

**PRE-TENDER HEALTH AND SAFETY PLAN
CONSTRUCTION
(DESIGN AND MANAGEMENT)
REGULATIONS 2007
FOR**

**Proposed alterations and refurbishment works at
Tabor Centre, (Tabor Baptist Chapel), Davies Street, Brynmawr, NP23 4AD.**

CLIENT

**Valleys Family Church
c/o Stuart Wheatman, 74 Baileys Street, Brynmawr, Blaenau Gwent. NP23 4AH**

Prepared by

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Revisions

Revision A – 17-07-2014. Minor amendments

Revision B – 18-07-2014. Minor amendments

PRE-TENDER HEALTH & SAFETY PLAN

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1. INTRODUCTION

1.1 Application of Regulations

The Contractor is informed that the Health and Safety Plan is drafted in compliance with the requirements of the Construction (Design and Management) Regulations April 2007

It identifies the significant health and safety issues within the contract such that the contractor can adequately resource those issues in addition to the health and safety management aspects of the contract with a competent contractor would ordinarily resource under the Health and Safety at work Act 1974 and associated legislation.

2.00 DEVELOPMENT OF THE PLAN

2.01 The Principal Contractor is required to develop the Health and Safety Plan throughout the whole of the construction stage and at least take account of:-

- i) The Approval Code of Practice regarding C.D.M. regulations 2007 and all H.S.E. Guidance.
- ii) The Pre-tender Health and Safety Plan.
- iii) The tender documents.
- iv) Information gained from site visits.
- v) Information obtained from the co-ordinating engineer if applicable and the Planning Supervisor.
- vi) The Principal Contractor's risk assessment and experience.
- vii) Design undertaken during the construction stage.

2.02 Within 10 days of receiving confirmation that their tender is successful the Contractor shall provide a fully developed Construction Stage Health and Safety Plan (C.S.H.S.P.). This is to be compiled using all of the information available to him at the time of his submission.

2.03 The adequacy of the initial version of the C.S.H.S.P. will be assessed by the CDM Co-ordinator. This assessment will be based on at least the following information which shall be included in the C.S.H.S.P. submitted by the Contractor.

- i) A copy of the Principal Contractor's Health and Safety Policy; Risk Assessments; Health and Safety Procedural Documents; and Safety Method Statements.

3.00 GENERAL REQUIREMENTS

- 3.01 The Contractor shall undertake the responsibilities of the "Principal Contractor" as set out within the Construction (Design and Management) Regulations 2007.
- 3.02 The Contractor shall conduct all operations on site, including those of his Subcontractors in a manner that will ensure the safety of his Employees, his Subcontractors' operatives and the General Public.
- 3.03 The Contractor shall control all operations including those of his Subcontractors in accordance with good working practices, Codes of Procedures, relevant British/European Standards and E.E.C. Directives.
- 3.04 The Contractor shall undertake to formulate and/or adopt procedures of safe working practices (the Company's "Site Procedure Manual") which shall be printed and a copy displayed on site at all times. The Contractor shall ensure his operatives and those of his Subcontractors are fully aware of these procedures. All operations on site shall be conducted in accordance with the printed procedure and suitable audit methods shall be enforced by the Contractor to ensure compliance. The Contractor shall submit a copy to the local Office of the Health and Safety Executive to seek their advice and guidance on the continuing development and improvement of the Company's "Site Procedure Manual".
- 3.05 The Contractor shall undertake to train his site personnel to the level of responsibility at which they are to operate on site ensuring management at all stages with clear lines of communication notified and understood by all his site operatives and those of his Subcontractors.
- 3.06 The Contractor shall ensure all safety equipment is available and used by all his site operatives and those of his Subcontractors. The management structure shall ascertain potential risks at each stage of these works and implement clear instructions, before work is carried out, to his site operatives and those of his Subcontractors on working methods, safety procedures, potential dangers, machinery use and proximity, relevant on-going operations etc.
- 3.07 The Contractor shall ensure clear warning signs are prominently displayed at all times, suitable barriers are erected to contain potential hazards and that all visitors, his site operatives and those of his Subcontractors are made aware of any potential hazards on each visit to the site.
- 3.08 The Contractor shall inspect materials present in the property where works are to be carried out or for inclusion in new work to ensure deleterious materials as established by the British Research Establishment are identified and suitable procedures enforced to eliminate or significantly lower any risk to the health of his operatives or those of his Subcontractors.
- 3.09 The Contractors shall place a notice in a prominent position giving details of the CDM Co-ordinator and the Principal Contractor together with other relevant information.

4.00 NATURE OF THE PROJECT

4.01 Name of Employer:

Valleys Family Church, c/o Stuart Wheatman, 74 Baileys Street, Brynmawr, Blaenau Gwent. NP23 4AD. Contact number 01495 311087 – Stuart Wheatman.

4.02 CDM Project Co-Ordinator:

M.P.S. Surveying & Architectural Design Ltd, 23a Monk Street, Abergavenny, Monmouthshire, NP7 5ND. Contact number 01873 852841 Mike Swain

4.03 Location of works:

Tabor Centre, (Tabor Baptist Chapel), Davies Street, Brynmawr, NP23 4AD.

4.04 Nature of Work:

The works will include complete refurbishment, alterations and reconfiguration of the Chapel to include new beam and block floors supported off pile foundations.

In outline the alterations and refurbishment will provide the following accommodation.

Ground floor.

Entrance lobby, W.C's, Lift, Multi purpose room, Sunday School Rooms, Stores, Offices, Café, Kitchen, Stairs.

First floor

Main Hall with stage, Stores, W.C's, Creche

General repair works will also be carried out during the works.

4.05 Time Scale: The contract programme is to be agreed following determination of the grant application.

5.00 THE EXISTING ENVIRONMENT

5.01 Surrounding Land Uses The site is located just off the town centre on Davies Street, Brynmawr. The local area consists of both commercial, retail and domestic properties. A location plan is attached in the appendix.

5.02 Existing Services Mains gas, electric, drainage, water are present on the site. Plans have been obtained from these service providers and are attached to the Appendix. However contractors must make their own enquiries to ascertain exact positions of services/cables and carry out a CAT scan of the area prior to any demolitions, breaking up or carrying out excavations/piling.

The above services must be located and a safe system of work applied as detailed in HSE document HS(G)47 before commencing any excavation work in the vicinity of same.

Regular inspections shall take place by the Principal Contractor.

5.03 Existing Traffic Systems and Restrictions

Limited parking is available for contractors vehicles in Davies St. This is restricted to short stay and loading vehicles. A car park is located to the end of Davies Street – please see location plan in the Appendix.

It is essential that the roads and footpaths around the site are kept operational and that parking for local residents is not restricted. Contractors may need to provide temporary footpaths if the works restrict access to any pavement areas.

Contractors will need to allow for liaison with Highways and for any ‘licence’ / road closures if needed to allow works / off-loading / piling to be carried out.

Contractors must allow for any phased works in their tenders.

Fire exits from the existing building shall be kept clear at all times and security measures shall be taken to prevent access to the building by unauthorised persons.

The Contractor will establish a material compound if feasible. This is subject to available space on this confined site and the contractor shall visit site prior to tendering.

The location for a materials compound, if applicable is to be agreed at a pre-contract meeting. Alternatively materials can be stored within the building at the contractors risk.

Contractors will be required to make good any damage to hardstanding/grassed areas etc caused by storing materials/machinery etc.

5.04 Existing Structures.

It is thought the Church was constructed in 1835 and re- built in 1857. The church is constructed in traditional construction. It has been neglected over the years and fallen into disrepair.

A survey of the property was carried out by M.P.S. Surveying & Design Ltd in October 2014 and a copy is attached in the appendix for general information to tendering contractors.

5.05 Ground Conditions

A site investigation report was carried out by Terra Firma (Wales Ltd) in 2013 and a copy of the report is included in the appendix to this pre tender H & S Plan.

It should be noted that the report states that traditional foundations should not be used due to the ground conditions and high water table and recommends that a raft or pile foundations be used. Please see the Architects drawings, engineers details and tender documentation for foundation types for this project.

6.0 EXISTING DRAWINGS

6.01 Drawings Existing survey drawings have been prepared by Architect: David Davis of Dai2a Ltd along with the proposed tender drawings. These are available in the tender package.

7.00 THE DESIGN

7.01 Significant Hazards Significant hazards in addition to those referred elsewhere are as follows.

- i) Demolitions.
- ii) Excavations for foundations and drainage
- iii) Piling
- iv) Scaffolding.
- v) Manual handling/lifting of materials
- vi) Working at height, particularly during the roofing works.
- vii) Electrical works.
- viii) Heating installation works.

7.02 Demolitions

The contractor shall take all precautions necessary during demolition works and provide method statements and risk assessments identifying all protective measures necessary for its safe dismantling/removal. The contractor shall provide a brief report on how the security of the existing building will be maintained.

The contractor will submit a risk assessment/method statement to show how the structural integrity of the building will be maintained during and following demolition/clearance works to reduce movement of external walls.

The contractor will erect safety/security fencing to stop The general public accessing the site during the works.

Dust, mud and noise must be kept to a minimum wherever possible during the works. The site must be kept tidy and all public pavements/roads around the site to be kept clean.

- 7.03 Excavations. The contractor shall provide a method statement and risk assessment for carrying out excavations and earthwork support (if applicable) on site for the new works. Also for protective measures for people on/visiting site including safety fencing to ensure people are not exposed to H & S hazards.
- All excavations on site or to boundaries must be protected from the public. Provide method statements/risk assessments to describe the works and protection provided particularly when excavations are carried out to walls adjacent to public paths.
- 7.04 Piling The contractor shall provide method statements and risk assessments for carrying out piling works. These must describe any road closures / pedestrian route diversions if needed to allow piling to be carried out. Noise and vibration levels to be kept within permissible limits.
- 7.05 Scaffolding Scaffolding shall be provided and erected by a Licenced scaffold contractor. This will be inspected by the scaffold company at least weekly in accordance with HSE Guidelines and the weekly inspection sheets signed/dated and filed on site. A copy of the inspection reports to be provided to the CDM Co-ordinator.
- The principle contractor shall also arrange daily checks of the scaffolding.
- Netting to be provided where needed. Appropriate walkways to be allowed for to allow pedestrian access for pavements. Access to be maintained for vehicles around the building. All ladders to be secured. Where ladders pass through scaffold levels, appropriate access doors to be provided which must be staggered.
- Approved foam protection to all scaffold legs at ground level to protect the general public.
- 7.06. Manual handling. Contractors to provide method statements and risk assessments for manual handling of materials on site. For further information see. *Manual handling. Manual Handling Operations Regulations 1992 (as amended)*.
- Contractors must use a banksman when materials are delivered or vehicular movements / excavators etc. are used on or adjacent to the site.

- 7.07 Working at height: Contractors to provide method statements and risk assessments for working at height. This method statement shall also include measures to control other risks e.g. falls from the roof or high level working during the works.
- 7.08 Electrical works. The Contractor will provide a Safety Method Statement with the initial version of the C.S.H.S. Plan which shall outline the control measures that will be in place to protect operatives and visitors during electrical works. The Principal Contractor will ensure that an adequate and safe, temporary, electrical supply is installed for general site use.
- 7.09 New heating The contractor shall provide a method statement outlining procedures for installing a new heating system. The boiler installation shall be carried out by a 'Gas Safe' qualified fitter with Certificate of compliance issued for the work.
- 7.10 Asbestos Working with Asbestos. The principle contractor will prepare a risk assessment and plan of work before any work commences for the roof areas or existing asbestos cement roofing slates. (See attached asbestos report for further information).

Note: Should the contractor come across any suspicious material or have concerns that asbestos maybe present during the works then an approved consultancy MUST be contacted to take samples of the material prior to continuing. If applicable then any works to be carried out to HSE Guidelines and Method statements and risk assessments will need to be provided.

Contractors are also advised to read the following web Link for information.

For further information see sheets from
[www.hse.gov.uk /asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm):

Other hazards will arise as the design is developed by the Principal Contractor and designers appointed by him. The risk assessments to be included in the C.S.H.S. Plan must evaluate site wide aspects and particular tasks e.g. site traffic, demolition work, erecting of fencing, material handling etc.

7.11 Operations on Site

The Contractor's attention is drawn to the following standards:-

- i) National Federation of Roofing Contractors : Roofing and Cladding and Windy Conditions.
- ii) Health and Safety at Work Act 1974.
- iii) Control of Pollution (Special Wastes) Regulations 1980.

The Principal Contractor and designers/contractors appointed by him must, *at least*, comply with the standards listed above. Also the initial version of the C.S.H.S. Plan must contain confirmation of this fact.

8.0 CONSIDERATION OF THE HEALTH AND SAFETY ISSUES FOR EMERGENCY PROCEDURES

8.01 Emergency procedures - The Principal Contractor shall describe in his Health and Safety Plan his emergency procedures, including designated escape routes and gathering points, to deal with fire and personal injury during works.

8.02 Emergency telephone numbers shall be provided in the C.S.H.S plan.

8.03 Existing services: Due to the nature of the works it is unlikely that there will be any disruption of services. However liaison with Valleys Family Church – nominated person to be carried out prior to isolation of any essential services.

9.0 SITE RULES

9.02 SPECIFIC SITE RULES WHICH THE CLIENT OR THE CDM COORDINATOR MAY WISH TO LAY DOWN AS A RESULT OF POINTS 2-8 ABOVE OR FOR OTHER REASONS.

9.03 Security of Premises - The Principal Contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building and site as a whole is maintained. The Principal Contractor is required to discuss arrangements with the Client before commencing work.

9.04 Fencing to the standard stipulated in section 6 of H.S.E. G57 is to be provided and maintained to all areas under the Principal Contractor's control. Where work is undertaken in areas which cannot be segregated to be under the sole control of the Principal Contractor, then he shall ensure barriers or other measures facilitate an equivalent control to the aforementioned fencing.

9.05 All notices, barriers and warning signs shall be prominently displayed at all times and checked at regular intervals to ensure they are being maintained. All services shall be tested to establish if they are LIVE prior to carrying out the works to, or adjacent to this service. All existing structures and/or services shall be made safe before finishing on site each day.

9.06 All areas shall be kept clean and tidy as possible. All plant shall be properly secured when unattended. Barriers shall be used at the boundaries of the site to deter trespassers and/or control access.

9.07 Manholes, inspection chambers, and the like shall be made secure at all times.

9.08 Working hours are generally limited to the normal working hours defined in the National Working Rules for the Building Industry as produced by the National Joint Council for the Building Industry and as modified for the area in which the works are located. Written permission will be required from the Contract Administrator to permit weekend working.

9.09 Working restrictions - The Principal Contractor is required to bring tools and materials in at the commencement of each working day and leave the site in a safe, clean and non-hazardous condition at the end of each working day. All rubbish must be removed off site at the end of each working week.

9.10 Smoking on site - Smoking is not permitted at the workplace.

9.11 Radios – Radios will not be permitted at the workplace

9.12 Personal protection - Hard hats and foot protection/clothing will be worn as a minimum requirement throughout the duration of the contract, both inside and outside the building. Personal protective equipment must be provided for all those who require it.

- 9.13 Visitors will be required to visit the site. Before entering the site, the Principal Contractor shall advise them of any hazards on the site, whether in the area to be visited or not and give an appropriate site induction.
- 9.14 Tidy Site - The Principal Contractor shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.
- 9.15 Plant - All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.
- 9.16 Contract Requirements - The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflict between the Health and Safety Plan and the Contract Documents shall be brought to the attention of the Contract Administrator and the CDM Co-ordinator.
- 9.17 HSE Information Sheets - The Principal Contractor shall take due notice of the guidance given in HSE information sheets (Construction series), which covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work on roofs, chemical cleaners, cement, solvents, PPE, silica and handling building blocks. The Principal Contractor's attention is also drawn to the HSE publications - '5 Steps to Risk Assessment' and 'Accidents to Children on Construction Sites'.
- 9.18 Co-ordination by Contractors:
- .1 The Principal Contractor is to submit proposals as to how he will ensure adequate supervision, liaison and co-ordination of all those involved in the site Works including "direct contractors".
 - .2 The Principal Contractor is to submit proposals as to how he will ensure that adequate information and training have been provided to **all** site personnel involved in the site Works and the mechanism for ensuring that adequate consultation takes places with all such persons.
- 9.19 Inspections and Monitoring:
- .1 The Principal Contractor is to advise the frequency of formalised and informal site inspections together with details of the persons undertaking same.
 - .2 Copies of all reports are to be provided to the Planning Supervisor/client.
- 9.20 Incident Reports:
- In addition to the statutory provisions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR95) the Principal Contractor is to ensure that **all** employees report **all** incidents including "near misses" (with the potential to cause injury to persons or damage to objects). The reports are to be made in the Accident Book held by the Principal Contractor on site.

9.21 Statutory Instruments - During the course of the building works, Contractors shall pay attention to the relevant Statutory Instruments as updated.

The Principal Contractor is to submit in his initial C.S.H.S.P., for approval:-

- (1) Proposals to provide temporary site accommodation e.g. for site safety documentation, personal protective equipment, etc.
- (2) Proposals to provide first-aid facilities in accordance with the A.C.O.P. for Health and Safety (First-Aid) Regulations 1981 - H.S.(R)11.
- (3) Proposals to provide welfare facilities e.g. washing, showering, eating, toilet facilities and decontamination unit.
- (4) Proposals to provide temporary services e.g. electricity, water, waste, etc.
- (5) Proposals for delivery, handling and storage of materials.
- (6) Proposals for temporary storage and disposal of waste arising from the Works.

10.0 SAFETY METHOD STATEMENTS

- 10.1 In addition to the requirements specified elsewhere in the P.T.H.S.P. the Contractor is to provide a Safety Method Statement (including the name of the person charged with ensuring compliance with same) with regard to:-
- .1 Restricting access to authorised persons only (to the working area or danger zone).
 - .2 The security of unattended work areas and equipment.
 - .3 General housekeeping.
 - .4 Fire precautions particularly hot work.
 - .5 The control of noise and vibration.
 - .6 The control of dust and other airborne materials.
 - .7 The storage of equipment, tools and materials.
 - .8 The issue, inspection and maintenance/testing of tools and equipment as appropriate e.g. scaffolding, plant, electric drills, ladders, etc.
 - .9 The restriction of certain equipment to particular individuals.
 - .10 The temporary storage of waste on site and its disposal.
 - .11 The issue and supervision of Personal Protective Equipment.
 - .12 The provision of temporary power supplies.
 - .13 The safety and security of the site at the end of each shift.
 - .16 Demolition work.
 - .17 Other matters referred to in this P.T.H.S.P.
- 10.2 It is appreciated that Contractors should already have in place, procedures to cater for the vast majority of items referred to above. The prospective Principal Contractor need not produce new method statements where existing documents apply.
- 10.3 Updating the Health and Safety Plan - The Principal Contractor shall prepare a Health and Safety Statement for issue to the CDM Co-ordinator on a monthly basis to inform the CDM Co-ordinator of circumstances or events that violate any principal assumption made in the Health and Safety Plan and identifies any relevant information to be passed to the CDM Co-ordinator for inclusion in the Health and Safety Plan or File.