are some overhead electrical cables connected to the right hand side of the building, which may need to be isolated.	'Dealing with services' risk to be included within the provided CPP. Services, where identified, to be clearly marked on site and protected or temporarily removed if required.	Med	CL	Yes	Information with regards to telecommunication services to be provided within CPP and
1.2	Neighbouring buildings -Effect on traffic, parking & pedestrians. Vehicle collision, Risk to pedestrians/ cyclists, reversing vehicles.	10.04.25	CL, P, E & C	Access routes to the site are generally good but there are some restrictions with parking and some narrow roads. The car park can be quite busy at times due to the public using the retail units.	Traffic control measures required within the CPP from PC.	Med	C	Yes	
1.3	Asbestos - Presence of asbestos in existing structures. Uncontrolled fibre exposure	10.04.25	C, P, E & CL	Refurbishment asbestos survey has been undertaken by the client prior to work starting. Outbuilding roof sheets presumed to be asbestos cement product.	Provision of all available asbestos data to PC. Licenced asbestos removal contractor to be employed.	High	C	Yes	Task specific RAMs required from asbestos removal sub-contractor.
1.4	Residential & commercial site – all buildings within scheme will remain in use while works are undertaken. Traffic & parking near construction activities. Public and residents in close proximity to construction activities.	10.04.25	E, P, C & CL	Ensure information and requirements for end user/ public protection and site restrictions are included within the PCI, particularly due to the presence of retail units.	Protection of public and workforce to be addressed within provided CPP and RAM's	Med	CL, C	Yes	
1.5	Unauthorised access to sites and scaffolding. Site regularly accessed by members of the public.	10.04.25	P, E, & CL	Building is located close to playing fields and school. There may be numbers of youths/pedestrians in certain areas. Works may be ongoing during school holidays.	Ladders to be removed when not in use, ladder guards prohibited. Scaffolding to be Heras fenced off.	Med	C, CL	Yes	Engage with community housing & safety team if considered necessary.

No	Hazards identified and Risk details	Date Added	At Risk E = End User C = Contractor P = Public Env = Environment CL = Client	Design Stage risk management	Control Measure required	Risk Rating	Owner	Further Action required	PD Comments
2.0	Design								
2.1	Fire: Risk of fire within properties when scaffold is erected	10.04.25	C, CL	Scaffold design provisions should be made to allow for an openable window on the 1 st floor to allow for exit and emergency services in case of fire in flats. Client to supply scaffold policy/procedure within PCI.	PC to design scaffold structure to allow openable window for fire exit on the 1 st floor to all flats.	Low	C	Yes	PC Scaffold to be designed to suit requirement.
2.2	Residents - Possible difficult residents. Anti-social actions/ activities. Violence	10.04.25	C	Refer to client WARN database. Although this may not include any leasehold and private homeowner properties in the vicinity.	Client to provide updated caution list.	Med	CL	Yes	Ensure information provided is current
2.3	Heavy materials - requiring manual handling. MSI related injuries	10.04.25	C	Specify lighter alternatives where possible. Use mechanical handling where possible. Use of suitable powered lifting apparatus such as mechanical hoists and tile bumpers.	Arrangements for Manual handling on site to be detailed within the CPP	Med	C	Yes	Task specific RAMs required.
2.4	Working at Height - during the construction phase, maintenance and cleaning. Falls from height. Falling objects	10.04.25	C, P, E	Design to remove the requirement for working at height where possible. Due to the nature of the project this is not possible and as such scaffolding will be required. Fall protection systems incorporated into scaffold designs where needed. Scaffolds to be designed to prevent falling materials. TG20:21. Fans to be used over shop and flat entrances.	Working at height arrangements to be included within the CPP. Suitable RAMs to be put in place.	High	CL, C	Yes	Ensure, where possible design and methodology reduces the requirement for working at height. RAMS to be provided to cover scaffolding and potential access from high walls.
2.5	Collapse of roof structure due to additional loads. Crushing and impact injuries	10.04.25	E, C, P	Suitability of roof structure for continued use to be assessed and surveyed as necessary once scaffolding has been erected.	Ensure inspection of roof timbers is undertaken and any issues identified and rectified.	Low	CL	No	
2.6	Disturbance to flues to properties, release of carbon monoxide into building, asphyxiation.	10.04.25	E, C, P	Ensure boilers are isolated when working near to flues, client to be notified when works near to flues is to be undertaken. Pre-survey to be undertaken to identify if chimneys still in use. Live vertical flues are present through roof.	Ensure confirmation by suitably qualified gas safe engineer that flues have been isolated. Flues and boilers to be tested afterwards. Check chimneys are redundant and not in use.	Medium	C, CL	Yes	Ensure all relevant paperwork is provided by contractor, following the works.
2.7	Disputes with neighbouring properties and residents, potential violence	10.04.25	C, CL	Inform neighbouring properties of works if considered to impact on them, effective communication and consultation with local residents.	Use of communication plan and Tenant liaison support.	Low	C, CL	No	

No	Hazards identified and Risk details	Date Added	At Risk E = End User C = Contractor P = Public Env = Environment CL = Client	Design Stage risk management	Control Measure required	Risk Rating	Owner	Further Action required	PD Comments
3.0	Construction Phase								
3.1	Construction Vehicles - Access & egress from site using public highways/ public roads. Vehicle collisions. Conflict between vehicles, pedestrians and cyclists. Reversing vehicles	10.04.25	C, P	Residential roads. Limit number of vehicles on site, use designated parking areas where possible. Prohibit parking on pavements or blocking pedestrian thoroughfares.	Traffic control measures required within the CPP from PC	Med	C	Yes	Traffic management plan required
3.2	Working at Height - during the construction phase. Falls from height, falling objects.	10.04.25	C, P	Design to remove the requirement for working at height where possible. Due to the nature of this project this is not possible. Suitable access arrangements to be in place, fall prevention systems where needed e.g. TG20:21 or designed scaffolding. Suitable scaffold fans to be used over entrances.	Working at height arrangements to be included within the CPP. Alternatives to working at height to be investigated. Toolbox talks on working at height/training	High	C	Yes	Ensure, where possible design and methodology reduces the requirement for working at height where possible.
3.3	Existing Services; Fire, Explosion, Electrocution, Loss of power & water, Loss of communications	10.04.25	C, P	Information on the location of existing services to be provide to PC. Overhead electricity cables to side and rear of building will need to be temporarily removed and replaced afterwards by National Grid - WPD.	'Dealing with services' risk to be included within the provided CPP. Services, where identified, to be clearly marked on site and protected if required. Services to be isolated where possible.	Med	CL	Yes	Information with regards to service to be provided within PCI and
3.4	Site storage areas – storage space restricted. Limited room for unloading of site materials, falls from height, falling objects. Slips, trips & falls. Site/ delivery vehicles	10.04.25	C, P	PC to consider materials required and ensure suitable storage facilities are available on site if considered necessary. Manage deliveries in a just in time approach.	Storage arrangements to be included within the CPP. Site setup to include loading and unloading area. Careful management required when activities of this nature are being undertaken	Med	C	Yes	Equipment & Materials storage to be detailed within the CPP provided by contractor
3.6	Unauthorised access to scaffolding, risk of falling from height.	10.04.25	P, E	As the site will be occupied for the duration of the works, access will need to be maintained to all entrances to shops and flats. This will need to be considered when securing the perimeter of the site, particularly in the event of an emergency. Heras fencing to be fitted around scaffolding to the building.	PC to formulate action plan to ensure the continued security of the site for the duration of the project.	High	C	Yes	CPP and RAMS to reflect how the site will be secured.

No	Hazards identified and Risk details	Date Added	At Risk E = End User C = Contractor P = Public Env = Environment CL = Client	Design Stage risk management	Control Measure required	Risk Rating	Owner	Further Action required	PD Comments
3.7	Fire: Risk of fire within properties when scaffold is erected.	10.04.25	E, P	Check the scaffold is not blocking any windows or doors which may be used as a fire or emergency exit. Clients Scaffold policy and procedure supplied within PCI.	PC to install Scaffold structure to allow emergency exit to an upstairs window. in case of a fire	Low	C	Yes	Scaffold design to incorporate allowance for an openable upstairs window
3.8	Disturbance of asbestos containing materials	10.04.25	C, P, CL, Env	Asbestos already been identified during asbestos refurbishment surveys to be highlighted within PCI and disturbance kept to a minimum. AIB soffits and asbestos cement roof sheets to be removed by a licenced asbestos removal sub-contractor. ASB5.	PC to commission specialist asbestos removal contractor if necessary. Compliance with asbestos regulations and ACOPs.	High	C	Yes	Specific RAMS to be provided by asbestos removal sub-contractor.
3.9	Dust Created. Risk of uncontrolled amounts of hazardous dust created resulting from grinding, cutting and mixing aggregates & renders.	10.04.25	E, C, P, Env	Methodology of works and dust suppression to be included within CPP request. Design to include the reduction of cutting of materials on site where possible.	Ensure dust suppression is included within RAM's. Ensure correct PPE is used during cutting operations. Designated well ventilated cutting areas.	Low	C, CL	No	
3.10	Structural collapse due to demolition of outbuildings crushing injuries.	10.04.25	C, E, P	Ensure works are planned and area cordoned off and exclusion zone created. Soft stripping of hazardous materials.	Task specific RAMs to be provided.	Med	C, CL	Yes	Specific RAMS to be developed and reviewed by client.
3.11	Severe cuts and lacerations from removing glazing in outbuilding.	10.04.25	C	Ensure suitable gloves or gauntlets are used when removing glass. Ensure that a lockable dedicated skip is provided on site for disposal of spoil.	Safe systems of the work to be implemented.	Med	C	Yes	Review RAMs to ensure suitable for task.
3.12	Cutting of concrete roof tiles with disc cutters for new roof covering lacerations, abrasions, burns.	10.04.25	C	Ensure operatives have undertaken abrasive wheel training and have suitable PPE such as gloves, ear and eye protection.	Ensure that an inspection regime is in place for power tools and abrasive wheels.	Med	C	Yes	Review RAMs to ensure suitable for task.
3.13	Excavation of ground for new concrete slab for pre-fabricated outbuilding. Damage to services, burns, explosion.	10.04.25	C, P, E	Ensure ground cat scanned for underground services. Service plans to be provided by client to identify service runs. Use of banksman when excavating.	Scaffold design to be provided as part of CPP	Med	C	Yes	Specific RAMS to be developed and reviewed by client.
3.14	Collapse of ground when carrying out excavation works, crushing injuries, suffocation, falls from height.	20.06.25	C	Ensure sides are suitably battered and temporary supports used. Cordon off area to prevent unauthorised access and falls from height.	Suitable RAMs to be provided and safe systems of works implemented.	Med	C	Yes	Specific RAMS to be developed and reviewed by client.
3.15	Demolition of chimneys, falling objects and materials, impact injuries. Inhalation of coal dust, soot, respiratory diseases.	10.04.25	C, E, P	Ensure area within loft space is clear prior to demolition. Fit temporary boards around chimney breast in loft space to protect ceilings and occupants below. Ensure area beneath kept clear and fireplace suitably blocked up.	Ensure task specific Rams are provided.	Med	C	Yes	Specific RAMS to be developed and reviewed by client.

No	Hazards identified and Risk details	Date Added	At Risk E = End User C = Contractor P = Public Env = Environment CL = Client	Design Stage risk management	Control Measure required	Risk Rating	Owner	Further Action required	PD Comments
3.16	Slips, trips and falls, due to overgrown vegetation and flora around the site.	10.04.25	C	Ensure work area is cleared and good housekeeping practices adopted. Ensure any chemical treatments used are safe and environmentally friendly.	Provide COSHH data sheets for chemical products.	Low	C	No	
3.17	Concreting works for construction of outbuilding base, chemical burns.	11.04.25	C	Arrange for concrete to be ready mixed off site, to reduce contact with cementitious products.	Use of suitable PPE, task specific RAM to be provided.	Low	C	Yes	Specific RAMS to be developed and reviewed by client.
3.18	Erection of new pre-fabricated outbuilding, crushing and impact injuries.	11.04.25	C	Pre-fabricated building selected to reduce construction time and manual handling risks.	Use of suitable PPE, task specific RAM to be provided by sub-contractor erecting building. Use of suitable mechanical lifting aids.	Low	C	Yes	Specific RAMS to be developed and reviewed by client.
3.19	Rendering works, chemical burns due to use of cementitious products.	20.06.25	C, P	Use of silicon based renders as opposed to traditional cement renders.	Undertake COSHH assessment of rendering products.	Low	C	Yes	COSHH assessment
4.0	Maintenance & Cleaning								
4.1	Possible use of toxic substances or irritants during maintenance of the building. Irritants and respiratory disease.	10.04.25	CL, P, Env	PC to ensure that all COSHH details are provided within the H&S File data. COSHH assessment to be undertaken of all substances.	Consideration of substitution of hazardous products if possible.	Med	CL	Yes	PD/ CDM advisor to review H&S file data provided.
4.2	Working at height, falls from height, falling tools and materials.	10.04.25	CL, C	Blocking of gutters due to leaves and build-up of aggregates washed off new roofing system. Ensure suitable falls and drainage are maintained on roofs.	Consideration given to adopting a preventative maintenance regime.	Low	CL	Yes	Maintenance regime currently not in place.
4.3	Maintenance/ Renewal of roof covering, falls from height.	10.04.25	CL, C	Roofing systems selected to carry sufficient warranties and be suitably designed for the type of building.	Ensure manufacturer involved during various stages of project and post inspects work on completion and issues suitable warranty.	Low	CL	No	