



<p>PRE-CONSTRUCTION INFORMATION St Grada and Holy Cross Church</p>

1	PROJECT
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a	Project Address	St Grada Church, Ruan Minor, Helston, Cornwall TR12 7LQ
b	Project Description	High level repair and maintenance works
c	Client Brief	<p>Scott & Company have been appointed as Principal Designer to compile this pre-construction information pack on behalf of the client. This document should be read in conjunction with the specification of works dated April 2020.</p> <p>The client has been made aware of their duties under the CDM Regulations.</p> <p>The Principal Contractor is responsible for planning, managing, monitoring and coordinating the entire construction phase.</p> <p>The project team has been appointed. Refer to section 2 below</p>
d	Key Dates	TBC

2	DETAILS OF CLIENT, DESIGNERS AND CONTRACTORS
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Client	Name/Contact: Address: Telephone: Email:	The Vicar and Churchwardens (c/o Paul Racey) St Grada Church, Ruan Minor, Helston, Cornwall TR12 7LQ 01326 291255 No information provided.
Principal Designer	Name/Contact: Address: Telephone: Email:	Christopher Hunter / Joseph C Davidson Scott & Company 3 Lemon Villas Truro TR1 2NX 01872 263939 chris@scottandco-buildingconservation.co.uk
CDM Advisor to Scott & Co,	Name/Contact: Address: Telephone: Email:	Lana Marshall - Keith Uren H&S Consultancy. Heartis Farm, Copper Hill, Camborne. TR14 9JW 07534981440 lana@keithuren.co.uk



Structural Engineer	Name/Contact: Address: Telephone: Email:	N/A
Principal Contractor	Name/Contact: Address: Telephone: Email:	TBC

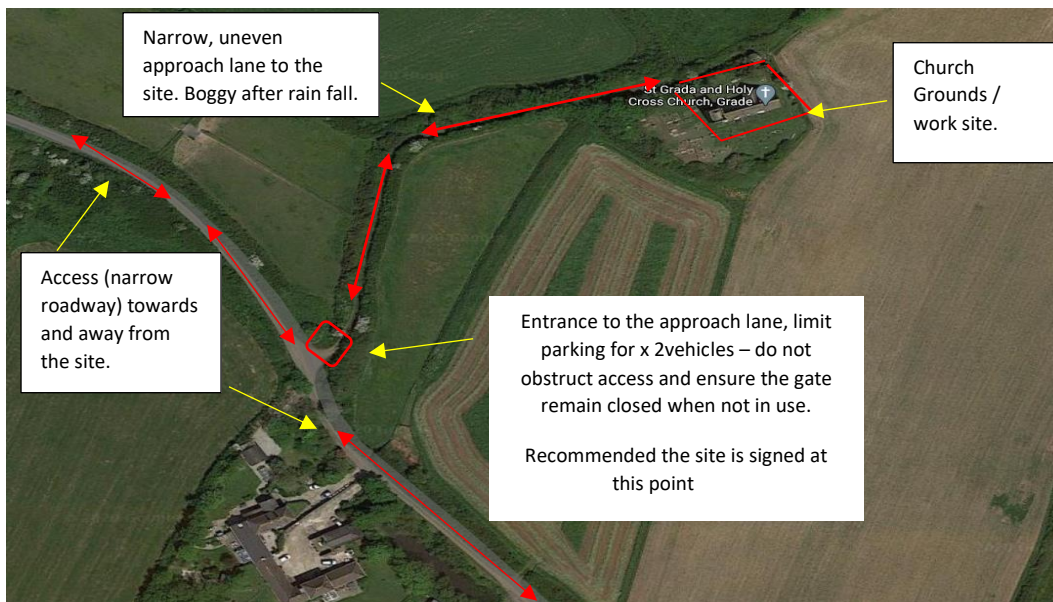
3	CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS
	Arrangements

a	Planning for and managing the construction work	<p>The following guidance issued by the Health and Safety Executive should be regarded as a minimum benchmark for achieving a safe site</p> <ul style="list-style-type: none"> o HSG 150 Health and Safety in Construction o HSG 151 Protecting the Public o L143 Managing and working with Asbestos
b	Communication and liaison between client and others	<p>Exchange of emails. Project team meetings Daily communication between the Client, Principal Contractor and Site operatives.</p>
c	Security of the site	<p>The site including any compound area and external scaffolding must be made secure using heras fencing as required. Additional site warning signage must be displayed along the boundary of the site. The church must be secured when no works are taking place within. Where possible equipment will be removed from site daily. All equipment and materials must be stored securely when not in use. Site warning signage must be displayed.</p>
d	Welfare provision	<p>The Principal Contractor must provide the welfare in accordance with the CDM Regulations 2015 (Refer to HSE Construction Information Sheet No 59). There is no water or electrical supply on site. All welfare facilities provided must be left in a good clean condition.</p> <p>A list is to be displayed in the rest area indicating all emergency contact numbers for minor and serious emergencies being: 1. Local Hospital 2. Accident and Emergency 3. Fire 4. Police 5. Health & Safety Executive</p>

4	REQUIREMENTS RELATING TO THE HEALTH AND SAFETY OF THE CLIENT'S EMPLOYEES, CUSTOMERS, MEMBERS OF THE PUBLIC OR THOSE INVOLVED IN THE PROJECT:	
a	Site hoarding / security requirements	Please refer to section 3C.
b	Site transport arrangements or vehicle movement restrictions	<p>The site is accessed via a single tracked untarmacked and uneven byway. The byway is prone to be becoming boggy and waterlogged during wet weather conditions. There is enough space available for the parking of two vehicles at the entrance to the lane. Alternative parking arrangements must be made for other vehicles, where possible operatives should be encouraged to car share.</p> <p>There is no access onto the church grounds for vehicles. Materials (including deliveries and removals) will need to be handballed from the vehicles into the grounds of the church.</p> <p>The roadway leading towards the church is also a narrow and windy. Only smaller delivery and removal vehicles should attend. The site should be signed at the entrance to the lane allowing delivery and removal drivers to identify it (preventing them from driving past and having to turn in a narrow road).</p> <p>All persons must be cautious for pedestrian, cyclists and equestrian activities along the approach road and lane to the church.</p> <p>A speed limit of 10MPH should be set along the road leading towards the church.</p> <p>There is a gate at the entrance to the lane, the gate must be closed when not in use.</p> <p>The entrance to the lane must remain free from obstruction at all times.</p>
c	Client permit-to-work systems	<p>Permits to work will be required for confined space works (if applicable to the project) and as requested by the Client.</p> <p>According to the information provided no hot works will take place without a robust Permit to Work that has been reviewed and agreed with by the Principal Designer and the Health and Safety Adviser. The Site Manager must liaise with the Principal Designer in the first instance.</p>

d	Fire precautions	<p>The Principal Contractor to undertake a Fire Risk Assessment and provide the appropriate firefighting equipment, means of escape and raising the alarm.</p> <p>No debris is to accumulate to cause either a Health or Safety hazard, nor fire risk. No burning or smoking is permitted.</p> <p>Please refer to section 4 C above with regards to Hot Works.</p> <p>Signage is to be displayed along the boundary of the site depicting no smoking or naked flames in uncontrolled areas.</p>
e	Emergency procedures and means of escape	<p>The Site Manager must ensure there is a means of escape from the building and external working areas. Existing exits must remain free from obstruction.</p> <p>Contact numbers must be displayed.</p>
f	No-go' areas or other authorisation requirements for those involved in the project,	<p>No information has been provided. Operatives are only permitted to enter the areas as required to undertake their duties.</p>
g	Any areas the client has designated as confined spaces	<p>No information has been provided.</p>
h	Smoking restrictions	<p>Smoking is not permitted on the site.</p>
i	Parking restrictions	<p>The byway leading towards the site will become wet / boggy during wet weather.</p> <p>There is space for two vehicles to park at the entrance of the byway however, the entrance must not become obstructed at any time.</p> <p>Where possible operatives should be encouraged to car share.</p> <p>The road leading towards the approach lane is narrow and windy, there are no obvious parking spaces along the road.</p>

<p>j</p>	<p>Public Safety</p>	<p>Visitors to the site must be by appointment only.</p> <p>There will be times when the church will be used for funerals, weddings and other such services etc. good notice will be given to the Site Manager beforehand. No works are to take place whilst such services are underway. The Church grounds must be left in a clean, tidy and safe order.</p> <p>The access lane to the site will become muddy / boggy after wet weather. There may be a requirement to lay hardcore along the access lane to prevent mud etc. emitting onto the road and other public areas.</p> <p>The Graveyard will remain open to the public throughout the works. All site activities, storage and compound areas must remain within the boundary.</p> <p>Debris netting / brick guards must be secured onto the scaffolding if debris is likely to fall into public areas.</p> <p>Unauthorised persons must not enter the boundary of the site.</p> <p>Under no circumstances must any materials, tools, redundant materials or equipment etc. be left unattended in public areas / outside of the site boundary.</p> <p>No dust or debris must emit into public areas / outside of the site boundary.</p> <p>All vehicles (site operatives and delivery / removals etc.) must remain secured when not manned.</p> <p>There is a residential property opposite the entrance to the access lane. The driveway and access into their property must remain free from obstruction.</p>
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5	HAZARDS OF THE SITE
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5.1	SAFETY HAZARDS
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a	<p>Works at height</p> <p>Scaffolding</p>	<p>Scaffolding must be erected by competent contractors only. Falling materials and debris must be prevented by the use of debris netting or brick guards. The appointed scaffolding contractor must be informed of any hoists, gin wheels or other lifting equipment required.</p>
b	Roof works	<p>All roof works must be undertaken by competent contractors. All such surfaces must be treated as fragile unless confirmed otherwise by competent persons.</p> <p>Suitable access equipment and guard rails must be secured into place and used.</p>
c	Hot works	Please refer to section 4c
d	Use of plant	<p>A mini excavator will be required throughout the project (external use only). The plant must be up to date with statutory checks and inspections. Only competent persons must operate the plant. The plant must be stored within the compound area when not in use. Keys from the ignition must be removed and stored securely.</p>
e	Deliveries and removals	<p>Where possible delivery and removals should be via smaller vehicles due to the narrow access. Delivery and removals should be arranged to take place outside of peak hours.</p> <p>There is no access for vehicles into the church grounds from the byway. The Materials will need to be handballed into and out of the site.</p> <p>Competent banksmen wearing hi vis must assist/supervise drivers of delivery and removal vehicles ensuring members of the public remain a safe distance away.</p> <p>The site should be signed at the entrance of the lane allowing delivery / removal drivers awareness of it (preventing them from driving past and having to turn / reverse their vehicles along a narrow and windy road).</p>
f	Manual Handling	<p>Operatives are to assist each other and where possible make use of mechanical means (competent and authorised persons only).</p>

g	Excavations / soft ground	<p>Minor excavations are required as a part of the project – for the installation of drainage and soakaways. All Plant must be operated by competent persons only.</p> <p>CAT scanning of the ground must be undertaken regardless prior to breaking the surface.</p>
h	Used of tools and equipment	<p>Use of general hand and power tools, carpentry tools and possible use for lifting equipment to lift the roofing materials.</p>
I	Existing Services	<p>According to the information provided there are no electrical services to the site. the Site Manager must confirm this with the Client prior to works commencing.</p> <p>CAT scanning must be undertaken by a competent person regardless prior to the breaking of any surface.</p> <p>Contractor to make use of a generator where services are not present.</p>
J	Demolition	N/A
K	General use of equipment	<p>Only competent and authorised persons must operate the equipment required. All guards must be checked and properly adjusted, on tool extraction must be fitted where possible.</p> <p>The required PPE must be worn in compliance with the Manufacturer’s instructions and Risk Assessments.</p> <p>Tools and equipment must remain secured when not in use.</p> <p>Refer to the manufacturers advice to avoid exposure to Hand Arm Vibration and Noise hazards.</p>
I	Lifting operations	<p>Lifting operations will be required as a part of the project. All lifting equipment must hold current LOLER certificates and other statutory services.</p> <p>Only competent and authorised persons must undertake lifting operations.</p> <p>Risk Assessments must be undertaken for all lifting operations.</p>
m	Structural works	N/A

5.2	HEALTH HAZARDS
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a	Asbestos	<p>An Asbestos Refurbishment Survey has recently been undertaken. Asbestos cement roofing has been confirmed. Other areas have been confirmed as presumed to contain Asbestos and others identified and non-accessible areas. The Site Principal Contractor must refer to the Asbestos survey for more information. Only competent and authorised persons must work with the Asbestos Containing Materials. All works must be undertaken in accordance with the Control of Asbestos at Work regulations – strict controls apply. Detailed RAMS must be undertaken and reviewed prior to the works commencing.</p> <p>All site operatives must be informed to remain vigilant for other suspected Asbestos Materials. Further sampling must be arranged if / as necessary.</p>
b	Silica Dust / dust	From cutting block and stone etc. Suppress with water or on-tool extraction. The public must not become exposed. Operatives are required to wear FFP3 dust masks.
c	Wood dust	(Carpentry works), Inhaling dust into the lungs from cutting and sanding operations. On tool extraction must be employed and wear possible ensure good ventilation.
d	Contaminated ground	No Information provided. Operatives are required to practice good hygiene measures and where possible / safe wear protective gloves.
E	Lead works	Lead works will be required throughout the project. Lead works must be undertaken by competent contractors only.

5.3	Other hazards not listed
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a	Existing burials within the church	Excavations within the church are not required for this project. However, operatives should be informed that it is possible that existing burials may be present within the church. Should they be discovered operatives are to stop works immediately and reported to the Police and Archaeologist. The site must be closed, and the Client informed.
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5.4	DESIGN AND CONSTRUCTION HAZARDS
	There are no specific hazards associated with this project that a competent contractor would not be aware of. Refer to 5.1, 5.2 & 5.3 of this document.

5.5	MATERIALS REQUIRING PARTICULAR PRECAUTIONS
	For materials and products used the Principal Contractor should always refer to material safety data sheets provided by the manufacturers.

6	HEALTH AND SAFETY FILE
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a	Relevant information in existing files	No information provided.
b	Format and content of health and safety file agreed	The Principal Contractor is responsible for providing all the relevant information to the Principal Designer as detailed in the Specification of Works.

7	OTHER INFORMATION
	The Principal Contractor must complete a Construction Phase Plan with the relative Risk Assessments for the project.