

PRE CONSTRUCTION INFORMATION PACK

1-20 (A-D) The Tower
Southville
Cwmbran
NP44 3QY

Prepared by

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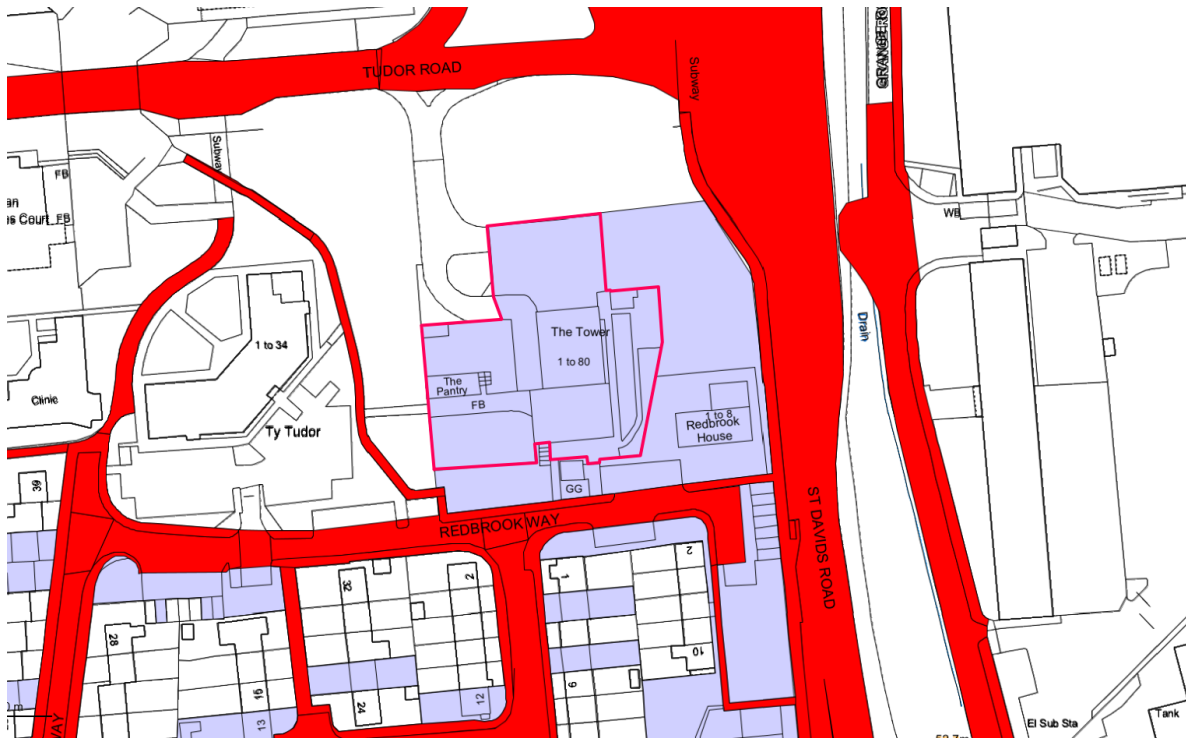
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Blocks 1-20 (A-D) The Tower

(Bron Afon owned land indicated in areas highlighted in purple, boundaries of site are highlighted in red)



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: 07891 244901
E-mail: craig.allford@bronafon.org.uk

1.2 Project Location/Site Addresses

1-20 (A-D) The Tower, Southville, Cwmbran, NP44 3QY

1.3 Nature of Construction Work as Proposed

Replacement of existing door access control system with new video access control system and upgrading of CCTV system to building.

1.4 Timescale of Pre - Construction Phase

The project was initiated in December 2025 and is due to commence in September 2026. A period of 9 months has been allowed for the pre-construction phase.

1.5 Principal Designer

Craig Allford – Investment - Project Manager
Email: craig.allford@bronafon.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@bronafon.org.uk
Tel: 0752 896056



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 a current SSSTS or SMSTS qualification.

It is a specific objective to carry out the project within the programmed timescales and to the required quality standards set out in the appropriate sections of the specification documents. This is to be achieved within the requirements of any Health, Safety and Welfare Acts and Regulations, giving due regard to avoiding putting the workforce, residents or the general public at any significant risk. Given the scope of the works, it should be completed without any reportable accidents or incidents 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 Approved 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;
- Manage 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 sub-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 on 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, materials or tools
- Lifting heavy plant, equipment and materials
- Persons tripping/slipping which could result in a fall
- Manual handling
- Working on live services including gas and electrical services
- Scaffold
- Control of noise
- Control of dust, in particular exposure to cementitious products and silica dust
- Disposal of waste, including any hazardous waste
- Protection of existing structures
- Storage of hazardous materials
- Fire and combustible materials

Note: The above list is not exhaustive.



Bron Afon will expect to hold weekly site meetings with the Principal Contractor and Bron Afon's Contract Surveyor 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 any adjoining properties.
- 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 any partially or fully erected scaffolding. This should include the provision of suitable Heras fencing and site hoardings where possible, as indicated in section 2.6 of this document. Consideration must also be given to accommodate any specific needs of residents living in any of the buildings.

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 proposed to be sited and what type.

Details of what is required:

- First-aid cover, 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. Wales has adopted reduced speed limits in certain built-up areas, residential areas and schools and have speed restrictions of 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 or fencing 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 any proposed demolition or subsequent building or maintenance works.

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

Any Heras type temporary fencing should be doubled clipped, be supported by suitable rubber block feet and in a good state of repair.

Hoardings and fencing should be inspected regularly to confirm their integrity and suitability for continued use. Any damaged hoardings or fencing panels should be replaced immediately.

As the buildings on the site are to be located close to existing public thoroughfares and highways, the Principal Contractor must take into consideration any areas where the public are at risk from falling materials or objects. All areas of risk shall be provided with suitable overhead protection such as pedestrian tunnels, crash decks, fans etc. (including any temporary lighting as appropriate).

Fencing should be inspected on a regular basis to ensure that it has not been compromised and still affords the same level of protection that it was originally intended for.



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 firefighting purposes 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.

On completion of the works any openings formed in the building structure are to be suitably fire stopped by a UCAS accredited FIRAS fire stopping contractor.

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 an emergency procedure plan is 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 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 The Royal Gwent Hospital, Cardiff Road, Newport NP20 2UB.

T: The Grange University Hospital – 01633 493100

T: The Royal Gwent Hospital – 01633 234234

2.9 Resident Communication

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

No works will be carried out during the weekend or bank holidays without prior approval from Bron Afon Community Housing. Due notice should be given to tenants and residents if working outside of normal working hours.

2.10 Health & Safety Site Audits

To ensure compliance with the requirements of Bron Afon's Health & Safety standards, a monthly H&S audit will be undertaken by the client's Contract Surveyor. This audit will be scored out of 100% and will be used to monitor H&S standards on site. A monthly review of the H&S scores that have been recorded will be included in the monthly project review meetings.

In addition to the above, ad-hoc Health & Safety audits may be conducted by Bron Afon's H&S team, if and when considered necessary. It is strongly recommended that the Principal Contractor should undertake their own H&S audits on site. These should be undertaken on a regular basis and ideally by an independent third party Health & Safety provider.

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 The Tower in centre of picture

The Principal Contractor must allow for

- Measures to ensure safe entry and exit of all deliveries and collections.
- Measures to protect tenants, residents, Bron Afon staff and members of the public on the site.
- Providing adequate measures for protecting the boundaries of any adjoining buildings will also need to be considered.
- Ensuring adequate site security to prevent unauthorised access to the site in general and to scaffolding in particular.
- Measures to protect residents belongings including motor vehicles park in and around the site, particularly when working at height above or when having deliveries to site.
- Keeping access and circulation routes to the site clear at all times to allow access for the emergency services.



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 Bron Afon sites.** This must be checked by the Principal Contractor at the end of each working day.



Scaffolds shall be either TG20:21 compliant, suitably designed or mobile towers. TG20:21 scaffold once erected must be accompanied by a TG20:21 compliance sheet or a bespoke design drawing signed by both the scaffolding companies' representative and the PC's site manager. 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. Mobile tower scaffolding must be erected by PASMA trained operatives.

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 any 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 to the site. This includes any partially erected scaffolding during

3.1.3 Surrounding Land Uses and Related Restrictions

The building is located on the outskirts of Cwmbran town centre in Southville in Cwmbran, which is part of Bron Afon's community 12. The building is twenty 2 storeys in height and was originally built as general needs housing in the late 1960's. Each floor contains four flats which are accessed by a communal lobby. The building has two passenger lifts, one serving the odd numbered floors and one serving the even numbered floors. There is also a staircase to the rear of the building which gives access to all floors of the building. The building has an underground car park and two main entrance lobbies, which are the upper and lower entrance lobbies. There is also a car park situated on the lower ground floor.

The building is located very close to the busy Cwmbran shopping centre. It also has good vehicular access to the nearby Newport to Pontypool bypass. The site is located in a generally quiet residential area, although the neighbouring town centre is very busy.

The building is built on generally flat ground with sloping ground leading to the elevated town centre. There are some mature trees located around the site. There is a local shop near the building and an access bridge that leads to the town centre.

Access to the site is generally good with car parking areas available directly on and around the site. There is also ample free parking located at the nearby town centre shopping mall. The building is considered a high risk building due to its height and number of occupants living in it. Therefore, fire safety is of the utmost importance when undertaking any works to it.



Access to the upper and underground car park areas from Tudor Road

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. Tenants must be communicated with prior to any disruption 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 envelopes of the buildings. 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 buildings.

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 a 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.

Due to the high risk nature of the building, minimising hot works and the associated fire risks are of the utmost importance. In addition to this, providing suitable fire stopping where any openings are formed in the building structure needs to be given adequate consideration and seps implemented to prevent the risk of fire.



3.2 Health Hazards

3.2.1 Asbestos

Asbestos management surveys of the building which have previously been undertaken are included in **Appendix 4** of the tender documentation.

The Principal Contractor will be responsible for undertaking any additional asbestos refurbishment surveys and sampling post tender. These surveys will need to be forwarded to the client on completion. **It is strongly recommended that Bron Afon's approved Asbestos Surveying company Life Environmental should be used to undertake any sampling or surveying works.**

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 any 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 previously identified non-licensed materials that require removal either as a result of the construction phase or in the case of being encountered must be undertaken by a suitably qualified 'Cat B' trained asbestos operative/s and all works must 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 any 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 and implemented.

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
- Cementitious and silica based products

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.

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.

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:

- Update the ageing door access control system to modern standards and to enable remote access.
- Improving the security of the building by upgrading the CCTV system currently installed in the building and providing better coverage and cloud based access.

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.
- Any proposed changes in product specifications are to be discussed and agreed with the client prior to implementing any changes.

**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 Byelaws 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 relevant information is contained in the asbestos refurbishment/management surveys contained in Appendix 4 of the tender documentation.
- Cementitious or silica based products used during the construction process.



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 4** 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 or supplier on completion of the works.

SECTION 6 - HAZARD ELIMINATION SCHEDULE

Project No: P-XXXX

Project Name: The Tower

Reference No:

Revision:

Date: 21/05/26

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	21/05/26	E, P, C & CL, Env	Information on the location of the existing services required. It has been identified that some buildings have overhead telecommunication cables within their vicinity. There are no overhead electrical cables identified nearby.	'Dealing with services' risk to be included within the provided CPP. Services, where identified, to be clearly marked on site and protected 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.	21/05/26	E, P, C & CL, Env	Access routes to the site is generally good with various options for parking in and around the site.	Traffic control measures required within the CPP from PC.	Med	C	No	
1.3	Asbestos - Presence of asbestos in existing structures. Uncontrolled fibre exposure	21/05/26	E, P, C & CL, Env	Management only asbestos surveys have been undertaken by the client prior to work starting, some asbestos containing materials have already been removed as part of the building rewiring project.	Provision of all available asbestos data to PC. Post tender surveys will be required to high levels, roof coverings, once scaffold has been erected.	Med	C	Yes	Ensure appropriate information is supplied
1.4	Residential site – properties within the building will remain in use while works are undertaken. Traffic & parking near construction activities. Public and residents in close proximity to construction activities.	21/05/26	E, P, C & CL, Env	Ensure information and requirements for end user/ public protection and site restrictions are included within the PCI	Protection of public and workforce to be addressed within provided CPP and RAM's	Low	CL, C	No	
1.5	Unauthorised access to site and any scaffolding, anti-social behaviour, risks of falls.	21/05/26	E, P, C & CL, Env	Building is located close to local shopping centre, takeaways and public houses. There may be numbers of youths/ pedestrians in certain areas. Works will be ongoing during school holidays.	Scaffolding would be used for short durations only. Security of building could be compromised when replacing access control system.	Med	C, CL	Yes	Need safe system of works from contractor.

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
1.6	Access to the building in event of an emergency, multiple injuries particularly in the event of a fire.	22.05.26	E, P, C, CL	Ensure unrestricted access is maintained to the building at all times. This should include access roads and circulation areas.	Traffic management plan, site inductions and toolbox talks.	Med	C,CL	Yes	Traffic management plan to be in place.
1.7	Sprinkler systems, fire suppression. Flooding, water penetration onto electrical system.	22.05.26	E, C, P	Ensure when works are being undertaken near to sprinkler heads that care is taken not to damage them. Locations to be highlighted to contractor.	Site inductions and toolbox talks.	Low	C	No	
2.0	Design								
2.1	High rise building in multiple occupation, fire risk, multiple fatalities, burns, smoke inhalation.	21.05.26	E, P, C, CL, Env	Works to involve extra low voltage wiring and components. Need for hot works minimal if any.	Ensure fire stopping arrangements included as part of the works.	Low	CL	Yes	Include fire stopping requirements
2.2	Residents - Possible difficult residents. Anti-social actions/activities. Threats of violence.	21.05.26	C & CL	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	21.05.26	C	Specify lighter alternatives where possible. Majority of materials are light weight with the exception of the TV monitors and Armagards.	Arrangements for Manual handling on site to be detailed within the CPP	Med	CL	Yes	To be included in RAMs & CPP
2.4	Working at Height - during the construction and maintenance phases. Falls from height. Falling objects below.	21.05.26	E, P, C & CL, Env	With the exception of the PTZ and high level dome cameras, working at height requirements are minimal and generally less than 2 metres.	Working at height arrangements to be included within the CPP. Suitable RAMs to be put in place.	High	CL, C	Yes	RAMs to be provided.
2.5	Disturbance of asbestos containing materials, respiratory diseases.	21.05.26	C, P, E, Env	Asbestos management surveys in place. Asbestos containing materials previously removed from cupboards as part of rewiring project.	Ensure operatives have asbestos awareness training and access to the building asbestos register.	Med	C	Yes	To be included in RAMs & CPP
2.6	Disturbance to flues to building, release of carbon monoxide into building, asphyxiation.	21.05.26	E,C, Env	Ensure boilers are isolated if working near to flues, client to be notified when works near to flues is to be undertaken. Camera locations are sufficiently far away from boiler flues to require isolation.	Ensure confirmation by suitably qualified gas safe engineer that flues have been isolated. Flues and boilers to be tested afterwards.	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
2.7	Disputes with neighbouring properties and residents, potential violence.	21.05.26	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	Yes	Ensure communication plan is in place.
2.8	Preventing unauthorised access into the building whilst replacing the access control system.	21.05.26	C, E	Where possible plan works in sequence, where possible install CCTV system prior to door entry works.	Ensure work activities are planned and reduce down time of door entry system.	Med	C, CL	Yes	Programme of works to be provided and RAMs to cover door entry works.
2.9	Reputational risk, poor management of operations on site, poor management of H&S on site, accident & incidents.	21.05.26	C & CL	Ensure contractor awarded with proven experience with the necessary skills and knowledge to deliver the scope of works included in the project.	Ensure technical questions covering aspects of work are included in tender quality questions, proven experience to be demonstrated.	Low	CL	No	
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	21.05.26	E, P, C & CL	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.	21.05.26	E, P, C & CL	Design to remove the requirement for working at height where possible. Due to the nature of this project this is not possible, as some cameras are mounted at height. Suitable access arrangements to be in place, fall prevention systems where needed e.g. use of PASMA scaffold towers.	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. PASMA trained operatives.	High	C	Yes	RAMs to cover works at height.
3.3	Existing Services; Fire, Explosion, Electrocution, Loss of power & water, Loss of communications	21.05.26	E, P, C & CL	Information on the location of existing services to be provided to PC. Although generally all existing wiring is in new containment. Riser cupboard present for services.	'Dealing with services' risk to be included within the provided CPP. Services, where identified, to be clearly marked on site and protected if required.	Med	CL	Yes	Information with regards to service to be provided within PCI and

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
3.4	Site storage and general housekeeping. Unloading of site materials, falls from height, falling objects. Slips, trips & falls. Site/ delivery vehicles	21.05.26	E, P, C	PC to consider materials required and ensure suitable storage facilities are available on site. Manage deliveries in a just in time approach. Car parking areas to be utilised.	Storage arrangements to be included within the CPP. Site setup to include loading and unloading area. Generally low volume and quantity of materials necessary.	Med	C	Yes	Equipment & Materials storage to be detailed within the CPP provided by contractor
3.5	Working around or near to live gas flues, carbon monoxide poisoning, asphyxiation	21.05.26	E, C	Works being undertaken are considered sufficiently away from the commercial boiler flues.	Suitably qualified Gas Safe engineers to be installed, permit to work system adopted.	Low	C	No	
3.6	Unauthorised access to scaffolding, risk of falling from height.	21.05.26	E, P, C	As the site will be occupied for the duration of the works, access will need to be maintained to all entrances to buildings. Scaffolding only required for external high level cameras using mobile towers for short durations	Ensure scaffolding is erected by PASMA accredited operatives.	Low	C	Yes	CPP and RAMS to include working from tower scaffolds.
3.7	Fire: Risk of fire from within the building. Burns, multiple fatalities.	21.05.26	E, P	Minimise the use of any hot works or works that can generate sparks. Ensure suitably accredited fire stopping contractor is utilised to carry out fire stopping, following forming of any openings.	Carry out cutting and grinding operations externally where possible. Suitable fire stopping to be used include temporary fire stopping when necessary.	Low	C	Yes	Provide suitable RAMs
3.8	Disturbance of asbestos containing materials	21.05.26	E, P, C & CL, Env	Any asbestos that has already been identified during asbestos management surveys to be highlighted within PCI and disturbance kept to a minimum, unless deemed necessary to remove it.	PC to commission specialist asbestos removal contractor if necessary. Compliance with asbestos regulations and ACOPs.	High	C	Yes	Specific RAMS to be provided by contractor
3.9	Dust Created. Risk of uncontrolled amounts of hazardous dust created resulting from grinding, cutting and mixing aggregates & renders.	21.05.26	E, P, C & CL, 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	

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
3.10	Anti-social behaviour in communal areas, youths congregating, risk of violence, psychological impact.	21.05.26	C, CL	Ensure works are carried out where possible in normal working hours. Residents may take offence to additional CCTV cameras being fitted.	No lone working, use of dynamic risk assessments. Breakaway technique training.	Med	C, CL	Yes	Review RAMs to ensure suitable for task.
3.11	Accessing properties to replace access control telephones and cabling, violence, physical injury.	21.05.26	E, P, C	Ensure WARN database is checked prior to visiting any properties. Consultation with safeguarding team.	Safe systems of the work to be implemented, including 2 to attend, use of lone working devices.	Med	C	Yes	Review RAMs to ensure suitable for task.
3.12	Needlestick injuries, diseases, biological and psychological impact, hepatitis.	21.05.26	C	Ensure operatives carry out dynamic risk assessment of properties. Look out for signs of drug use or drug paraphernalia.	Toolbox talks and general awareness. Report issues to client.	Med	C	Yes	Review RAMs to ensure suitable for task.
3.13	Working on low voltage electrical power supplies. Electrocution, burns, fire.	21.05.26	E, P, C	All works to be undertaken by an NIC EIC approved contractor. Supplies to be isolated, no live working.	Ensure works are planned and suitably supervised.	Med	C	Yes	Specific RAMS to be developed and reviewed by client.
3.14	Working on building electrical system, loss of power or lighting, slips, trips and falls.	21.05.26	E, P, C, CL	All electrical services to be isolated prior to working on them. Any interruptions to supply to be notified to client and communicated with residents.	Use of Approved NIC EIC contractors. Effective communication with residents.	Low	C	No	
3.15	Management of site, lack of control of operations, various risks.	21.05.26	E, P, C & CL, Env	Ensure contractor uses an SMSTS qualified Site Manager with the relevant experience to manage the scope of works being undertaken on site.	Monitoring of works on site by project surveyor	Low	C	Yes	Provide proof of Site Manager's SMSTS qualification.
3.16	Chemical burns from use of cementitious or corrosive products during fire stopping.	21.05.26	C	Mixing to be carried out externally in well ventilated areas, using low speed paddle mixers, use of suitable PPE and RPE. COSHH data sheets.	Use of PPE & RPE. Ensure COSHH data sheets on site.	Med	C	Yes	Provide COSHH assessments.
3.17	Exposure to human or animal urine or faeces, biological diseases.	21.05.26	C & CL, Env	When working in areas such as communal stairwells, external areas or underground car park. Inspect work area first and use of suitable gloves and hand sanitiser.	Use of PPE	Low	C	Yes	PC to include work methodology in RAMS
3.18	Clash of operations, with maintenance, electrical and facility contractors working on site.	21.05.26	C	Programme of works to be provided to avoid clashes of operations. Liaising with internal repairs and compliance team.	Programme to be adhered to, works to be planned in.	Low	C	Yes	Provide programme of works.
3.19	Spread of fire from openings in building, burns, smoke inhalation, multiple fatalities.	21.05.26	C, CL	Ensure existing cable routes used where possible. Minimise amount of holes drilled or openings made.	Use of approved fire stopping contractor.	High	C, CL	Yes	RAMS to be provided by specialist fire stopping contractor

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
4.0	Maintenance & Cleaning								
4.1	Possible use of toxic substances or irritants during maintenance of the building.	21.05.26	E, P, C & CL, 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.	21.05.26	C & CL	With the exception of the high level external cameras, working at height will generally be below 2 metres in height.	Cordon off work area below and use of suitable access equipment.	Low	CL	Yes	Maintenance regime currently not in place.
4.2	Maintenance/servicing of equipment.	03.03.26	E, C & CL, Env	Project includes on-going maintenance and service agreement with successful contractor for a fixed term. Door access control system could be maintained by DLO.	Ensure products selected are anti vandal, robust and fit for purpose.	Low	CL	No	