

## **Pre-Construction (Health and Safety) Information**



**For,**

**Demolition of the existing retaining wall, site clearance, enabling works, construction of a new retaining wall as per structural engineer's design, with additional associated works within the rear curtilage works at 47 Bro Dawel, Merthyr Tydfil, CF47 0YU.**

Merthyr Valleys Homes Ltd,  
Ty Brychan, 22 Lansbury Road,  
Gellideg, Merthyr Tydfil, CF47 1HA

website: [www.mvhomes.org.uk](http://www.mvhomes.org.uk)

## CONTENTS

### Table of Contents

1.0 PROJECT DIRECTORY .....	3
2.0 INTRODUCTION .....	5
3.0 OUTLINE PROJECT SCOPE .....	6
4.0 SITE INFORMATION.....	7
5.0 SIGNIFICANT RISKS FOR THE PROJECT .....	8
6.0 EMERGENCY & WELFARE PROCEDURES .....	13
7.0 CONSTRUCTION PHASE CONSIDERATIONS.....	15
8.0 SUPPLEMENTRY PROJECT INFORMATION .....	17

**1.0 PROJECT DIRECTORY**

DISCIPLINE	CONTACT
<b>CLIENT</b>	
Merthyr Valleys Homes Ty Brychan, 22 Lansbury Road, Gellideg, Merthyr Tydfil, CF47 1HA	Contact: Nicholas Daley Tel: 07715051760 Email: <a href="mailto:Nick.daley@mvhomes.org.uk">Nick.daley@mvhomes.org.uk</a>
<b>PRINCIPAL DESIGNER</b>	
To be confirmed.	Contact: Tel: Mob: Email:
<b>DESIGNER</b>	
To be confirmed.	Contact: Tel: Mob: Email:
<b>PRINCIPAL CONTRACTOR</b>	
To be confirmed.	Contact: Tel: Mob: Email:
<b>CONTRACTOR</b>	
To be confirmed.	Contact: Tel: Mob: Email:

**LOCAL AUTHORITY**

Merthyr Tydfil County Borough Council  
Civic Centre  
Castle Street  
Merthyr Tydfil  
CF47 8AN

Tel: 01685 725 000

**HEALTH & SAFETY EXECUTIVE**

Government Buildings,  
Phase 1,  
Ty Glas,  
Llanishen,  
Cardiff  
CF14 5SH

Tel: 0845 300 9923

## 2.0 INTRODUCTION

### PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

This Pre-Construction Health and Safety Information serves two main purposes:

- It details specific hazards or risks that will be encountered during the construction phase.
- It outlines relevant information to assist in the management of health & safety on this project.

The Pre-Construction Health and Safety Information has been collated by the Client at Merthyr Valleys Homes Ltd (MVH) from on-site survey and information provided by the Client and other duty holders. This information is only concerned with significant or unusual hazards and risk. Hazards that are considered commonplace and routinely encountered on similar projects are expected to be managed by standard methods of control as demonstrated in the Principal Contractor's Health & Safety Competency appraisal e.g., Safe contractor.

### RESOURCING

The appointed Principal Contractor must ensure that they have at their disposal, all necessary resources to manage health & safety for this project prior to commencement. If, for whatever reason, this cannot be achieved the appointed Principal Contractor must notify the Client at MVH.

### CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

The Principal Contractor's Construction Phase Health and Safety Plan (CPH&SP) must set out the arrangements for managing the health and safety of everyone carrying out the construction work and all others who may be affected by it.

As well as outlining the arrangements for the management of health and safety of the general construction work, it must also detail the arrangements for the management of the hazards and risks specifically listed in this Pre-Construction Health and Safety Information Survey. Health and safety must be monitored throughout the project to ensure that the plan is being followed and is effective.

The appointed Principal Contractor must forward their **outline** Construction Phase Health and Safety Plan (CPH&SP) to the Principal Designer at MVH for assessment as soon as possible and **this document must be verified and approved prior to start on site.**

## HEALTH & SAFETY FILE FOR THIS PROJECT

Pre-existing Health and Safety File information is limited in relation to this project. The Principal Contractor should liaise with the Designer at MVH to discuss and confirm the requirements for the contents and format of the Health & Safety File for this project works.

The contents of the Health & Safety File and the information to be collected by the Principal Contractor and the Designer for inclusion into the File will be discussed at the Pre-Commencement Meeting but is expected to comprise:

- Warranties and certification as appropriate.
- Product, operating and maintenance information and manuals.

The Health and Safety File to be issued to the Client by the Principal Contractor at project completion is to comprise 1x hard copy and 1 x electronic copy of the above.

## 3.0 OUTLINE PROJECT SCOPE

The demolition of existing retaining wall, site clearance, enabling works, construction of a new retaining wall as per structural engineer's design, with additional associated works within the rear curtilage works. A full specification and drawing package has been provided for the scheme. All works are to be carried out in accordance with the drawings, specifications and manufactures recommendations where applicable.

### PROGRAMME AND DURATION

The commencement date will be as soon as possible after the project is awarded. A maximum of **four weeks** lead-time from appointment to an agreed start date is proposed by the Client, with a planned construction phase of the project of **12 working weeks** to be confirmed. The Principal Contractor must advise the Client/Principal Designers of the minimum lead time from formal appointment to mobilisation for the project should the proposed not be sufficient.

The Principal Contractor should confirm that the programmed works can be completed within the timescale proposed by MVH. If for matters relating to health and safety, the Principal Contractor believes a longer period should be allowed this should be declared and the reasons given.

## 4.0 SITE INFORMATION

### **GENERAL DESCRIPTION OF THE SITE**

47 Bro Dawel is a street situated within a high-density residential housing estate. The properties are occupied by both M.V.H tenants and private owner occupiers.

More specifically, the proposed site is to the rear of number 47. The site is directly adjacent to the boundaries of occupied properties and the public highways/open spaces. Google earth link below.

[Google Earth](#) – 47 Bro Dawel.

Parking in this area is limited in comparison to the number of properties. The lack of parking has created a lot of congestion to the area. The site is adjoining occupied properties where there are driveways, gardens and footpaths. This will need careful consideration to ensure the site is kept safe and secure. Additionally, there are busy public footpaths, highways and open spaces surrounding the site. There is evidence of the presence of utility apparatus within the vicinity of the site.

## SURVEYS/REPORTS/DRAWINGS

### **ASBESTOS REGISTER/SURVEY**

There is no Asbestos Register information available for the external areas, due to the nature of the project this is considered by the client to be a low risk. Should the Principal Contractor require a Refurbishment and Demolition Survey however, contact the Principal Designer as soon as possible so that this can be ordered.

The Principal Contractor is required to have provided Asbestos Awareness training as a minimum to all site operatives and any suspected ACM identified must result in work stopping and the notification of the Client and Principal Designer immediately. A good level of communication is to be maintained between all members of the project team. If any questions or confusion arise during the project, work should stop immediately, and the MVH Asbestos Compliance Officer and Principal Designer should be notified.

## **EXISTING HEALTH AND SAFETY FILE INFORMATION**

There is limited pre-existing Health and Safety File information for the location. Additional property information is available on request.

## **5.0 SIGNIFICANT RISKS FOR THE PROJECT**

### **Enabling / Highways Works**

Consideration will be required to plan for vehicles to be used for deliveries, demolition and for removal of waste. The contractor will need to prepare a demolition, traffic, and delivery plan and take some residents parking out of use. Hazard can be reduced by careful planning and monitoring.

- Prepare detailed demolition and traffic management plan.
- Identify location and set up for delivery and storage of new materials and materials to be removed from site.
- Prepare safe routes for site access and maintain safe access for residents.

### **Site Wide Issues**

Site congestion and limited working and storage space. Develop sequence of working and plan storage areas for materials and waste. Contractor planning required. Hazard can be reduced by careful planning and monitoring.

### **Access/Egress and Interaction with residents**

Provide secure hoarding to isolate work area from residents and members of the public. Hazard can be managed with careful planning and monitoring.

## **Existing Buried & Overhead Services**

Buried/overhead services and underground drains are within the working areas. Principal Contractor to confirm exact location of all services prior to any works commencing. Contractor to ensure all areas are investigated for the presence of utility services. Contact should be made with the owners/operators of services for information about the location and status of the services. Those owners and operators should in turn provide any relevant information about the location of services in the proposed work areas. All areas should be cat scanned using a fully calibrated "CAT" (Cable Avoidance Tool) operated by an experienced and fully competent operative, working from service drawings (electricity, water, gas, etc). Contractor is responsible for scanning of whole site area for services prior to commencing work and care must be taken when excavating the area. Identify and protect underground and overhead services in and around the work area.

## **Decommissioning and Demolition**

Do not Excavate, decommission, or demolish anything without a replacement plan in place. All temporary works to be designed and co-ordinated by suitably qualified, competent, personnel.

## **WORKING ADJACENT TO OCCUPIED PROPERTIES**

The CPH&SP must include arrangements for the control of third parties, including members of the public and children, entering the site areas or any relevant specific work areas within the site i.e. accessing from the footpaths/highways or in gardens where falling objects or trip hazard risks could exist. This may include physical barriers and signage as necessary. The site will need to be secured with locked/clipped Heras fencing to prevent any unauthorised access.

The Contractor should provide information to the occupants of the surrounding properties and members of the public including details of:

- The risks associated with the works be undertaken and the control measures to be implemented.
- Advice and Instruction on not to interfere with such control measures.
- Contact details should they have any concerns or queries (including an out of hours emergency contact telephone number), etc.

The above information should be distributed in consultation with the MVH Principal Designer and Tenant Liaison Officer.

Works to the boundary lines of neighbouring properties will need careful considerations to avoid any unauthorised damage.

MVH recommend that no equipment is left within site areas overnight and any work site must either be left in a safe condition or fully secured by a physical barrier.

Where tenant issues are encountered the Principal Contractor must contact the MVH Customer Liaison Officer Danielle Humphries **07970 484641** in the first instance. Outside of normal MVH office hours (i.e. 16:30-07.30hrs) contact should be through the Lifeline Service **01685 385231** and the MVH Out-of-Hours Supervisor.

## **BURIED AND OVERHEAD SERVICES**

There are electrical services, gas services, water supplies, BT services all within the vicinity and checks will need to be made prior to any work commencing.

Contractors planning or undertaking work that may disturb overhead or underground services must contact the owners/operators of those services for information about the location and status of the services. Those owners and operators should in turn provide any relevant information about the location of services in the work area.

The guidance notes "[Avoiding danger from overhead power lines](#)" describes how to work safely near overhead power lines in a range of industries. Overhead cable avoidance notes can be found on the HSE website here - [Avoiding danger from overhead power lines GS6 \(hse.gov.uk\)](#) The Principal contractor must produce risk assessments and method statements that are specific to this site.

Health and Safety guidance booklets [Avoiding danger from underground services HSG47 \(hse.gov.uk\)](#) published by the Health and Safety Executive should be consulted before commencing any excavation works.

A safe system of work has three basic elements:

- planning the work.
- detecting, identifying, and marking all services.
- safe excavation/safe digging practices.

The outline CPH&SP must include the arrangements that the Principal Contractor will employ to control this risk.

## **TRAFFIC MANAGEMENT**

The outline CPH&SP must include the arrangements that the Principal Contractor will employ to control this risk. Details of traffic management during the construction period will need to be provided prior to any works commencing.

Any works within the public highway shall be carried out strictly in accordance with the recommendations of the Local Highways Authority and in consultation with the Police regarding signage and traffic control. Works must comply with the recommendations contained within the Code of Practice "Safety at Street Works and Road Works" issued by the Department of Transport.

If any section of the highway requires to be taking out of use, A section 171 form will need to be completed and submitted to the local authority prior to works commencing.

## **EQUIPMENT & VEHICLES**

All equipment and vehicles must be kept in a safe condition when not in use. All vehicles should have the keys removed when left unattended. Evidence of operator training and plant testing must be kept on site for inspection during all phases of the works.

A Banksman should be used to control vehicle movements such as deliveries, demolition activity and waste collection etc. as there are issues around parking on both sides of the roadways and third parties will be using the footpaths and roadways throughout the construction phase.

The craning into position of heavy/awkward loads, and the removal of waste etc will require the Principal Contractor to ensure any operatives acting as banksman are suitably trained or a responsible person is appointed.

The Principal Contractor should keep pedestrian and vehicle routes apart, especially where loading/unloading or movement of vehicles may take place.

All lifting operations or the provision of lifting equipment should be carried out in accordance with The [Lifting Operations and Lifting Equipment Regulations \(LOLER\)](#) All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner with all permits and certification provided.

[LOLER](#) (where amended) is supported by the [Safe use of lifting equipment: Approved Code of Practice](#) (ACOP) and additional [free guidance](#) from HSE.

While the ACOP is not law, this has been produced under section 16 of the [Health and Safety at Work Act](#) (HSW Act) and has a special status (as outlined in introductory page (ii) of the ACOP). This supports not only LOLER but also the general provisions of section 2 of the HSW Act and other regulations, including the [Management of Health and Safety at Work Regulations](#) and [PUWERoverview](#), in relation to lifting equipment and lifting operations.

## **MANUAL HANDLING**

The outline CPH&SP must include the arrangements that the Principal Contractor will employ to control this risk.

## **NOISE AND DUST**

Where noisy plant and equipment is to be used consideration must be given to controlling the noise.

Noise emitting tools and practices should only be carried out in working hours using the lowest noise emitting tools and practices possible. All operative remaining in the area will need to wear ear defenders of the correct rating.

All dust emitting practices will need to be eliminated by use of suitable dust suppression units, with the operatives wearing correct masks.

## **CONTAMINATED SHARPS**

The Principal Contractor is advised that sharps may be in use or found in the vicinity of the project works and will need to risk assess this hazard and include awareness and suitable emergency action/disposal procedures within their construction phase plan.

Sharps is a medical term for devices with sharp points or edges that can puncture or cut skin. They may be used in the management of a wide range of medical conditions of people or their pets, including allergies, arthritis, cancer, diabetes, hepatitis etc and in recreational drug use.

Examples of sharps include:

- **Needles** – hollow needles used to inject drugs (medication) under the skin
- **Syringes** – devices used to inject medication into or withdraw fluid from the body
- **Lancets**, also called “finger stick” devices – instruments with a short, two-edged blade used to get drops of blood for testing. Lancets are commonly used in the treatment of diabetes.
- **Auto Injectors**, including epinephrine and insulin pens – syringes pre-filled with

fluid medication designed to be self-injected into the body

- **Infusion sets** – tubing systems with a needle used to deliver drugs to the body.
- **Connection needles/sets** – needles that connect to a tube used to transfer fluids in and out of the body. This is generally used for patients on home hemodialysis.

## **LEPTOSPIROSIS (Weil's Disease) & OTHER BIOHAZARDS**

The Client advises that there may be the presence of rodents within the projects working areas. As such standard control measures for biological hazards will be required within risk assessments and the construction phase plan.

The Weil's disease form of leptospirosis is contracted from the urine of infected rats.

The bacteria get into your body through cuts and scratches or through the lining of the mouth, throat, and eyes after contact with infected urine or contaminated water. It is a rare condition in the UK. The disease starts with flu-like symptoms such as a headache or muscle pains. More severe cases can lead to meningitis, kidney failure and other serious conditions. In rare cases the disease can be fatal. Further information is available on the HSE website <http://www.hse.gov.uk/construction/healthrisks/hazardous-substances/harmful-micro-organisms/leptospirosis-weils-disease.htm>

## **6.0 EMERGENCY & WELFARE PROCEDURES**

### **FIRE PRECAUTIONS**

#### **FIRE RISK ASSESSMENT**

The work is being undertaken in site areas directly under the control of the Principal Contractor. As such the Principal Contractor will be responsible for undertaking the necessary fire risk assessment during the construction phase.

A fire plan must be prepared for the construction site areas; this can be a sketch, marked up drawing or in the form of a written fire instruction notice whichever is appropriate for the site and detail means of escape, location of equipment, assembly point etc.

The CPH&SP should include arrangements for updating the fire plan should it be necessary.

#### **SMOKING AREA**

There is no smoking permitted within the construction site working areas at any

time. The Principal Contractor is to nominate and manage designated smoking areas as necessary.

## **EMERGENCY PROCEDURES**

### **MEANS OF ESCAPE DURING CONSTRUCTION**

Consideration must be given to the emergency measures needed during the project to ensure safe evacuation of the properties. All escape routes must be kept clear, and well lit. Daily monitoring of these exits must be undertaken.

The CPH&SP must outline and confirm the arrangements to address any access and egress restrictions the work may impose.

### **NEAREST HOSPITAL WITH A&E DEPT**

Prince Charles hospital is located 3 miles away from the site.

Prince Charles Hospital  
Gurnos  
Merthyr Tydfil  
CF47 9DT  
Tel: 01685 721721

Type of Hospital: Major acute - Major A&E - Open 24 hours

### **FIRST AID**

The CPH&SP must include the contractor's arrangements for provision of first aid. It may include a brief outline of procedures for administering first aid, identify who the first aider(s) will be, where the first aid kit is to be kept, procedures for calling medical services etc. The Principal Contractor must provide adequate first aid facilities and a sufficient number of qualified first aiders based on an assessment of the risk of injury and ill health on the site.

### **ACCIDENT REPORTING**

The CPH&SP must include confirmation of procedures for reporting accidents. The appointed Principal Contractor must ensure that they report all RIDDOR reportable accidents/incidents to the Client at MVH in addition to ensuring that that all accidents are recorded within the Site Accident Book or similar.

### **ARRANGEMENTS FOR LIAISON**

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

adjacent works/site(s).

## **WELFARE FACILITIES DURING THE PROJECT**

There are no existing welfare facilities for use by project personnel. The Principal Contractor must provide suitable welfare as necessary and state where and what they are. The Principal Designer should be contacted for details of siting areas for any mobile welfare facilities.

## **7.0 CONSTRUCTION PHASE CONSIDERATIONS**

### **GENERAL HAZARDS**

The general hazards associated with this project are not unusual to this type of works, risk assessments must be completed to ensure that works are carried out safely. The Principal Contractor must ensure that necessary control measures have been implemented and addressed within the CPH&SP to enable the works to be undertaken without uncontrolled risk or hazard to others.

### **HEALTH AND SAFETY IN RELTION TO MANUFACTURES DATA SHEETS**

The Principal Contractor has a duty to obtain manufacturer's data sheets for any of the below materials or those specified in the contract documents and is to provide Risk Assessments and Method Statements based on any warnings or hazards specified therein for the benefit of persons carrying out the work and subsequent users of the premises.

Health hazards arising from construction materials where precautions are required:

- Glass wool or similar mineral fibre insulation.
- Vermiculite unless it is established as being fibre free.
- Cement and gypsum-based products.
- Lead sheet flashings - operatives carrying out works with lead should be made aware of the requirements and recommendations in "The Control of Lead at Work (Third Edition) Regulations 2002.
- Solvent based paints, stains, and adhesives.
- Diesel fuel and lubrication oil for use in mechanical plant.
- Chemical paint strippers.
- Timber preservation treatments.
- Polyisocyanite Foams.
- Any product that contains or uses the current Montreal Protocol listed CFC gasses in its manufacture.
- Any product or materials containing urea formaldehyde foam or other materials.

- Machining of hardwoods and MDF.
- Bitumen based products - see HSE publication H5(B)4 "Skin Cancer caused by Pitch and Tar".
- Cavity wall ties must be selected to ensure that the risk of injury to operatives is eliminated, i.e., no sharp or pointed ends or edges.

Manufacturers advise and COSHH assessments should be obtained, and consideration given to the use of alternative products where available. The Principal Contractor's attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

## **ACCESS/SECURITY/PROTECTION**

### **INDUCTION**

The CPH&SP must confirm details of arrangements for suitable H&S induction given to both operatives & visitors i.e. who will carry out the induction and a brief outline of the content.

The Principal Contractor must ensure that every Contractor and visitor receives a suitable, site-specific safety induction before they are allowed to work on or gain access to the site. This will include general arrangements for their safety and in particular outline the site-specific construction hazards and/or site environment hazards. Additionally, the induction must include who is responsible for H&S on site, fire procedures, accident reporting and first aid procedures (who the appointed first aid person is and where to obtain first aid treatment), any permit to work systems and on-site welfare facilities available.

A record of induction for individuals must also be made in the CPH&SP.

### **SECURITY**

The CPH&SP should include details of the necessary measures to be taken to ensure the construction site area remains secure during the works.

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.

**NB The Construction Stage Health and Safety Plan will need to indicate firm proposals for how site security will be addressed.**

## **PLANT AND EQUIPMENT INCLUDING ACCESS EQUIPMENT**

### **ELECTRICAL SUPPLIES**

There is no electrical supply to the working area and tenant's supplies must not be used. All temporary electrics are to be 110 Volt supply and to conform to the HSE publication HS(G) 141 'Electrical Safety on Construction Sites'. It will need to be demonstrated that PAT testing of tools and equipment has been carried out. 240V appliances and tools must only be permitted on site with approval of the Principal Contractor's Site Manager.

The Principal Contractor must ensure any temporary electrical supplies, including all distribution and transformer units, cables, plugs, sockets, etc. are adequate and will be regularly examined, inspected, and maintained throughout the works.

### **EQUIPMENT & VEHICLES**

All equipment and vehicles must be kept in a safe condition when not in use. All vehicles should have the keys removed when left unattended. Evidence of operator training and plant testing must be kept on site for inspection during all phases of the works.

A Banksman should be used to control vehicle movements such as deliveries, waste collection etc. as there are issues around parking on both sides of the roadways and third parties will be using the footpaths and roadways throughout the construction phase.

### **WASTE MANAGEMENT**

The CPH&SP must include arrangements for suitable safe control & disposal of general waste. There is space within the area for the location of skips, though positions must be agreed with the Principal Designer.

MVH preference is for all waste to be removed at the end of each shift and that no skips are left on site.

### **STORAGE, SITE COMPOUND/STORAGE OF MATERIALS AND EQUIPMENT**

There are limited locations within the area in which a compound could be located (see also Section 6 Welfare). These must be agreed with the Principal Designer prior to work commencing.

Materials and equipment must be stored securely on site and not left in a condition where they could cause harm to tenants and other third parties.

## **8.0 SUPPLEMENTRY PROJECT INFORMATION**

## **DESIGN RISK INFORMATION & DESIGN RISK ASSESSMENT**

The design of temporary works such as scaffolding and propping schemes etc is the responsibility of the Principal Contractor and their designer/structural engineer. A copy of such calculations and schemes should be provided to the Principal Designer. Should additional support be required please contact the Principal Designer. Contractors should be able to demonstrate that they have in place effective arrangements for controlling risks arising from the use of temporary works. [HSE Temporary works](#) link provides further details.

## **PROCEDURES FOR DEALING WITH UNFORESEEN EVENTUALITIES AND CONDITIONS DURING THE CONSTRUCTION PHASE RESULTING IN SUBSTANTIAL DESIGN CHANGE, WHICH MIGHT AFFECT RESOURCES.**

Should unforeseen eventualities or conditions change during the construction phase which may affect the agreed procedures in respect of Health and Safety matters, this must be brought to the attention of both the Employer's Agent / Contract Administrator / Client's Representative and CDM Principal Designer immediately these become apparent. Details to include known Health and Safety implications, Risk Assessments and Method Statements where appropriate.

- Management structure and responsibilities
- Means for informing Contractors of the risks to their Health and Safety
- Information relating to working restrictions, traffic arrangements etc.
- Arrangements for communicating to and ensuring co-operation of contractors