



Part 5
PRE-CONSTRUCTION INFORMATION
& CONTRACTOR'S QUESTIONNAIRE

PREPARED IN ACCORDANCE WITH
CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

FOR

Upgrade of Palmerston
Play Area, Gibbonsdown

Regeneration and Planning
The Vale of Glamorgan Council
October 2025

HEALTH AND SAFETY

Pre-construction information

Construction (Design and Management) Regulations 2015

Prepared by:

The Vale of Glamorgan Council, Countryside & Environmental Projects

The contractor is informed that the pre-construction information has been prepared in compliance with the requirements of Appendix 2 of the Construction (Design and Management) Regulations 2015

Pre-construction information includes information in the client's possession or which is reasonably obtainable, which is relevant to the work and is of an appropriate level of detail and proportionate to the risks involved.

This includes information about:

1. The project
1. Planning and Management of the project
2. Health and Safety Hazards, including design and construction hazards and how they will be addressed
3. Information in any Health and Safety file

It identifies the health and safety management issues within the contract that the client is aware of such that the designers and contractors can adequately resource these issues in addition to the health and safety management aspects of the contract which a competent contractor would ordinarily resource under the Health and Safety At Work etc Act 1974, Construction (Design and Management) Regulations 2015 and associated legislation.

The pre-construction information is prepared by the Client and is provided to Designers / contractors at tendering.

In order for client to appoint competent Principal Designer and Contractor the following documentation shall be provided to client when tendering:

1. Completed Health and Safety Questionnaire (included in this document)
2. Details of insurance documents
3. Risk assessment and method statement for undertaking the work
4. Provide evidence of experience and competence to undertake the work inc. qualifications

The Construction Phase Plan will be prepared by the Principal Contractor. A copy of the Contractor's plan must be submitted to the Client at prior to commencement of works.

The Health and Safety Executive will be notified of the intention to proceed with this project if the project is notifiable under the Construction (Design and Management) Regulations 2015

CONTENTS

SECTION A – PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

1. The Project -
2. Planning and management
3. Welfare facilities
4. Health and Safety Hazards on Site
5. Relevant information
Public utility services plans
6. The Health and Safety file

SECTION B – CONTRACTOR’S HEALTH AND SAFETY QUESTIONNAIRE

Contractor’s Health and Safety questionnaire

The questions in Section B of this document shall be completed and returned with tender.

UTILITY SERVICES PLANS

- Western Power Distribution
- Welsh Water
- Virgin
- Wales and West Utilities
- Openreach
- Vale of Glamorgan Drainage Survey info.

GENERAL CONSTRUCTION HEALTH & SAFETY ISSUES

SECTION A – PROJECT AND SITE MANAGEMENT

1. THE PROJECT -

Duty Holders:

Client:

Vale of Glamorgan Council
Civic Offices,
Holton Road,
Barry
CF63 4RU

Contacts

Christine Smith
Landscape Architect,
Regeneration and Planning
Vale of Glamorgan Council

Jonathan Green
Principal Landscape Architect
Regeneration and Planning
Vale of Glamorgan Council

Principal Designer:

The successful tenderer will become the Principal Designer

Principal Contractor:

The Company undertaking the main site contract works and shall include the Company's representatives, successors and permitted assigns.

Location of Project and Site Description

The play area is situated in a public park which is located off of Dobbins Road, Gibbonsdown, Barry. CF63 2NN.

The play area is set in a public open space adjacent to a MUGA, with Palmerston Primary School on the opposite side of the road. it is well used by the school and local community. Parts of the existing play area can be prone to ground water flooding.

Project Description

The Works include the following activities.

- Design of new play area.
- Removal of specified existing play equipment, surfacing and site furniture
- Groundworks
- Supply and installation of new play equipment, surfacing, site furniture and any other works to complete the approved scheme
- Reinstatement and turfing / seeding

Programme details

It is anticipated that an order will be placed with the successful contractor as soon as possible following submission of tender.

Tenderers site meeting	18 th November 2025
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Tender submission	1 st December 2025
Anticipated Appointment of contractor	5 th December 2025
Suds application and approval	December 2025 – February 2026 (7-10 week application period)
Works start on site	Early February 2026
Anticipated Completion	31 st March 2026
Contract period	4- 6 weeks.

Contractor to provide programme with tender submission

2. CLIENT’S CONSIDERATION AND MANAGEMENT

Structure and Organisation

The Vale of Glamorgan Council will be the client and Contract Administrator.

The successful tenderer will become the Principal Designer and Principal Contractor for the project.

Safety goals for the project

The safety goals of the client are to achieve the completion of the proposed works without incurring any risk to the public, the site users, the contractor their employees, subcontractors and their employees.

The client

The general principles of prevention to be adopted as identified in the Construction (Design and Management) Regulations 2015 are to:

- (a) avoid risks.
 - (b) evaluate the risks which cannot be avoided.
 - (c) combat the risks at source.
 - (d) adapt the work to the individual, especially regarding the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work, work at a predetermined work rate and to reducing their effect on health.
 - (e) adapt to technical progress.
 - (f) replace the dangerous by the non-dangerous or the less dangerous.
 - (g) develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
 - (h) give collective protective measures priority over individual protective measures.
- and
- (i) give appropriate instructions to employees.

Within the contract for the works are clauses relating to the management of the works on the site, the review of issues of safety and the recording of events in respect of all aspects of the works.

Permits and Authorisation requirements

The Construction Phase Plan is to be prepared by the Principal Designer from the preconstruction Health and Safety information provided by the client and information provided by Principle Designer. A Construction Phase Plan must be submitted to the Client before the start of construction.

No other formal permits are required by the Employer relating to the management of Health and Safety.

Emergency Procedures

The site where the works are to be carried out will be handed over to the Principal Contractor and they will put in place site rules for emergencies that occur within the boundaries of the site in their control.

Site rules and other restrictions

Except, as stated below, no work shall be carried on outside the hours of 0800 and 1700 on weekdays and at any time on Saturdays, Sundays or Bank Holidays.

Exceptions:

- (i.) Agreed in writing by the Supervising Officer.
- (ii) Any action, which shall be deemed absolutely necessary for the saving of life or property or for the safety of the works, shall be consented at any time.

Other restrictions

The contractor must work within any restrictions applied by Highways and Transportation Services or site rangers in relation to works adjacent to public highway and affecting the public footpath or the park. The contractor shall comply with rules of the Health and Safety Executive on working adjacent to roadways.

No fires are to be lit on site.

All excavated waste to be disposed of offsite, will be moved to an approved waste disposal site or to the contractor's own yard / depot on a regular basis.

All arisings from site clearance to be separated into 'Special' and 'nonspecial' waste and disposed of offsite to an approved waste disposal site in accordance with the 'Waste Regulations Act' 1996. All 'Special' waste should have consignment notes from the Environment Agency prior to removal.

Any damage caused by contractor's vehicles will be made good to Client approval.

Activities on or adjacent to the site during the works

The contractor should note that the works are to be carried out adjacent to public footways; these are to remain open to the public at all times. The site is to remain closed to public access for the duration of the contract. The footpath is narrow and vehicles will need a banksman to accompany them.

Liaison arrangements between parties

The Client, Principal Designer and the Principal Contractor shall communicate as effectively to ensure the maintenance of safe working conditions. A health and safety report will be required at all formal contract meetings.

Security arrangements

The Principal Contractor's operatives and all sub-contractors must carry identity cards for security reasons and should show them when requested.

Contractor shall maintain the security of the site at all times during the contract.

Welfare facilities

During the course of the works the contractor will provide Welfare facilities in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015.

3. ENVIRONMENTAL RESTRICTIONS AND SIGNIFICANT EXISTING SITE RISKS

Boundaries and Access

Access and site compound.

Access for the site will be from Dobbins Road, Gibbonsdown, Barry, CF63 2NN.

Site compound

Site compound can be sited in the play area in location to be agreed with Contract Administrator. (adjacent to Dobbins Road in the public open space unless otherwise advised).

SIGNIFICANT RISKS.

- **Public using the site** - Contractor's vehicles with pedestrians using footway and other park facilities. The park is well used especially by school children accessing Palmerston Primary school. Access should be restricted in hours of children using the route to and from school. Diversions should be considered to be put in place.
- **Other Contractors working on site** –Not aware of any other contractors on site at present.

Location of existing services

There do not appear to interfere with the refurbishment of the play area. The Contractor shall check the site with a CAT scan for any other services. It is the Contractor's responsibility to check for services on site.

Ground Conditions

The ground conditions are generally stable, and inert.

Existing building – N/A.

Asbestos – N/A

Contaminated Land – N/A

Flooding – There may be surface water/ground water flooding on site in periods of heavy rain.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Information on principal risks identified during design

The contract will be Design and Build therefore specific design risks are not available at this stage, and these will be identified by the principal designer. However, the following are likely to be applicable

(a) Design assumptions and control measures

The design assumptions allow for the areas of the site to be full handed over to the contractor for the duration of the works; however, access will need to be maintained for the public through to the rest of the park.

All areas during ground preparation and construction to be cordoned off using appropriate method and alternative access route signage provided for the public

(b) Arrangements for co-ordination of on-going design work and handling design changes:-

The procedures for dealing with unforeseen eventualities during project execution resulting in substantial design changes and which might affect resources are noted below-

Contract drawings and documents should be amended to indicate substantial design changes either by the Designer or the Principal Contractor if instructed by the Client to do so.

Risk assessments should be carried out by the Principal Contractor on all substantial design changes and eventualities that affect resources, and appropriate records placed in the Construction Phase Plan.

These include:-

- a) Open boundaries when carrying out works. Any fencing either permanent or temporary will need to be checked and maintained. Work areas will effectively be open to anyone within the vicinity until such time as the work is completed – suitable precautions will also need to be considered to protect any residual hazards when the site is unoccupied during or out of working hours.
- b) Work next to or near boundaries – consideration will need to be given to any possible effects on adjacent occupiers, public etc.
- c) Presence of the public, especially children and the elderly. Whilst the working area will be closed access to community centre and open space will need to be retained.
- d) A **traffic management plan will be required** for vehicles (e.g. delivery / waste removal vehicles) entering and leaving the site especially considering the public who may be walking, cycling or driving along the adjacent roads. Consideration will need to be given to delivery times etc. as traffic in the adjacent areas can be expected to be busier at peak times. Suitable considerations will also be required for segregation of plant and pedestrians during work operations.

The speed limit in the park is 5mph.

Contractor should arrange for deliveries to take place early in the morning before the park becomes busier.

- e) Public footpaths –consideration may need to be given to the provision of either permanent or temporary diversion with measures to prevent access into the site areas.
- f) Works in public areas / highways etc – security and protection of the public, traffic management, Highway Authority consents, trained/competent operatives and supervision (Chapter 8, NRSWA requirements), etc. (e.g. site entrance work etc.)
- g) Presence of services within the site areas where work is to be carried out (refer to utilities' information in the tender package). **Details are to be confirmed prior to work commencing.** All services should be treated as live and suitable precautions taken prior to any excavations e.g. use of the drawing, cable/pipe location equipment and safe digging practices. (Refer to relevant HSE Guidance, e.g. HS(G)47 – Avoiding danger from underground services). Typical services expected are electric, water, sewers/drains and streetlight cables e.g. along the existing verges and within the existing carriageway. No overhead services noted. It should be noted that CAT detection needs to have different modes to enable HV cables to be shown and also where cables such as streetlighting may be live but have no power passing through them during periods where they are not lit.
- h) Possible presence of asbestos-cement pipes (existing drains etc) – if these are encountered, then no work should be carried out on these without suitable precautions. Although not believed likely, if any pipe lagging is discovered in underground ducts in the site areas that need to be removed, then removal will need careful consideration for work to be carried out without disturbing any asbestos and/or to allow its safe removal. Cease work in that location and contact the Client, Engineer and Principal Engineer if such a situation arises.
- i) Open excavations etc. should be covered or fenced off out-of-hours until such time as the work is completed. Consider stability issues if any excavations take place next to embankments etc.

- j) Possible presence of unknown waste/contamination and/or unforeseen structures within the ground.
- k) Although no significant ground contamination is expected, it would be good practice for anyone coming into contact with the ground to adopt good personal hygiene practices and wear gloves etc. Dust control measures may need to be considered.
- l) Manual/mechanical handling of large, heavy or awkward items, materials etc., (e.g. kerbs, play equipment, plant, equipment, etc.) (Note – HSE initiatives indicate that they are expecting the use of mechanical methods for kerb laying etc.). Lifting operations (cranes etc.) will require the work to be planned and carried out by personnel who are trained and competent.
- m) Environmental considerations for any surface water run-off that may spread any contamination to local drains and watercourses etc.
- n) Noise, vibration and dust during the work (e.g. elimination of use of manually held equipment, noise / dust that may affect either operatives, adjacent occupiers' employees or members of the public etc.)
- o) Work with bituminous materials.
- p) Imported material for fill operations etc. will be required to be certified as free from contamination and appropriate certification provided for the Health & Safety File.
- q) Work with herbicides (if applicable) – assessments will be required and if appropriate are only to be applied by suitably trained and competent personnel who are certificated for such work and use/wear suitable PPE.
- r) Storage and disposal of waste, and arrangements for materials storage, parking, and site accommodation will need to be considered.
- s) Materials requiring particular precautions:
None anticipated – routine construction materials.
All materials to be stored and used in accordance with manufacturer's instructions and corresponding COSHH assessments.
Further items may be identified as necessary.

5. RELEVANT INFORMATION

Existing records

Drawings, Photosheets and Topographical Survey are included with the tender documents.

Utility companies' services drawings are provided in this document.

The contractor will be responsible for detecting services prior to commencement of work and for avoiding all services.

6. THE HEALTH AND SAFETY FILE

No existing Health and Safety file available for this site.

A Construction Phase Plan will be required.

Format and content:

It is a requirement of the regulations that the principal contractor implements an effective management system by which the requisite information is provided for inclusion in the health and safety file, which should include as appropriate:

1. A brief description of the work carried out.
2. Arrangements for communication and management of health and safety in the works.
3. Arrangements for controlling significant site risks.
4. Measures relating to significant design and construction hazards.
5. How the health and safety file is arranged and will be maintained.
6. Welfare facilities to be provided.

SECTION B – CONTRACTOR’S HEALTH AND SAFETY QUESTIONNAIRE

IT IS IMPORTANT WHEN COMPLETING THE FORM THAT YOU READ THE FOLLOWING AND PROVIDE A RESPONSE TO ALL THE QUESTIONS ASKED AND PROVIDE ALL THE REQUESTED DOCUMENTS. FAILURE TO DO SO MAY RESULT IN YOUR TENDER NOT BEING CONSIDERED.

DATE:			
COMPANY NAME:			
NUMBER OF EMPLOYEES:			
ADMINISTRATIVE		TECHNICAL	
		WORKERS	

REGISTERED ADDRESS:								
COMPANY REGISTRATION NO:								
CONTACT ADDRESS (if different from above):								
TELEPHONE NUMBER:								
FACSIMILE NUMBER:								
E-MAIL ADDRESS								

Name:	
Date:	
Lead Officer If known	

PLEASE COMPLETE (or provide information on a separate sheet and indicate where this is done)

A. DESIGNERS COMPETENCY

Provide evidence of designer's ability to undertake Principle designer duties as outlined in the Construction (Design and Management) Regulations 2015.

B. CONTRACTOR COMPETENCY

Provide evidence of contractor's ability to undertake Principle Contractor's duties as outlined in the Construction (Design and Management) Regulations 2015.

B. RISK ASSESSMENT AND METHOD STATEMENTS

Principal Contractor's Risk Assessment outline method statement for this project

C. WELFARE FACILITIES

Please describe how you will provide Welfare facilities during the course of the project?

1. SAFETY POLICY

1.1 You must return with this application, a copy of the following documents:

- (a) The statement of your General Policy on Health and Safety.
- (b) The organisation for carrying out the policy – i.e. division of duties, delegation of responsibilities, structure chart, etc.
- (c) The arrangements for carrying out the policy – i.e. safety procedures, safety manuals etc.

2. INFORMATION, INSTRUCTION AND TRAINING

2.1 State how the policy is brought to the attention of all your employees.

2.2 List the current Health and Safety handbooks or written instructions issued to your employees.

2.3 List the health and safety training suitable to the work, equipment or processes given to managers and workers in the last three years. (Send copies of certificates of acceptance or attendance, or details of the training provider.) Complete on separate pages if necessary.

Managers

Workers

3. RESPONSIBILITIES FOR HEALTH & SAFETY

- 3.1 Has a competent person been appointed to provide Health & Safety advice?
(this may be an employee or an external consultant)
YES/NO

Please provide name and details of qualifications:

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4. ASSOCIATIONS OR MEMBERSHIPS

- 4.1 Is your Company a member of any trade association (e.g. CITB, NBC, etc)? **YES/NO**

If YES, please provide details (including Membership No.)

Association	M/Ship No.

- 4.2 Is your company a member of any health and safety organisation (e.g. Construction Line, CHAS etc.)? **YES/NO**

If YES, please provide details:

5. RISK ASSESSMENTS / SAFE SYSTEMS OF WORK (SSOW)

- 5.1 Do you undertake your own risk assessments/SSOW? **YES/NO**
If YES, who in your company undertakes them?

--

Please enclose a copy of the procedure or arrangements used.

If no, who undertakes them on your behalf?

5.2 Please enclose two examples of risk assessments/SSOW completed by or for your company within the last three years (these should be relevant to the work you will be undertaking).

6. ACCIDENT REPORTING & ENFORCEMENT ACTION

6.1 Do you have a system in place for recording, investigating and reporting (where appropriate) accidents? **YES/NO**

6.2 Has any enforcement action been taken against you in the last five years?
YES/NO

6.3 How many RIDDOR reportable accidents have you had in the last 3 years?

YEAR	NUMBER
1	
2	
3	

Please enclose copies of your accident recording/reporting system and copies of your last two accidents/incidents and the action taken to prevent recurrence.

Also enclose details of any enforcement action taken over the last five years and what action was taken to put matters right.

7. ASBESTOS AWARENESS

7.1 Do you provide clear instructions to workers on the action to be taken on discovering asbestos? **YES/NO**

7.2 Have employees undertaken asbestos awareness training? **YES/NO**

7.3 Have employees undertaking training on working with specific non-licensed products (where applicable)? **YES/NO**

Please enclose copies of instructions, details of training provided and current certificates.

8. H & S MANAGEMENT

8.1 Please describe how your company undertakes formal reviews of H&S performance.

Please enclose copies of completed workplace inspections used on sites.

9. CONTRACTORS

9.1 Does your company use sub-contractors?

YES/NO

If YES please describe the arrangements for assessing Health and Safety competence and include a copy of your procedure or questionnaires and one example of a completed assessment.

10. INSURANCE LIABILITY

	Start Date	Expiry Date	Name of Insurer	Amount of cover	Policy Number
10.1 Employers' Liability					
10.2 Public Liability					
10.3 Professional Indemnity					

Please provide copies of all insurance certificates.

11. WORK EXPERIENCE

11.1 Please provide details of relevant experience in the field of work for which you are applying (continue on separate sheet if required):

SUMMARY OF ENCLOSURES

When returning the completed questionnaire please ensure that you have included the following documents where appropriate.

		Contractor to Complete	Confirm Receipt
Item	Document	Yes/No	Signed
1.1	Health & Safety Policy Statement (the statement of intent)		
1.1	Organisation for Health and Safety (Responsibilities, etc.)		
1.1	Arrangements for Health and Safety (safety manuals, handbooks, guidance notes, codes of practice, etc.)		
2.3	Health and Safety training – copies of certificates of acceptance or attendance, training records or details of training provider(s)		
5.1	Procedure used for undertaking risk assessments/SSOW		
5.2	Completed examples risk assessment/SSOW		
6.1	Accident recording/reporting procedure		
6.2	Details of enforcement action		
7.1 – 7.3	Details of Instructions and Asbestos Awareness training (including current certificates)		
8.1	Copies of workplace inspections for sites		
9.1	Contractor competency assessment procedure		
9.1	Completed example of a contractor assessment		
10.1-10.3	Copies of insurance certificates		

To be completed by Contractor:

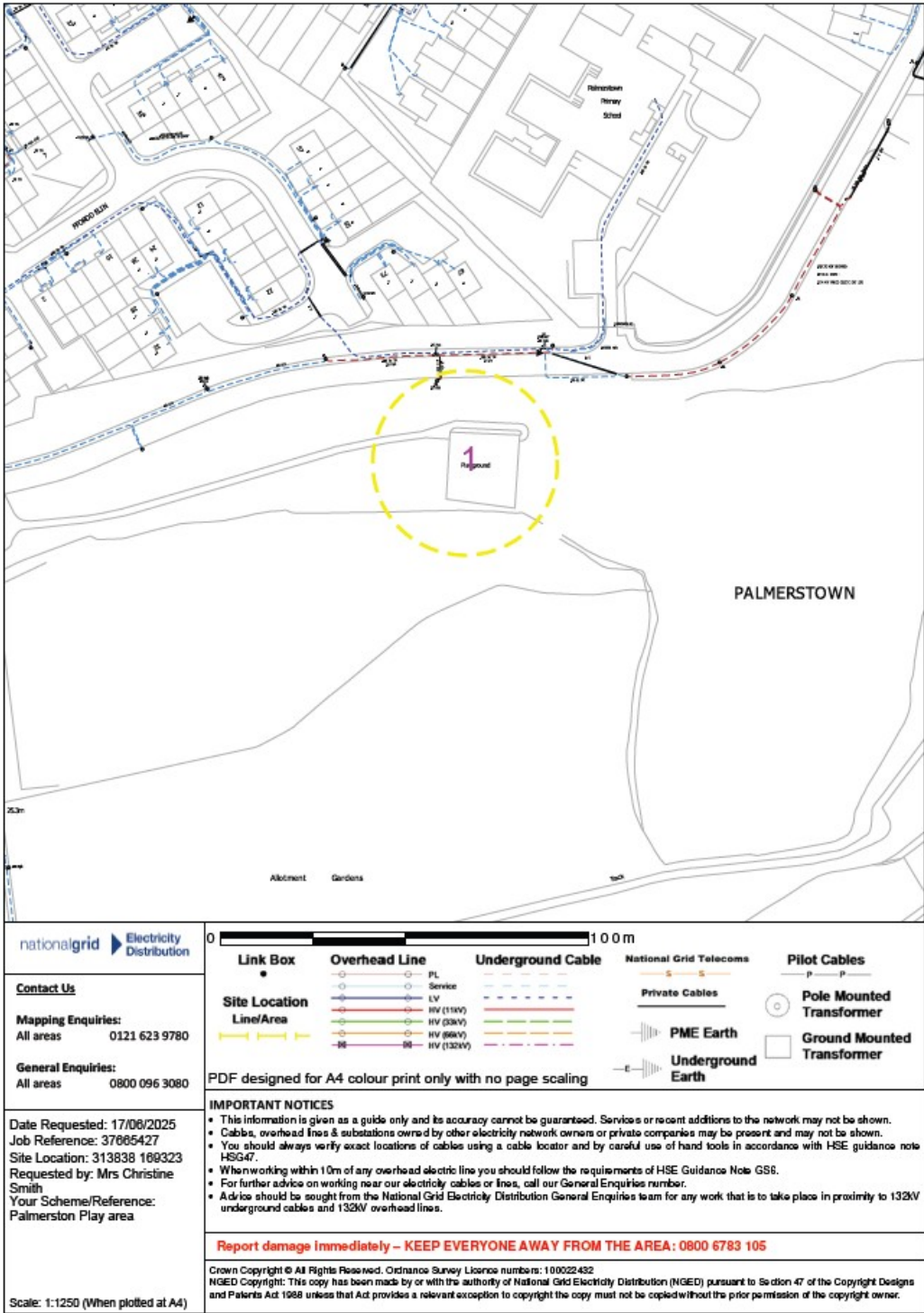
Signed _____ Date: _____

Name in Capitals: _____

Position: _____

UTILITY SERVICES PLANS

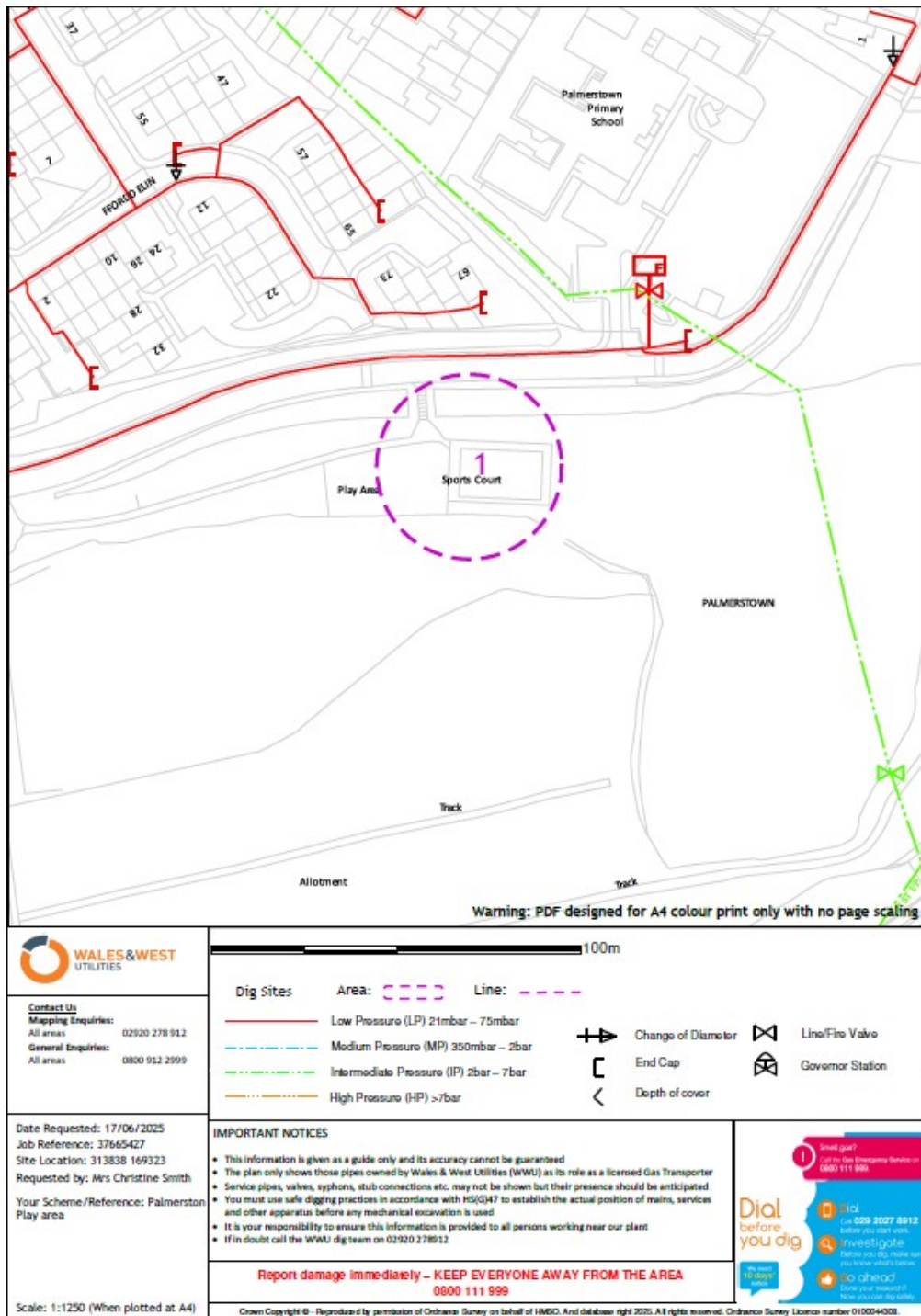
- Western Power Distribution





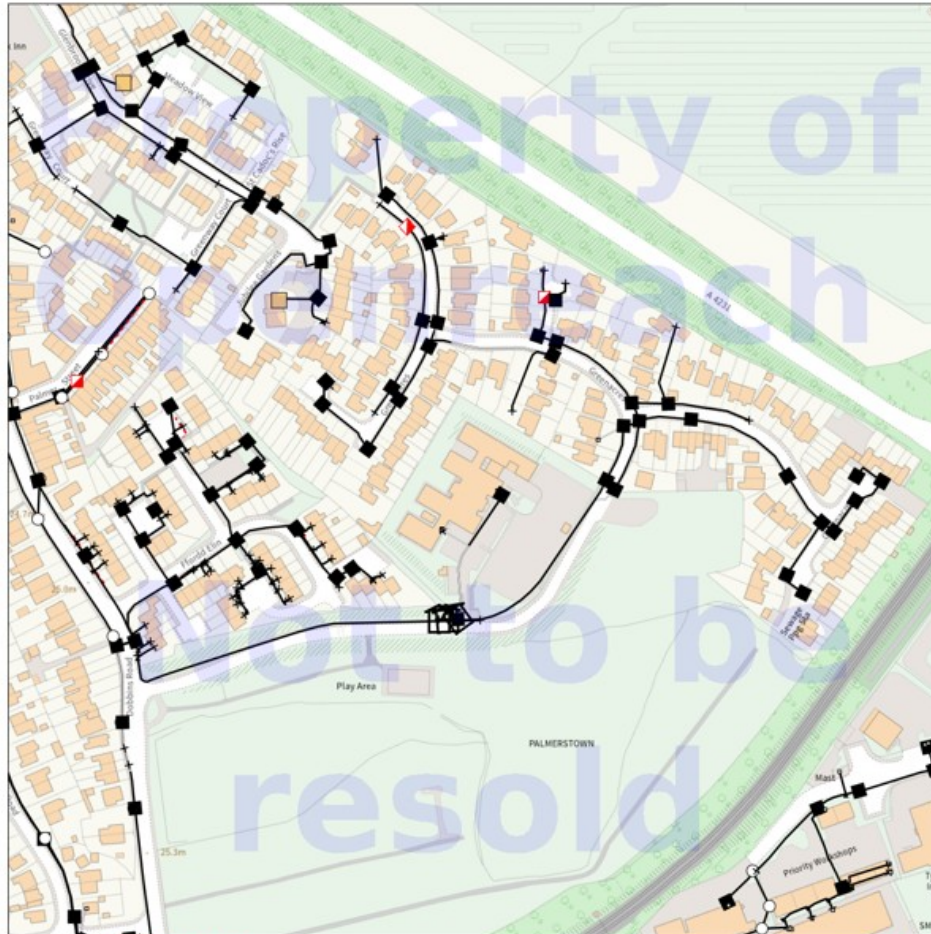
-

- Wales and West Utilities



- Openreach

Maps on Demand Plant Information Reply



IMPORTANT WARNING

Information regarding the location of BT apparatus is given for your assistance and is intended for general guidance only. No guarantee is given of its accuracy. It should not be relied upon in the event of excavations or other works being made nearer to BT apparatus which may exist at various depths and may deviate from the marked route.



openreach

CLICK BEFORE YOU DIG

FOR PROFESSIONAL FREE ON SITE ASSISTANCE PRIOR TO COMMENCEMENT OF EXCAVATION WORKS INCLUDING LOCATE AND MARKING SERVICE
email cbyd@openreach.co.uk

ADVANCE NOTICE REQUIRED
(Office hours: Monday - Friday 08.00 to 17.00)
www.openreach.co.uk/cbyd

Accidents happen

If you do damage any Openreach equipment please let us know by calling 0800 023 2023 (opt 1 + opt 1) and we can get it fixed ASAP

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KEY TO BT SYMBOLS

	Planned	Live	State	Split Coupling	×	Built	
PCP			Duct Tee		▲	Planned	
Pole			Building			Inferred	
Box			Kiosk		Ⓚ	Duct	
Manhole			<p>Other proposed plant is shown using dashed lines. BT Symbols not listed above may be disregarded. Existing BT Plant may not be recorded. Information valid at time of preparation. Maps are only valid for 90 days after the date of publication.</p>				
Cabinet							
	Pending Add	In Place	Pending Remove	Not In Use			
Power Cable							
Power Duct				N/A			

BT Ref : RNC12172T

Map Reference : (centre) ST1388169434

Easting/Northing : (centre) 313881,169434

Scale : 1:500

Issued : 17/06/2025 12:17:41

WARNING: IF PLANNED WORKS FALL INSIDE HATCHED AREA IT IS ESSENTIAL BEFORE PROCEEDING THAT YOU CONTACT THE NATIONAL NOTICE HANDLING CENTRE. PLEASE SEND E-MAIL TO: nnhc@openreach.co.uk

-

General Construction Health & Safety Issues

The following hazards generally occur on all construction sites. Some of the issues may be addressed in the “arrangements” section of the Principal Contractor’s health and safety policy: -

Contractor to follow relevant guidelines relating to working with COVID-19.

Contractor to comply with the relevant and most up to date guidelines published by the UK and Welsh Governments. The Construction Leadership Council provide useful guidance for contractors.

Working at height

In accordance with the Work at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:

Avoid work at height where possible

Where work at height cannot be avoided, use work equipment or other measures to prevent falls (e.g. scaffold)

Where risk of fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur (e.g. bean-bags / air-bags etc)

Issues to consider if work at height is necessary will include: -

Scaffold erection/dismantling (to NASC TG20:13 guidance for example) by trained competent operatives. No modifications to be made by unauthorised personnel.

Provision of safe ladder access (consider use of fixed aluminium access stairs). Ensure ladders are secured and use restricted to access provision and works of short duration.

Provision of safe working platforms (correct fittings, bracing, ties, adequate width, boarding, guard rails, toe-boards, brick-guards).

Programming works to include early installation of permanent staircases (to reduce ladder usage)

Provision of temporary guarding at exposed leading edges e.g. low-level windows, stairwells, floor openings and leading edges, lift pits and shafts, service risers, etc

Provision of fall-protection systems where falls into the building cannot be prevented (e.g. “crash-decks”, “bean-bags”, fall-arrest equipment)

Subsequent works e.g. cleaning, maintenance and repair. If possible specify:-

Low-maintenance materials to reduce maintenance requirements for window frames, fascia’s, soffits, bargeboards, claddings etc and use of pre-coloured renders to mitigate external re-decoration.

Window designs permitting internal cleaning e.g. “tilt & turn” or “easy-clean” type hinges at second floor level and at first floor level where safe ladder access is not possible e.g. above roof projections.

Installation of satellite-dish mountings during construction.

Lifting operations

Lifting operations must be planned (by the “appointed person”), supervised and carried out by trained, competent persons. The level of planning and supervision should be proportionate to the risks associated with the operation. “Lifting plans” should be prepared taking into account issues such as weight/shape of load, ground conditions, proximity to rail line/adjacent structures etc. Loads must not be lifted or suspended above operatives. Outriggers to mobile cranes must be adequately supported i.e. the area and layout of outrigger support must be calculated having regard to the actual loads resulting from the particular lifting operation and the ground bearing capacity. Excavators used as cranes with an SWL above 1 tonne must be fitted with acoustic and visual warning devices and check valves on the main boom. Chains or slings for lifting must not be placed on or around bucket teeth – accessories for lifting may only be attached to a purpose-made point on the machine. Inspection and maintenance of machines should be evidenced by reports.

Movement of plant and site vehicles

Accidents are typically caused by reversing vehicles, load-slewing and overturning of dumpers, MEWPs etc. A traffic management plan should be prepared, implemented and developed as the site progresses. A one-way system for plant and vehicle movements should be provided where reasonably practicable, and, if not, dedicated turning areas should be provided with all reversing operations controlled by a banksman. Issues such as speed restrictions, crossing points, signage, pedestrian segregation (on site and at access/egress points), visibility aids and warning devices on vehicles, operating on sloping ground, parking for contractor's vehicles etc should also be addressed. Maintenance systems should be implemented for checking brakes, steering, lights, hydraulics, seatbelts, safety warning devices etc and all operators should hold evidence of competency and training e.g. CPCS. All persons working in the vicinity of moving plant/vehicles should wear high-visibility clothing.

Excavations

All excavations must be adequately supported to prevent collapse and guarded to prevent falls of operatives and materials. Excavations must be inspected in accordance with statutory requirements i.e. before each shift, after any event likely to have affected stability and after any fall of materials or once in any seven-day period. Entry of operatives into excavations must be avoided where possible e.g. by use of "trench fill" foundations. Where entry cannot be avoided, a permit system should be implemented and levels of oxygen and toxic/flammable gases (e.g. methane and carbon dioxide) monitored to ensure a safe working environment before entry and during the operation. Adequate emergency procedures should be prepared including rescue. Depths of all excavations should be kept to the minimum necessary.

Slips, trips and falls

The site should be kept in good order – clean, tidy and well organised. Pedestrian routes and workplaces should be kept free of obstruction and materials should be stored in a safe and accessible manner. Waste should be removed from work areas as work proceeds and at the end of the working day.

Working in the sun

Ultraviolet rays in sunlight may cause sunburn, skin blistering and may lead to skin cancer. Wear suitable clothing including head protection and use sunscreens on exposed areas such as face, arms and neck. Skin should be checked regularly and medical advice sought regarding any skin changes or abnormalities.

Noise

In accordance with the Control of Noise at Work Regulations 2005 (in force April 2006), the action levels at which noise controls are determined have changed. The new levels are:

Lower Exposure Action Value

Daily or weekly exposure 80dB
Peak sound pressure 135dB

Upper Exposure Action Value

Daily or weekly exposure 85dB
Peak sound pressure 137dB

Exposure Limit Value (these must not be exceeded)

Daily or weekly exposure 87dB
Peak sound pressure 140dB

You must estimate the level of noise employees are exposed to. This should be based on measurements, information from other reliable sources or information provided by suppliers of machinery. Where the assessment shows that an employee is subjected to more than 80dB(A), see the actions in the table below:

Daily Exposure Level - dB(A)	Action Required
<80	Low level risk – reduce noise as far as reasonably practicable
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce the use of correct ear defenders Set up hearing protection zones and mark them correctly Provide information and training to employees

Certain equipment e.g. cartridge tools may exceed the peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140db (exposure limit) and use will require use of hearing protection even though the average daily exposure level may not be exceeded.

Dust

Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down and ensuring lorries are fully sheeted before leaving site will mitigate dust generation.

Hand-Arm Vibration

Avoid use of vibrating equipment where possible e.g. hand-held breakers, angle grinders etc. Where use cannot be avoided, manufacturers' guidance should be followed with regard to permissible usage times, vibration damped tools should be used and job rotation implemented whenever possible. Operations such as "chasing", "scabbling" etc should be avoided. Concrete breaking should be undertaken with suitable plant fitted with appropriate accessories.

Manual handling

Where possible, avoid manual handling of heavy or awkwardly shaped objects e.g. heavy blocks, kerbs, paving slabs, cills, lintels etc and utilise mechanical lifting methods. Where it is not reasonably practicable to avoid use of blocks over 20kg, provision should be made for mechanical handling or for handling and laying by two operatives. Manual handling risks are still significant with blocks weighing less than 20kg and should be reduced where possible e.g. by specification of lightweight blocks. Kerbs and paving slabs should be lifted by mechanical means e.g. vacuum lift systems (do not lift with 2-person "tongs" which add a further 15kg to the typical 67kg weight of a kerb or slab - already too heavy to be safely carried by 2 persons). All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

Working with cement

To prevent dermatitis and cement burns, suitable PPE must be worn when handling wet cement and adequate welfare facilities provided on site including provision of hot and cold running water, basins in which forearms can be immersed, soap and towels. Operatives should be encouraged to report any occurrence of dermatitis, and a competent person should carry out regular skin inspections where there is residual risk. Where possible use pumped concrete to reduce risk of skin contact.