

PRE-CONSTRUCTION INFORMATION

In Respect Of

ROOF COVERING REPLACEMENT AND ASSOCIATED EXTERNAL WORKS

At

**THE SYMINGTON BUILDING
MARKET HARBOROUGH
LEICESTERSHIRE
LE16 7AG**

For And On Behalf Of

HARBOROUGH DISTRICT COUNCIL

RCL Ref: 1150

09 May 2016

Rhomco Consulting Limited
Westview House
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CONTENTS

- A - CONTRACTORS GUIDANCE NOTES
- B - PRE-CONSTRUCTION INFORMATION

APPENDICES

- A - DEMOLITION & REFURBISHMENT ASBESTOS SURVEY
- B - SITE SET-UP PLAN
- C - DESIGNERS RISK ASSESSMENTS
- D - CONTENTS OF HEALTH & SAFETY FILE

SECTION A

CONTRACTOR'S GUIDANCE NOTES

This Pre-Construction Information consists of:

- | | |
|-----------|---|
| Section A | These guidance notes |
| Section B | General details of the scheme |
| Section C | Contractor's health and safety enquiry form |

In preparation of your tender please read the following guidance notes:

1. The CDM Regulations 2015 will apply **in full** to this project and the successful tendering contractor will therefore be expected to assume the role of principal contractor, as defined within the Regulations.
2. You are required to familiarise yourself with the requirements of the Regulations prior to tendering. A brief summary of the main duties of the principal contractor is as follows:
 - Plan, manage and monitor the construction phase to ensure, so far as is reasonably practicable, that it is carried out without risks to health and safety;
 - Ensure that there are adequate welfare facilities for those working on the site;
 - Draw up and implement site rules;
 - Draw up and implement the construction phase health and safety plan;
 - Provide a suitable site induction and ensure that those working on site have received the training they need to carry out the work safely and without risks to health;
 - Ensure the site is suitably fenced and prevent unauthorised people from entering the site;
 - Ensure that there is co-operation between those working on the site, and that work is co-ordinated in such a way as to prevent danger;
 - Ensure that there are suitable arrangements for effective consultation with the workforce;
 - Make sure that the right health and safety information is provided to the right people at the right time.

SECTION B

PRE-CONSTRUCTION INFORMATION

DESCRIPTION OF PROJECT

Document Start Date

March 2016.

Project Title

Roof covering replacement and associated external works at The Symington Building, Market Harborough, Leicestershire.

Project Start Date

Anticipated commencement: early July 2016.

Project Phasing

The project is not the subject of phased completion under the terms of the associated Building Contract. However and to assist the Client team in management of their ongoing occupation of the premises during the contract period, they have suggested the works be progressed in the following sequence:

1. Form site compound and temporary site accommodation;
2. Seal-off and temporarily encapsulate internal office area at 3rd floor level beneath the roof coverings to be replaced;
3. Erect scaffold and external access equipment;
4. Controlled removal of asbestos containing roofing slates (felt and battens to be retained at this juncture);
5. Periodic reassurance air tests of sealed internal area during and on completion of controlled asbestos removal;
6. Environmental cleaning of existing roofing felt and battens by asbestos removal contractor, together with associated certification of same;
7. Subsequent removal of remaining roof covering materials (to include felt and battens);
8. Provision of new roof coverings and rainwater goods;
9. Implementation of all other specified works in conjunction.

Expected Duration

To be agreed following receipt of tenders.

Expected Pre-Construction Period

2 weeks

Client

Harborough District Council
The Symington Building
Adam and Eve Street
Market Harborough
Leicestershire
LE16 7AG

Contract Administrator

Rhomco Consulting Limited
Westview House
Oak Tree Court
Mulberry Drive
Cardiff Gate Business Park

Cardiff
CF23 8RS

CDM Coordinator

Rhomco Consulting Limited
Westview House
Oak Tree Court
Mulberry Drive
Cardiff Gate Business Park
Cardiff
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Quantity Surveyor

Rhomco Consulting Limited
Westview House
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Cardiff
CF23 8RS

Workplace Regulations

The principal contractor should note that the premises will be used as a workplace following completion of the project.

Existing Record Information and Premises Drawings

A copy of the demolition and refurbishment asbestos survey report is included at appendix A of this document. No other documentation is available at the current time.

Asbestos

As above, a copy of the demolition and refurbishment asbestos survey is included at appendix A.

Site Location

The Symington Building
Adam and Eve Street
Market Harborough
Leicestershire
LE16 7AG

The building is a large four-storey office block situated within town centre of Market Harborough. The premises are nearby commercial, retail and residential accommodation.

Should the contractor require any additional information with regards to the subject premises, surrounding land / building uses or the like, their queries should be raised with the contract administrator as soon as practicable in order that further investigations and enquiries of the employer can be made as appropriate.

Subject Premises Description

The building is Grade II Listed.

The subject premises comprises a four-storey office building incorporating ground and three upper floors. The premises roof coverings are pitched and have a slate finish, incorporating double glazed roof lights. Rainwater

discharges to a combination of gutters and downpipes. The elevations typically comprise of face brickwork. External windows comprise a combination of both metal and timber framed installations with a painted finish. External doors comprise of aluminium framed powder coated metal units.

The adjoining external car park (referred to as 'Fox Yard') incorporates a macadam finish.

Internally, the premises incorporate a variety of painted plastered ceilings, painted walls and differing floor coverings.

The property benefits from incoming mains electricity, gas, water and telecom supplies that are all live.

NB: The above description is provided only as a general guide. Each contractor will be required to inspect the premises themselves at tender stage to establish whether the content of the above is correct. It is the contractors own findings that will take precedence if differences are identified on further examination.

Health & Safety Executive Notification Dates

Initial - Submitted.

Health & Safety Executive Office Location

HSE (Health & Safety Executive)
900 Pavilion Drive
Northampton Business Park
Northampton
NN4 7RG
Fax: 01604 738333

Brief Description of Proposed Works

Overall this project will generally include the following works:

- Remove all existing roof slates to the whole roof covering and replace with a new roof slate to match the finish, colour and size of the roof slates upon the front wing building;
- Remove and replace all existing ridge tiles to the whole roof covering in a similar ridge tile to match existing finish, colour and size;
- Remove and replace all underlay and battens with new breathable underlay and battens;
- Remove and replace all bedded cloak verge details to the gable-ends with new cloak verge to match existing;
- Remove and replace the snow guard at eaves level to match existing finish, colour and size;
- Existing strip glazed roof lights to remain as these seem to be in reasonable condition. Replace any cracked or blown units if any identified on site;
- Remove and replace all lead flashings, trims etc around the existing strip roof lights with new flashings in accordance with current standards;
- Over clad the existing timber fascia boards with new PVCu fascia/capping board to the East Elevation and remove the existing timber corbel to the West Elevation and replace with treated timber board and PVCu fascia/capping board all to match existing finish/profile, colour and size;
- Remove the existing half round PVCu guttering to the East Elevation and also the Ogee cast iron guttering to the West Elevation and replace with new Moulded cast aluminium guttering and square downpipes throughout all to match existing finish, colour and size;
- Review the existing insulation depth and properties to ascertain adequate thermal and cross ventilation design. This is also subject to the combined review of Building Control.
- Overlay a new built-up felt roof covering to the dormer roof on the East Elevation;
- Remove the existing half round PVCu guttering and downpipes to the dormer roof and replace with new Moulded cast aluminium rainwater goods all to match existing finish, colour and size;
- Remove all existing roof slates to the whole roof covering upon the small hip roof configuration located on the North Elevation and replace in a similar roof slate to match existing finish, colour and size;

- Remove and replace all underlay and battens with new breathable underlay and battens upon the small hip roof configuration located on the North Elevation;
- Remove the half round PVCu guttering and downpipes upon the small hip roof configuration located on the North Elevation and replace with new Moulded cast aluminium guttering and square downpipes throughout all to match existing finish, colour and size.

NB: The above list is not conclusive and this document is therefore to be read in conjunction with the project specification(s) which provide further detail of the specified works.

Planning Consent

The proposed works requires Listed Building consent which has been approved.

Building Regulations Consent

The proposed works requires Building Regulations approval. Application lodged by Client team. Outcome awaited.

Other Consents

It will be necessary for the appointed principal contractor to obtain scaffold permits from the Local Authority all as required for the works. The client / property owner is seeking approval and licenses for over sailing agreement upon the West Elevations.

CLIENTS CONSIDERATIONS & MANAGEMENT REQUIREMENTS

Highways Considerations

Parking

Parking will be available within the allocated 'Contractors Compound' within the adjoining 'Fox Yard' car park as indicated in Appendix B. Full details to be agreed with CA prior to commencement of works on site.

It should be noted that the Client will also have other contractors working within the subject premises at the same time as this external scheme. The associated contractors will also be accommodated within the Fox Yard car park, albeit in a different location.

Delivery Times

To suit contractor's discretion although by agreement with the Local Authority and in accordance with any associated restrictions that may be imposed. Fire and escape routes must not be blocked at any time.

Ease of Delivery

External deliveries to contractor's liaison.

Noise and Working Restrictions

Noisy works only to be undertaken at times agreed in advance with the contract administrator. Comply generally with the recommended BS 5228:pt 1 for minimising noise levels. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Keep all noisy works to a minimum. This should be reflected by working methods. Contractor's to pay due attention to the noise sensitive nature of activities within surrounding buildings.

The principal contractor shall provide an out of hours contact number prior to works commencing on site.

Storage Restrictions

The contractor is only allowed to store all materials within the confines of their compound.

Principal Contractors Method Statements

Prior to commencement of works on site the principal contractor shall prepare a detailed Construction Phase Plan to include method statements for the asbestos removal and the general works, which must clearly identify how the hazards associated with the works will be handled.

Health & Safety Co-Ordination

The principal contractor shall co-ordinate all Health & Safety matters of all organisations and persons on the site. The following shall be included as a minimum requirement:

- Formulation and enforcement of specific site safety rules;
- Induction training;
- Provision of information to all operatives;
- Ensure that each organisation has a nominated safety supervisor;
- Hold regular safety co-ordination meetings.

The principal contractor will be expected to issue all necessary Health & Safety related and project specific information to the Principal Designer on a regular basis and as required prior to associated works operations commencing on site.

The CDM Regulations will also remain on the agenda of all formal progress meetings for the duration of the project to ensure that adequate time is allocated for the consideration of any Health & Safety matters during work in progress.

Site Access

In accordance with current provisions and to contractors liaison.

Fire Precautions & Means of Escape

The principal contractor should make arrangements to prepare a fire escape strategy for the works, which should be incorporated in the Construction Phase Plan. Egress in case of emergency should be afforded by way of the designated fire escape routes already in place. All persons attending site must make themselves aware of emergency egress provisions.

Site Security

Security of the works, any site accommodation and the premises via any of the external access equipment employed on the project during the works will remain the full responsibility of the contractor for the duration of the contract. The employer will expect the contractor to ensure that access to the building by unauthorised personnel is not possible during the course of the project.

All persons entering site shall report to the principal contractor. They should also report to them upon leaving the site. A signature book is to be retained and managed by the contractor for the full duration of the building contract.

A site security method statement should be prepared by the principal contractor and agreed with the contract administrator prior to any work commencing on site.

Welfare Accommodation

The contractor is required to provide their own accommodation contained within the site compound area. Full details to be confirmed within Construction Phase Plan prior to commencement of works on site.

Location Of Unloading & Storage Areas

To contractors liaison.

All works refuse and waste materials must be suitably bagged and deposited in a skip to be positioned within the designated external site compound. Location to be agreed with CA prior to commencement of works on site.

All skips to be fully enclosed and lockable out of normal working hours in an attempt to prevent fire raising, fly tipping and vandalism etc.

Traffic & Pedestrian Routes

All entry and exit points should be left clear at all times.

Site Hoarding Requirements

The contractors will need to segregate and form a secure boundary about the designated site compound using suitably clamped and fixed herras fencing.

Client Issued Permit-To-Work Systems

None.

Areas Designated As 'Out-Of-Bounds' For Contractors

The premises interior will be considered 'out of bounds' after the initial phase of the asbestos removal works are completed.

Confined Spaces

The client has not designated any area of the premises as a 'confined space'.

Work to Occupied Premises

The third floor office of the subject premises will remain vacant until completion of the whole works. However the contractor is to bear in mind that the floors beneath and also the main building will remain fully occupied.

Specific Health & Safety Considerations

The principal contractor shall take adequate precautions to ensure that the site is kept safe at all times to prevent injury to site operatives, visitors and members of the public etc.

General Public

The principal contractor shall take adequate precautions to ensure that the building is secured at all times to prevent unauthorised access by members of the public etc.

General Site Rules

Site Training

A Health & Safety induction course is to be given to all site personnel before coming on to site. All plant drivers / operators must hold and be in possession of at all times, while on site, a relevant CITB Certificate.

Protective Clothing

All site operatives shall, as a minimum, wear an approved hard hat, protective footwear and an appropriate reflective jacket or vest. An appropriate number of additional hard hats and reflective vests should also be retained on site for use by authorised visitors during work in progress.

Emergency Procedures

The principal contractor shall liaise with the emergency services and put in place a procedure to handle serious fires, explosion, collapse, accident or other incidents. All incidents shall be reported to the employer, contract administrator and Principal Designer immediately they occur.

The principal contractor shall ensure that access to and egress from the building is maintained for emergency services at all times. The principal contractor shall familiarise themselves with the local and site based emergency procedures prior to commencement of the works.

Reporting Procedures

Shall be agreed at the inaugural pre-contract meeting held between the contract administrator and principal contractor. All problems / accidents etc. shall be reported to the contract administrator and Principal Designer immediately they occur.

General Statement of Health & Safety Principles and Objectives

The principal contractor will take all reasonable steps to ensure the health, safety and welfare of all persons affected by the construction works, in accordance with all current H&S Legislation and HSE guidance.

All information received by the principal contractor regarding any specific process or perceived hazard is to be passed on to all concerned. All training required is to be made available to ensure that all employees are equipped for the responsibilities placed upon them.

The maintenance of health, safety and welfare of persons affected by the works is to be considered an absolute priority. The principal contractor is to ensure that these health, safety and welfare standards are achieved and monitored.

Unforeseen Events

The principal contractor shall notify the contract administrator and Principal Designer immediately an event occurs which may cause risk to:

- The health and safety of people;
- The safe operation of premises on and off site;
- Require design changes and / or extra resources.

ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS

Existing Structures

Materials with Health Implications

Any asbestos based material or any other deleterious material exposed after the initial asbestos removal works should be reported immediately to the contract administrator for further instruction.

Fragile Materials

Glazed roof lights.

Instability Problems

None advised, although the contractor is to check on site prior to commencement of the works.

Existing Services

The following services connections are thought to be present at the current time:

- Water;
- Electricity;
- Gas;
- Telecoms.

We understand that the use of existing services by the principal contractor will be permitted during work in progress although no confirmation is provided by the employer as to their current status or suitability.

Ground Conditions

Contamination

Not applicable given the nature and extent of the works.

Gross Instability

None advised, although the contractor is to check on site prior to commencement of the works.

Possible Subsidence

Not applicable given the nature and extent of the works.

Old Mine Workings

None advised.

Underground Obstructions

Not applicable given the nature and extent of the works.

Construction Materials

The following Prohibited Materials **shall not** be incorporated into the works:

- High alumina cement in load bearing structural elements;
- Woodwool slabs used as permanent formwork to structural concrete;
- Calcium Chloride admixtures in concrete;
- Asbestos or asbestos based products;
- Aggregates for use in reinforced concrete which do not comply with British Standards Specification 882:1983 and aggregates for use in concrete which do not comply with British Standards Specification 8110:1985;
- Urea formaldehyde foam or materials which may release formaldehyde in quantities which may be hazardous, with reference to the limits set from time to time by the HSE;
- Calcium silicate bricks or tiles;

- Concrete that might be susceptible to alkali-silicate reaction;
- Any product which contains or uses in its manufacture Montreal Listed CFC gases;
- Materials containing loose fibres less than 3 microns in diameter (materials containing fibres larger than 3 microns diameter will be sealed or otherwise stabilised to ensure that the fibre migration is prevented;
- Any other material generally known to be deleterious at the time of use.

Potential health hazards of using the following materials are difficult to avoid and the principal contractor must make detailed provision for these hazards in the Construction Phase Plan. Provision may include:

- Safe systems of work;
- Safe storage;
- Warning signs;
- Movement of material on site;
- Collection and disposal of waste;
- Personal protection equipment;
- Training;
- Forced ventilation/local extraction.

Substances harmful by inhalation of dusts, fumes, gases and vapours typically include:

- Welding fumes
- Man-made mineral fibres
- Silica and quartz dust arising from granite, Terrazzo
- Concrete scabbling, etc
- Isocyanates (present in rigid insulation foams, paints, varnishes, adhesives)
- Solvents (in paints, paint strippers, mastics, glues, surface coatings, etc.)
- Hot bitumen
- Chemical cleaners & biocides

Substances hazardous in contact with skin and mucous membranes typically include:

- Brick, stone, plaster, dust
- Cement
- Paints, varnishes, lacquers, stains
- Acids
- Alkalis
- Acrylic and formaldehyde resins
- Chromates (in primer paints, cement)
- Petrol, white spirit, thinners
- Certain epoxy resins
- Bitumen

A select number of the substances identified above may be used during the course of works. Assuming the contractor takes all usual and necessary precautions during their use, it is considered that such substances should not pose a significant threat to the H&S of site operatives. Notwithstanding this, the principal contractor must schedule and identify the precautions to be taken within their Construction Phase Plan, as required.

SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

Design Assumptions

No specific design assumptions have been made during the initial stages of this project.

Designers Risk Assessments

The risk assessments prepared by Rhomco Consulting Ltd during the detailed design process are included at appendix C.

Suggested Work Methods to Overcome Significant Known Hazards

No specific suggestions are made given the nature of the proposed works.

It is considered that on the understanding the contractor uses all usual skill and care during the course of the works the proposed working methods and materials will not pose any significant risk to health and safety.

THE HEALTH & SAFETY FILE

Information For Inclusion Within The Health & Safety File

The principal contractor should regularly pass to the Principal Designer all information for inclusion within the project Health & Safety File. This to include in respect of updated, revised or new method statements which may be required during work in progress as a result of variations issued by the contract administrator or the like.

Method statements should be passed to the Principal Designer a minimum of 3 working days prior to commencement of any associated works operations on site.

The principal contractor shall liaise with the Principal Designer on matters that may affect the future maintenance of the site and / or buildings.

Contents Of The Health & Safety File

The Health & Safety File is to be prepared by the principal contractor prior to completion of the works and handed to the Principal Designer in advance of completion being certified under the building contract.

Appendix D hereto includes confirmation of what should be included in the Health & Safety File.

The completed file should be delivered to the Principal Designer in both paper and electronic format.

APPENDIX A

DEMOLITION & REFURBISHMENT ASBESTOS SURVEY REPORT




Clearview
Environmental Ltd

Clearview Environmental Ltd
North Street, Wigston, Leicester. LE18 1PS
www.clearviewenv.com
e: contact@clearviewenv.com
t: 0116 288 8256



6536

BULK SAMPLING REPORT

Report Number	Issue Number	Issue Date	
J013652	1	15 Mar 2016	
Site Address		UPRN	
The Symington Building, Adam & Eve Street, Market Harborough Leicestershire, LE16 7AG		N/A	
Scope of Sampling			
Sampling of roofing material			
Client Specific Requirements			
Roof works			
			
Sampled by:	Tony Pratt	Reviewed by:	Clare Hendrick
Signed as authorised		Signed as reviewer	

<i>Name of person taking sample:</i>	Tony Pratt
<i>Report Author:</i>	Clare Hendrick
<i>Sampling commissioned by:</i>	Mark Perris, Harborough District Council, The Symington Building, Adam & Eve Street, Market Harborough Leicestershire
<i>Report issue date:</i>	15 Mar 2016
<i>Issue Number:</i>	1
<i>Reason for re-issue:</i>	N/A
<i>Date / s the sampling was carried out:</i>	24 Feb 2016
<i>Scope of sampling:</i>	Sampling of roofing material
<i>Reason for sampling:</i>	Roof works
<i>Sampling method:</i>	Clearview standard procedures
<i>Variations or deviations from Clearview Environmental Ltd procedure:</i>	None
<i>Additional information:</i>	N/A
<i>Name of UKAS laboratory carrying out bulk sample analysis:</i>	Asbestos Laboratory Services
<i>Number of samples collected (certificate in Appendix A):</i>	5

This report has been produced following a request from the client to sample potential asbestos containing materials (ACMs).


The material /s sampled have been analysed by an accredited laboratory and the certificate of analysis is attached. Please note that all samples taken by us have been done so in accordance with the Control of Asbestos Regulations 2012, HSG264 and HSG248 and our own In house procedures.

Clearview Environmental Ltd are accredited by UKAS (6536) as a Testing Laboratory to ISO 17025 and an Inspection Body to ISO 17020.


Asbestos containing materials

Room Code	Designation/Block	Floor	Ref no.		
E.01	N/A	External	001 - AN003599		
Location	Description	Position	Quantity		
External	Cement roof tiles	Roof	>100m²		
Material Assessment Algorithm					
A-Product Type	B-Extent of Damage	C-Surface Treatment	D-Asbestos Type	Material Score (A+B+C+D)	Potential to Release Fibres
Asbestos Cement (1)	Good Condition(0)	Surface Sealed(1)	Chrysotile (1)	3	Very Low
Accessibility	Usually inaccessible or unlikely to be disturbed		Action Priority	Longer term	
Photo Ref:	1		Discussion & Recommended Action (in accordance with CAR 2012)		
			Management Action		
			No action required as material is in good condition. Inspect at regular intervals and consider labelling if not already labelled		
			Additional Comments		
			Remove if likely to be disturbed by proposed works		
Who can work with / remove this material		Non-Licensed Materials		Recommended re-inspection in:	
				12 months	


Asbestos containing materials

Room Code	Designation/Block	Floor	Ref no.		
E.01	N/A	External	002 - AN003600		
Location	Description	Position	Quantity		
External	Cement undercloaking	Roof	>30lm		
Material Assessment Algorithm					
A-Product Type	B-Extent of Damage	C-Surface Treatment	D-Asbestos Type	Material Score (A+B+C+D)	Potential to Release Fibres
Asbestos Cement (1)	Good Condition(0)	Surface Sealed(1)	Chrysotile (1)	3	Very Low
Accessibility	Usually inaccessible or unlikely to be disturbed		Action Priority	Longer term	
Photo Ref:	2		Discussion & Recommended Action (in accordance with CAR 2012)		
			Management Action		
			No action required as material is in good condition. Inspect at regular intervals and consider labelling if not already labelled		
			Additional Comments		
			Not applicable		
Who can work with / remove this material		Non-Licensed Materials		Recommended re-inspection in:	12 months


Asbestos containing materials

Room Code	Designation/Block	Floor	Ref no.		
E.01	N/A	External	004 - AN003602		
Location	Description	Position	Quantity		
External	Cement roof tiles	Roof	>100m²		
Material Assessment Algorithm					
A-Product Type	B-Extent of Damage	C-Surface Treatment	D-Asbestos Type	Material Score (A+B+C+D)	Potential to Release Fibres
Asbestos Cement (1)	Good Condition(0)	Surface Sealed(1)	Chrysotile (1)	3	Very Low
Accessibility	Usually inaccessible or unlikely to be disturbed		Action Priority	Longer term	
Photo Ref:	4		Discussion & Recommended Action (in accordance with CAR 2012)		
			Management Action		
			No action required as material is in good condition. Inspect at regular intervals and consider labelling if not already labelled		
			Additional Comments		
			Remove if likely to be disturbed by proposed works		
Who can work with / remove this material		Non-Licensed Materials	Recommended re-inspection in:		12 months

Asbestos containing materials

Room Code	Designation/Block	Floor	Ref no.		
E.01	N/A	External	005 - AN003603		
Location	Description	Position	Quantity		
External	Cement undercloaking	Roof	>30lm		
Material Assessment Algorithm					
A-Product Type	B-Extent of Damage	C-Surface Treatment	D-Asbestos Type	Material Score (A+B+C+D)	Potential to Release Fibres
Asbestos Cement (1)	Good Condition(0)	Surface Sealed(1)	Chrysotile (1)	3	Very Low
Accessibility	Usually inaccessible or unlikely to be disturbed		Action Priority	Longer term	
Photo Ref:	5		Discussion & Recommended Action (in accordance with CAR 2012)		
			Management Action		
			No action required as material is in good condition. Inspect at regular intervals and consider labelling if not already labelled		
			Additional Comments		
			Remove if likely to be disturbed by proposed works		
Who can work with / remove this material		Non-Licensed Materials		Recommended re-inspection in:	
				12 months	

Materials identified as not containing asbestos

Room Code	Designation/Block	Floor	Location	Position	Description	Ref no.	Photo
E.01	N/A	External	External	Roof	Bitumen roof felt	003 - AN003601	

Appendix A Bulk analysis results

Unit C7
New Yatt Business Centre
New Yatt
Nr Witney
Oxfordshire, OX29 6TJ

Tel: 01993 868636
Fax: 01993 669080
www.asbestoslabs.co.uk

4668
CERTIFICATE OF ANALYSIS FOR ASBESTOS FIBRES
Report Number: ALS/J011070

Client	Clearview Environmental Limited	Attention	David Whitaker
Client Address	North Street, Wigston, Leicester, LE18 1PS		
Site Address	The Symington Building, Adam & Eve Street, Market Harborough Leicestershire, LE16 7AG		
Site Ref	J13652	No. of Samples	5

Date Received	29/02/2016	Date of Analysis	02/03/2016	Report Issue Date	02/03/2016
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Samples of material(s) [detailed below] have been examined to determine the presence of asbestos fibres, using Polarised Light Microscopy together with dispersion staining based on the HSE's guidance document HSG248 and Asbestos Laboratory Services documented method. If samples have been delivered to the laboratory, the site address and sample location is reported as provided by the client. Asbestos Laboratory Services are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Asbestos Laboratory Services cannot be held responsible for the interpretation of the results shown. Opinions and interpretations are outside the scope of the UKAS accreditation. All entries under 'Fibre Type Detected' that contain (*) indicate that the sample was found to be deviating from policies defined in document TPS63 (UKAS Policy on Deviating Samples). As a result, the test result(s) may be invalid.

The Determination of Asbestos Content Report shall not be reproduced except in full, without written approval of the laboratory'.
(V2), or subsequent "V" numbers, after the report number signifies that the original certificate (or previous amended certificate) has been replaced.

Lab Ref.	Client Sample Number	Sample Location	Sample Description	Fibre Type Detected
BS049689	AN003599	Roof	External, External, Cement roof tiles	Chrysotile
BS049690	AN003600	Roof	External, External, Cement undercloaking	Chrysotile
BS049691	AN003601	Roof	External, External, Bitumen roof felt	N.A.D.I.S
BS049692	AN003602	Roof	External, External, Cement roof tiles	Chrysotile
BS049693	AN003603	Roof	External, External, Cement undercloaking	Chrysotile

KEY

NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.

Analysed By	Wai-fung Kuet
Analyst Signatory	

Approved By	Roy Pearce
Approver Signatory	

ALS14A

Issued by: Quality Manager

Page 1 of 1

Issue Date: 21/11/2014

Issue No. 3

APPENDIX B

SITE SET-UP PLAN

APPENDIX C

DESIGNERS RISK ASSESSMENTS

HEALTH AND SAFETY RISK ASSESSMENT FORM - DESIGNER

Project: The Symington Building, Market Harborough
Roof Replacement and Associated External Works

ASSESSMENT UNDERTAKEN BY:

NAME: Paul Lewis
COMPANY: Rhomco
DATE: April 2016

File No: PL/RCL1149

ITEM	(A) DESCRIPTION OF HAZARD IDENTIFIED - MATERIAL/ OPERATION/ MAINTENANCE/ DEMOLITION	(B) RISK: HIGH MEDIUM OR LOW Severity/ Frequency S F	(C) HOW IS THE RISK TO BE REDUCED AND BY WHOM? (1) DESIGN OUT FORESEEABLE RISK (2) COMBAT RISK AT SOURCE (3) CONTROLS TO PROTECT ALL WORKERS (4) PERSONAL PROTECTION TO INDIVIDUALS No.	(D) HOW IS THE RISK TO BE COMMUNICATED AND BY WHOM? Note: = Note on Drawing or Schedule of Works. Register = Register of Significant Hazards passed to Principal Designer.	(E) DESIGNER'S ACTION COMPLETED
1.0	Removal of asbestos containing roofing slates.	H H	1 No feasible design changes. 2 Comply with a suitably developed asbestos removal plan. 3 Externally the top level of scaffolding will be suitably protected for the removal of asbestos under controlled conditions. Internally, staff will decant the office beneath and the area will be sealed off and reassurance air tests will be conducted. Only licensed removal contractors to be appointed. 4 All operatives to employ the use of full PPE necessary for works progressed to remove ACM's under controlled conditions.	Principal Designer to communicate to contractors. Principal Designer to communicate to contractors. Principal Designer to communicate to contractors.	April 2016
2.0	Working from temporary access scaffold and platforms	M H	1 No feasible design changes. 2 Ensure scaffold is certified as being complete before gaining access thereto. Ensure scaffold is erected all as specified and include for perimeter edge protection to roof surfaces during works	Principal Designer to communicate to contractors.	April 2016

				2	Limit use of noisy equipment and progression of noisy works to specific timescales. Ensure regular periods of 'down-time' for noisy works operations are included for within daily programme.	Principal Designer to communicate to contractors.	
				3	Ensure operatives made aware in advance of excessively noisy works operations.	Principal Designer to communicate to contractors.	
				4	Contractor to ensure full PPE is worn by operatives including hard hats, steel capped boots, ear plugs etc.	Principal Designer to communicate to contractors.	
6.0	Working on and about live services installations	M	H	1	No feasible design changes.		April 2016
				2	All services being worked upon are to be isolated prior to works commencing.	Principal Designer to communicate to contractors.	
				3	Identify and clearly label all live services installations located within the site from the outset where these are not obvious.	Principal Designer to communicate to contractors.	
				4	N/A		
7.0	Working at high level	M	H	1	No feasible design changes.		April 2016
				2	Work from only certified scaffold referred to at item 2.0 above or mechanical access platforms referred to at item 8.0 below.	Principal Designer to communicate to contractors.	
				3	As above.		
				4	Contractor to ensure full PPE is worn by operatives including hard hats, steel capped boots etc.	Principal Designer to communicate to contractors.	
8.0	Working from mechanical access platforms / hoists	M	H	1	No feasible design changes.		April 2016
				2	Work from only properly maintained and operated	Principal Designer to communicate to	

					mechanical platforms supplied by a reputable company.				contractors.	
				3	Ensure site operatives are suitably trained in the use / operation of hoists prior to use.				Principal Designer to communicate to contractors.	
				4	Contractor to ensure full PPE is worn by operatives including hard hats, steel capped boots etc. Ensure also that areas beneath platforms are suitably cordoned during use.				Principal Designer to communicate to contractors.	
9.0	Working adjacent areas frequented by others.	H	H	1	No feasible design changes.				Principal Designer to communicate to contractors.	April 2016
				2	Ensure suitable cordons and external signage is maintained about working areas at all times.				Principal Designer to communicate to contractors.	
				3	As above.				Principal Designer to communicate to contractors.	

APPENDIX D

CONTENTS OF HEALTH & SAFETY FILE

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

The following 10no. page document clarifies the proposed format and content of the Health & Safety File, together with the information to be supplied in the contractors operating and maintenance manuals for this project:

Preamble

The CDM Regulations do not prescribe how a Health & Safety File should be compiled. The following notes describe the required format and contents for the Health & Safety File on this project. *The Health & Safety File will be compiled by the Principal Contractor for approval by the Principal Designer.*

The contents of the Health & Safety File are to be as described in the 14 numbered sections following these introductory notes. The same numbering, heading and sub headings should be used.

The O&M manuals are summarised in Section 14.0 and are to be compiled by the Principal Contractor and / or his package contractors.

Format of Health & Safety File

Volumes are to be white PVC A4 4-ring folders with tabbed section dividers. Folders to have integral clear pockets on the front covers and spines with title sheets inserted.

All sheets to be A4 where possible: any A3 drawings to be folded so that they can be viewed without removal from the file.

Files are to be indexed.

Each page to have a header and footer containing the project details, page number and date.

All files to be presented in hard copy for the first draft.

The second draft of the hard copy is to be accompanied by the full contents on CD-Rom in the following formats:

- Text: 'word' for windows;
- Schedules: 'excel' for windows;
- Drawings: Acrobat pdf, or as defined elsewhere contractually.

There should be a title page that states the project title, unique reference number, author and date of issue.

This should be followed by an amendments page, suitably tabulated so that future changes can be recorded. There should be provision for recording a description of the change, author and date.

Timing of Submissions

All documentation will be required in advance of Practical Completion being certified.

The principal contractor should devise suitable deadlines for submission of O&M manuals, so that these may be reviewed by the Principal Designer / other design team members prior to delivery of the Health & Safety File.

1.0 Directory of Health & Safety File Volumes

The completed hard copy of the Health & Safety File will comprise a number of separate volumes (e.g. files). These should be listed at this section of the Health &

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

Safety File in a systematic fashion and each should have a unique identifying reference number.

The first volume should be the framework document. Other volumes will include, typically:

- Asbestos survey reports;
- Condition survey reports;
- O&M manuals;
- As built drawings (in A3 format);
- Specifications.

For relatively small projects, it may be more practical to incorporate the above mentioned reports, etc., as appendices to the framework document, thereby keeping all 'design' records in one volume. O&M manuals would normally form separate volume(s), except for very small projects.

2.0 Introduction

This section of the Health & Safety File is intended to provide the reader with some background to the project, such as:

- Location;
- Reason for the project (expansion, refurbishment, rebuilding, etc.);
- Details of project phasing;
- Significant dates (e.g. commencement and completion).

3.0 Guidance on the CDM Regulations and the use of the Health & Safety File

This section of the Health & Safety File is intended for a lay reader who is not very familiar with the construction industry and its regulations. The text in italics is suggested as being appropriate for most projects, but the wording should be checked for suitability and completeness in the context of this project.

3.1 Requirements of the CDM Regulations

This Health & Safety File has been prepared in accordance with the CDM Regulations. The information contained in the file will assist persons carrying out construction, cleaning or maintenance work on the structure at any time after completion of this project. The contents of the file include all the relevant elements suggested in 'Managing Health and Safety in Construction' prepared by the construction industry advisory committee in conjunction with the Health and Safety Executive.

The purpose of the Health & Safety File is to provide information and alert those who are responsible for the structure and equipment in it to the significant health and safety risks that will need to be dealt with during subsequent construction, maintenance and cleaning work.

The information provided in this file is limited to that connected with the project described herein. Details relating to any adjacent structures and equipment do not form part of this file. Likewise, details of any previous or existing structures incorporated into this project are only included in so far as they were available and relevant to this project.

This Health & Safety File is a primary document and should be kept available for future reference. The file must be made available to designers, contractors

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

and principal designers when any further alteration or demolition work is proposed at the premises.

The clients 'file holder' has a duty to ensure that the file is maintained and updated to reflect any future changes.

3.2 Updating and Security of the Health & Safety File

The holder of this file has a duty to ensure that it is maintained and updated to reflect any changes in future. This includes both major and minor changes and the following updated procedures are recommended:

Minor Changes

Minor changes (where a principal designer is not involved), will be incorporated into the file as follows:

- *Designers and contractors must consult the file when changes are proposed;*
- *The amendment sheet at the front of this file will be completed and an amendment number generated. The appropriate general arrangement drawing(s) will be marked up to show the area of the change and the amendment number. The drawings so marked up will be referenced on the amendment sheet;*
- *On completion of the changes all relevant information will be gathered and appended to the file and marked with the relevant amendment number;*
- *Information contained within the original file which is superseded should be marked as no longer relevant and referenced to the appropriate amendment number.*

Major Changes

Major changes (where a principal designer is appointed), will be incorporated into the file either by following the above procedure or, where significant change is envisaged, in a suitable manner at the discretion of the principal designer.

If the principal designer varies the amendment procedure described above, he should ensure that all relevant information is retained and the nature, location and type of changes are adequately detailed.

4.0 Description of the Work

This section of the Health & Safety File should comprise a general description of the scope and nature of the work carried out. It should duplicate neither the background information given in Section 2.0, nor the detailed technical information in Section 6.0.

5.0 Project Directory

This section of the Health & Safety File should provide the name, address and contact details of the client, the principal designer, the design team, the principal contractor and any other relevant contractors employed during the project.

Contact details of the various contractors and suppliers should be included within the relevant O&M manuals.

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

6.0 Design Principles

This section of the Health & Safety File should include a description of all the design principles that affect how the works are to be used, maintained or extended safely. Make reference to background reports (condition survey, asbestos, etc.) which are incorporated as appendices or as separate volumes.

6.1 Generally

Consider the following (*where relevant to this project*):

- Classification of building / sections of project / building by element, building regulation purpose group, etc;
- Performance characteristics for system or components (e.g. exposure rating for windows);
- Control of sound transmission;
- Resistance to rising damp and rainfall;
- Roof drainage design;
- Surface water and foul drainage capacities;
- Government standard assessment procedure for energy rating of dwellings (SAP assessment) or building research establishment environmental assessment method (BREEAM assessment);
- Condensation control;
- Fixing restrictions;
- Life expectancy of materials / components / systems;
- Special requirements from the client in respect of the building users;
- Client imposed restrictions on access for cleaning or maintenance;
- Pedestrian / vehicular traffic patterns or separation requirements;
- Etc.

6.2 Structural Engineering

Consider the following (*where relevant to this project*):

- Load paths and the means for maintaining longitudinal and lateral stability - frame action, bracing, etc;
- Location and nature of any sources of substantial stored energy, including pre and post tensioned elements;
- Safe working loads for floors;
- Design loads for roofs, wind loads, snow loads etc;
- Any limitations on loads on floors from, say, scaffolding or future machinery;
- Means for preventing progressive collapse;
- Details of any protected members (key elements);
- Durability;
- Fire resistance;
- Etc.

If this information is available in a design statement document, then this should be referenced here and the document included as an appendix.

6.3 Civil Engineering

Consider the following (*where relevant to this project*):

- Underground drainage design perimeters;
- Soils perimeters;

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

- Highway design perimeters;
- Piling design principles;
- Etc.

6.4 Building Services

Traditionally, much of the design principles in connection with building services are provided in the O&M manuals produced by the building services contractor(s).

Consider inclusion of the following (*where relevant to this project*):

- Rated supply of incoming services;
- Capacity of stand by generator(s);
- Design criteria for heat insulation and materials used;
- Measures for conservation of fuel and power;
- Strategic criteria and details of maximum permitted flow rates;
- Reliability of supply;
- Minimum requirements for access for maintenance;
- Etc.

6.5 Fire Safety Strategy

Consider the following (*where relevant to this project*):

- Specialist reports;
- Occupancy levels;
- The disabled;
- Compartmentation;
- Places of special fire risk;
- Fire escape doors and fire escape routes;
- Fire fighting lifts;
- Emergency windows;
- Cavity barriers;
- Emergency lighting;
- Smoke / heater detectors;
- Fire alarm indicator panels;
- Fire hydrants;
- Sprinklers and fire fighting equipment;
- Specialist fire protection systems;
- Arrangements for disabled people;
- Fire appliance routes;
- Etc.

7.0 Sequence & Methods of Construction

This section of the Health & Safety File should comprise a concise description of how the construction was undertaken. It should include:

- The sequence of erection;
- Description of major materials used (e.g. structural steelwork, board or driven piling, brickwork, blockwork, type of cladding, type of roofing, type of internal partitions, etc.);
- Differentiation between pre-fabricated and formed in-situ elements;
- Details of any permanent shuttering or whether or not it is intended to contribute to the design strength of the structure;
- What temporary support or bracing was employed;

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

- Details of buried obstructions, abandoned foundations, redundant services or the like;
- Etc.

8.0 Residual Hazards

8.1 Hazards Associated with the Design

Consider the following (*where relevant to this project*):

- Location and nature of any sources of substantial stored energy, including pre and post tensioned elements;
- Location and nature of any 'knock out' panels in slabs where load capacity is reduced;
- Location and nature of any canter-level counter balancing;
- Roof light fragility classification;
- Location and nature of any confined spaces;
- Location and nature of any heat producing installations;
- Storage of liquids and gases;
- Etc.

8.2 Hazards Associated with Materials

Consider the following (*where relevant to this project*):

- Hazardous substances;
- Asbestos;
- Lead based paint;
- Location and nature of any special coatings that should not be burned;
- Location and nature of any insulation producing irritant dust;
- Location and nature of any slippery surfaces when wet;
- Location and nature of any materials with inhalation problems;
- Etc.

8.3 Hazards Associated with the Site

Consider the following (*where relevant to this project*):

- Location and nature of any contaminated land;
- Water bearing strata;
- Location and nature of any buried services;
- Location and nature of any overhead power lines;
- Flooding and inundation risks;
- Pollution from adjacent land (noise, exhausts, leachates, etc.);
- Etc.

9.0 Maintenance Procedure & Access Strategy

9.1 Window Cleaning & Maintenance of Building Fabric

This section of the Health & Safety File should describe how it is intended that maintenance or cleaning personnel should gain access to all areas where this work is to be undertaken.

Consider the following (*where relevant to this project*):

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

- How it is intended to clean windows and other external surfaces, unblock gutters and downpipes, etc;
- How it is intended to clean windows internally, particularly in atria or other high level locations;
- Means of safe access on roofs, perimeter parapets, 'man safe' systems, designated walkways, access hatches, etc;
- Means of safe access to and from any fall prevention systems installed (as described in Section 9.4);
- Provision of hard standing around building perimeter to allow access for cleaning personnel and equipment, such as mobile elevating work platforms;
- Provision of water points for cleaning operations;
- Etc.

It should be noted that this will only describe the anticipated methods. The end user will be free to adopt alternative safe methods if they so choose.

9.2 Maintenance of Building Services & Plant

Reference should be made to the O&M manuals, which will contain detailed descriptions of the cleaning and maintenance requirements. This section is intended to describe the content of those installations and how access / egress is achieved.

Consider the following (*where relevant to this project*):

- Means of access to roof level plant;
- Safe access to services risers;
- Safe access to buried plant or plant in confined spaces;
- Etc.

9.3 Replacement of Building Services & Plant

This section of the Health & Safety File is intended to describe the anticipated strategy for the replacement of items of plant, outside the normal everyday planned maintenance routines.

Consider the following (*where relevant to this project*):

- How heavy items of roof level plant can be removed and replaced, taking into account how they are to be removed from the plant room, how they will be transferred to a roof level lift, or, how they will be craned off the roof;
- Where suitably sized cranes can be positioned to be able to reach roof level plant and appropriate road transport, without endangering buried services, underground structures, etc;
- Restrictions on the load capacity of the roof which effect where plant can be temporarily sited during the replacement process;
- Etc.

9.4 Equipment Provided for Maintenance or Access

Consider the following (*where relevant to this project*):

- 'Man safe' systems installed on roofs, ladders, etc;
- Access cradles, e.g. for maintenance or external facades;
- I-bolts installed for: anchorage of harnesses, securing ladders, etc;
- Mobile plant, such as mobile elevated working platforms (MEWP);

HEALTH & SAFETY FILE CONTENTS

CDM REGULATIONS

- Etc.

10.0 Nature, Location & Marking of Significant Services

This section of the Health & Safety File should describe the nature, location and marking of all significant services, whether visible or not. Include fire fighting services, power cables, gas mains, etc.

Refer to other sections for details.

11.0 Certificates, Consents, Approvals

Relevant documents that are not already included in particular O&M manuals can be included in this section, albeit this is not a requirement of the CDM Regulations. Such documents may include:

- Planning consent;
- Building control approval;
- Discharge consents;
- Etc.

12.0 As-Built Drawings

The Health & Safety File must contain a comprehensive assembly of drawings that describe the works in their completed state. Ideally, these should be annotated 'as built'. It is not necessary to include an 'as built' copy of all the drawings that were issued on the project, although there is no objection to this being done.

As a minimum, there must be all the drawings needed to give the reader a sound knowledge of what is in the structure and how it was constructed.

Therefore, for example, there should be a complete set of structural drawings and patress location drawings, but it may not be necessary to include internal elevations which show nothing more than surface features and fixings. In doing this, it should be borne in mind that the Client has a responsibility to keep the Health & Safety File up to date after it has been handed over. Therefore, it may not be preferable to have to update numerous drawings for minor changes (such as moving a whiteboard on an internal wall). Arguably, it is safer to have no drawing than to have an out of date, incorrect one.

This section should list all the 'as built' drawings, giving the drawing number, revision letter and title.

NB: For larger projects, it may be convenient to refer to the drawing issue sheets produced by the individual designers, which are then included in an appendix to the Health & Safety File.

According to the project, it may also be appropriate to list here other records, such as weld testing results, etc.

13.0 Demolition & Dismantling Information

This section of the Health & Safety File should give any information needed for the safe demolition of the structure or the dismantling of plant. This could include highlighting any special sequence of demolition or temporary bracing or support which is required to prevent collapse, lifting arrangements, etc.

HEALTH & SAFETY FILE CONTENTS CDM REGULATIONS

14.0 Operation & Maintenance Manuals

This section of the Health & Safety File should list all of the O&M manuals that form part of the Health & Safety File. This is often best done in tabular form, as follows:

Manual Number	Contractor	Package
OM01	<i>Joe Bloggs & Company</i>	<i>Piling</i>
OM02	<i>Fred Smith & Company</i>	<i>Sub structure and below ground drainage</i>
OM03	<i>Arthur Dent & Company</i>	<i>Structural steelwork</i>
<i>Etc.</i>	<i>Etc.</i>	<i>Etc.</i>

Where possible, the format of the O&M manuals themselves should be the same as the Health & Safety File. The contents should be as follows, but marked 'not applicable', where appropriate:

1. Technical description / scope of works;
2. Sub-contractor details (include addresses and contacts for information and assistance. Include detail of sub-contract 'scope of work');
3. Design perimeters;
4. Include basis of design and calculations;
5. Description of operation (this refers to the operation of the completed equipment, not the method of construction);
6. Equipment schedules;
7. This refers to installation equipment, not construction equipment. Locations, duties, performance figures. Each item of plant to have a unique code number cross referenced to drawings;
8. List of manufacturers;
9. Name, address, telephone and fax number. Catalogue list numbers. Manufacturers project reference number;
10. Technical literature (provide for all items used on project - where extracts from catalogues are provided, there should be a clear indication of which items / models, etc. are relevant);
11. Legend (for all colour coded items);
12. Test certificates (include all commissioning records);
13. Guarantees and warranties;
14. Manufacturers certification;
15. Maintenance (detailed preventative maintenance schedules, specialist maintenance regimes, e.g. annual tests, maintenance regime to maintain guarantees and warranties);
16. Lubrication (lubrication schedules for all equipment);
17. Consumables (list of all consumable items);
18. Fault finding procedures;
19. Emergency procedures;
20. Safety (advice on safe use, operation and maintenance - do not include company safety policy or construction method statements);
21. Cleaning (cleaning instructions for all materials);
22. Demolition (procedures to be adopted for demolition / dismantling / removal of all elements / systems);
23. Spare parts (schedule of spare parts - price list including packaging and delivery);
24. Stock spares (list of all spares on extended delivery times);
25. Tools (a complete set of tools and instruments, if specified. Means of identification and storage methods);
26. Safety equipment (a complete set of tools and instruments, if specified. Means of identification and storage methods);

**HEALTH & SAFETY FILE CONTENTS
CDM REGULATIONS**

- 27. COSHH data sheets (for all materials used on site);
- 28. Drawing register;
- 29. Diagrammatic drawings (indicating principle items);
- 30. As built drawings (reduced to A3).

ENDS