



TWYXCROSS HOUSE SCHOOL

Pre- Construction Health and Safety Information for

The construction of a new Art Block

at

Twycross House School
1 Main Road
Twycross House School
Atherstone
Warwickshire
CV9 3PL

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1. INTRODUCTION TO THE CONTENT AND PURPOSE OF THIS DOCUMENT

The Pre-construction Health and Safety Documentation has been prepared to provide information to assist the Principal Contractor and Designers in understanding the key risk elements in the project, as identified at the planning stage, and also to detail the health and safety provisions required to enable compliance with the requirements of the Construction (Design and Management) Regulations 2007.

Where relevant information already exists, it is highlighted in this document and, where it is necessary for further information to be gathered, the document provides guidance in how to obtain the required information.

This document provides the basis of the initial Health and Safety File, for which additional information must be obtained throughout the project phase by the Principal Contractor. The Principal Contractor will be responsible for obtaining all relevant information for the Health and Safety File throughout the construction phase, including information supplied by sub-contractors working on the project. The Health and Safety File must be kept updated so that it can be handed to the COM Co-ordinator, to pass on to the Client on project completion.

This document also sets out the minimum standards of resource provision identified as necessary for the Principal Contractor to manage and operate the site safely, throughout the construction phase.

All contracting companies and personnel working on this project must adopt high standards of on-site safety and it is the Principal Contractor's responsibility to create



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the necessary rules to ensure a safe site. It is essential, therefore, that all site personnel agree to conform to these rules and any imposed by the Client. Site rules and agreed working practises must reflect current health and safety legislation and codes of practice.

The Principal Contractor must ensure that every contracting company is issued with, and has read, the Principal Contractor's Construction Phase Health and Safety Plan, which should be prepared using guidelines and information contained in this document, together with additional project specific information regarding the key personnel, the on-site arrangements and the precautions that will be employed to reduce the inherent risks of the tasks involved.

On this project, special consideration must be made for the Client's requirements in running an operational school and the need to protect the children. On no account must the work of this project put staff and pupils at additional risk, and every effort must be made to ensure that the work is designed and timed to cause as little disturbance as possible to the normal running of the School.

All contract personnel must receive a site safety induction, covering the relevant points of the Health and Safety Plan, the key site risk elements, the pre-agreed safe methods of working and any site rules, from the Principal Contractor, prior to starting work.

2. PROJECT DESCRIPTION AND EXISTING ENVIRONMENT

Brief Scope of Works

The project involves work to build and develop a new, single-storey Art Room at Twycross House School.

The School will remain operational throughout the contract, except for holiday periods.

Work will include groundworks to create new drainage and foundations, brick and block building, roofwork, joinery, glazing, mechanical and electrical work, plastering, decoration and furnishing. There will also be some exterior work on the premises and landscaping.

Existing Environment



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The project site lies within the grounds of Twycross House School, situated within the village of Twycross, on the southern side of the A444 and to the north-west of Sheepy Road. During term-time, third parties, including children, will be accessing other School buildings close to the construction working areas.

The site and compound will be fully segregated by Heras fencing and signed to deter trespass.

The programme of work, working methods and individual task methods will be designed to avoid risks to third parties, most especially children, and these will be reviewed on a regular basis with the Client and the Principal Contractor, as the work progresses.

Adjoining land use is an active school, with the A444 running along the northern boundary. The School's traffic will continue to use the A444 access as its regular route.

Because of the proximity of the site to the School premises, debris, dust and litter must be controlled at all times and contained within the work site. Noisy and dust-creating operations must be minimised and conducted away from the site boundaries. All such operations must be conducted at times when they minimise disturbance to third parties, and must not conflict with teaching and examination activities at the School.

Suitable warning signs to deter trespass onto site will be placed on the site fencing.

The Principal Contractor will be responsible for maintaining a secure site throughout the working day, and for ensuring that the site is left safe and secure outside of working hours

Site Rules

- All contractors must sign in with the Principal Contractor on arrival



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- No smoking or vaping on site
- No fires on site
- No noisy operations to be conducted near to active classrooms
- No radios or music systems will be allowed
- All HGVs using access routes within the school grounds must be (un)loaded and manoeuvred by a banksman.
- The appointed Principal Contractor will be responsible for the management of contract personnel and traffic, and for enforcing these rules at all times.
- Contract personnel are not allowed to enter any area of the School, other than their approved working area.
- Contract staff must not fraternise with the pupils
- Site hours will be 8am to 5.30pm and no work should be undertaken outside this time, without permission from the Client.



Site location shown in purple



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3. ON SITE CONTACTS

Site Address	Twycross House School, Twycross, Atherstone, Warwickshire, CV9 3PL	
Client:	Twycross House School	
Tel:	01827 880651	
Contact:	Mr and Mrs S Assinder	
E-mail:	grayson@twycrosshouseschool.org.uk	
Principle Designer and Principle Contractor	Toby Assinder	



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4. SITE ACCESS

Access for construction traffic to the site will be via the electric gate from the A444 through the cricket pitch field. Top Soil will be removed via the gates by the tennis courts onto Sheepy Road. This entrance and exit will only be used when the school is closed to children.

The project site adjoins active School premises where staff and children will be present, and work activities and traffic accessing site must not block access to these premises.

It is essential to maintain emergency access at all times, and also to allow the delivery and collection access routes into the School to remain open and free of obstructions. Care should be taken when driving on all routes to and from the site and delivery and collection drivers must be informed of the need to be vigilant of children and parents. The Principal Contractor must advise all drivers (including delivery drivers) of the special risks from traffic on this project and must enforce disciplinary measures against those who transgress, and during term time, all vehicles will be chaperoned by someone on foot.

All access routes into the site and around the compound must remain tidy and free of obstructions. Contractors must not use any other access routes to the contract site, unless authorised.

Site Parking

Storage, parking and unloading areas must be created in the compound. The Folly and its grounds are to be used for parking, storage and as a contractor welfare site. The Principal Contractor must ensure that construction traffic parks only in the authorised site and compound areas. Deliveries will, to the best of the Principal Contractors ability, be conducted outside of the school day. Once the base is



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constructed all building products will be stored onto of the base, within the securely fenced site.

Access to Working Areas

Access to the working area will be on foot from The Folly. Access into the building (once erected) will be via the normal entrance doorways. The Principal Contractor will be responsible for securing all entrances into the project site out of working hours.

Storage Arrangements

Storage and unloading areas should be arranged so that they do not block access, and allow waste to be transferred to waste collection vehicles quickly and with minimal risk.

Waste must be removed regularly from working areas and not left to scatter about. No flammable materials may be stored within the buildings and must be removed from site each day.

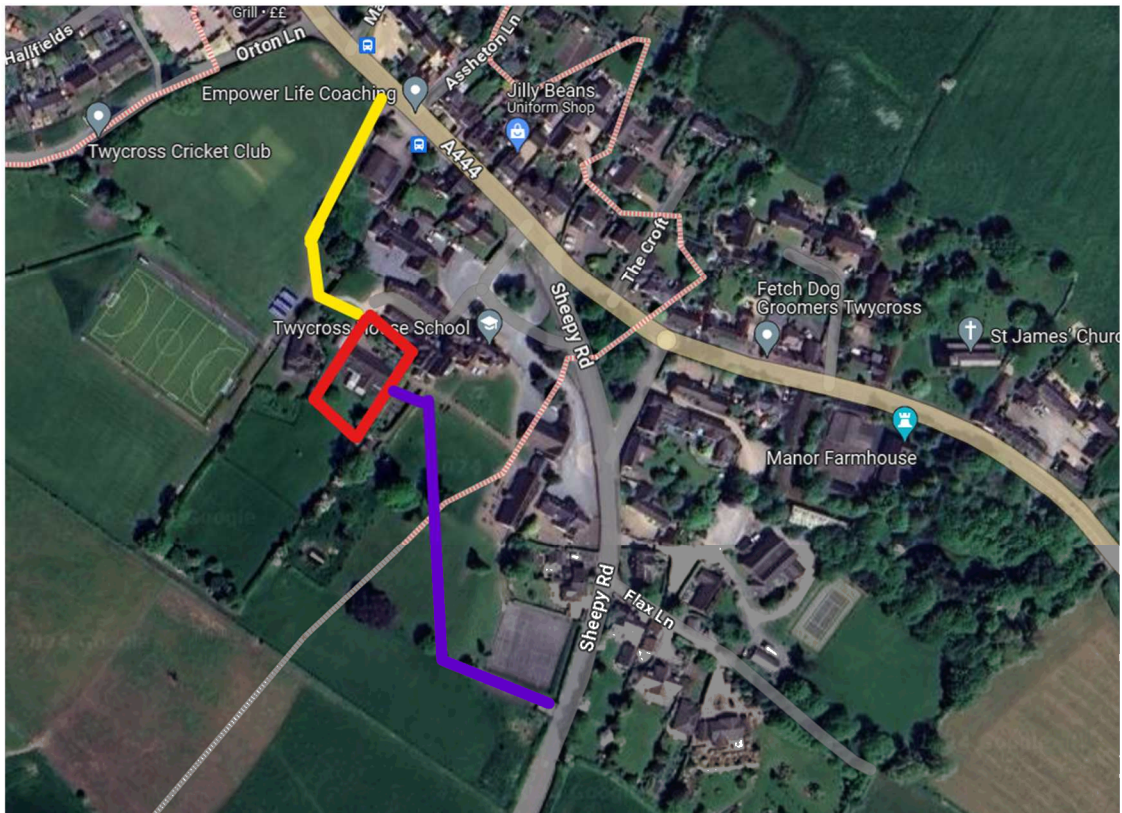
Special Access Considerations

All roads, paths and corridors used by the School must be passable at all times, unless it is absolutely necessary to close them off in the interests of health and safety. In any such case, the consent of The School will be necessary prior to closure of the route, and signs and barriers must be erected to prevent the decommissioned route being used while work is in progress nearby. Any decommissioned access routes must be brought back into use as soon as safe to do so.

No site personnel are to enter The School at any time, apart from The Folly and the site area.



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The Red area shows the site referred to as "The Folly"

The Yellow line shows the site Main Entrance and Exit

The Purple line shows the site Exit for the removal of top soil (only to be used outside of the school day)

5. SPECIFIC RISKS INHERENT IN THE DESIGN AND WITHIN THE SITE ENVIRONMENT

N.B. this information only refers to any significant site-specific risks that are likely to have an impact on the health and safety of those involved on this project. It does not refer to general construction risks. As such, it should be used to supplement the Principal Contractor's Assessment of Risks on this project, and to assist him in



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determining adequate health and safety arrangements, procedures, the necessary precautions and safe methods of working.

Risk	To	Comments
Traffic/External Access	Third Parties, especially Students	Delivery/Collection traffic must be managed by the Principal Contractor to minimise risks to third parties. The bespoke access from the A444 is the sole access for construction traffic (with the exception of the Sheepy Road exit for removal of Top Soil, which will be completed during the school summer holidays.) The Principal Contractor will be responsible for creating and operating a traffic management plan. All vehicles entering the school site during term time are to be guided by an on foot escort. Special care must be taken to allow for emergency vehicular access.
Other user of the premises an existing buildings and facilities	Third Parties, especially Students	Work will be undertaken in areas close to the active areas of the school, which has established pedestrian routes. The risk will be reduced by fencing off the entire building site during term time.
Noise disturbance, health risks	Students, members of staff, residents of nearby properties	Tasks to be risk assessed and working methods adapted to minimise the noise created, especially during term time. Essential noisy operations will be planned to be undertaken at times that cause the least amount of disturbance for students and staff.
Dust, health risk	Contractor, Students, Staff	Where possible dust suppression will be carried out to dampen down materials to reduce the dust at source.



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6. HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS REQUIRED FOR THIS PROJECT

The overall responsibility for all Health and Safety on site is with the Principal Contractor.



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7. SITE WELFARE AND EMERGENCY ARRANGEMENT

Required	By	Comments
Welfare	Principle Contractor	The Folly is to be used as a clean, hygienic dry, rest facility, for meal and rest breaks. The facility will be regularly cleaned. Facilities for heating food and boiling water will be available. There are chairs and tables, and heating and lighting.
Toilets and hygiene	Principle Contractor	The Folly will be provided for toilet facilities. The facility will be kept clean, soap and towels will be provided.
Fire Fighting Equipment	Principle Contractor	Fire extinguishers will be available on site.
Emergency Evacuation Plan	Principle Contractor	This will include details of the identity of the site fire warden, means of raising the alarm, evacuation procedures, and assembly point.
First Aider	Principle Contractor	Names and contact numbers, plus any additional arrangements, must be specified in the health and Safety Plan.
First Aid Facilities	Principle Contractor	The Folly will be available for First Aid requirements.
Nearest A&E Hospital	Principle Contractor	The nearest Accident and Emergency Hospital is: George Elliott Hospital NHS Trust, College Street, Nuneaton, Warwickshire, CV10 7DJ Tel: 024 76 351351.
Procedures for reporting and	Principle Contractor	Reporting procedures, persons responsible and post incident investigation procedures must be



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investigating accidents and dangerous occurrences		detailed in the Construction Phase Health and Safety Plan. These must cover not only accidents but serious "near miss" incidents.
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8. RISK ASSESSESSMENT/SAFE WORKING METHOD

(Description and responsible personnel to be identified in the Construction Phase Health and Safety Plan)

Required	By	Comments
Initial Project Risk Assessment	Principle Contractor	A Project Risk Assessment must be undertaken at the start of the project and included in the Construction Phase Health and Safety Plan. Special consideration must be given to activities that could post risks to third parties, most especially students.
Safe Working Methods	Principle Contractor	Identify persons responsible for preparing safe working methods and for inducting them to the relevant personnel.
Sub-Contractor Risk Assessments	Principle Contractor	Identify persons responsible for approving sub-contractors' risk assessments and method statements.
Hazardous Substances	Principle Contractor	Avoid using hazardous substances where possible. Any hazardous substances used, or identified as contaminants, must have a full COSHH risk assessment, detailing safe working



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		procedures and procedures in case of injury or spillage.
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9. EXISTING SITE SERVICES

The Principal Contractor should identify all services running through the site area that could be disturbed by the work of the project. These should be isolated at the start of the project, or any essential services must be fully identified and supported, to prevent damage during construction work.

Power to the working areas should be brought from a source outside the contract site area, and transformed to a 110 volt supply.



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10. ASBESTOS AND OTHER CONTAMINANTS

Asbestos is highly unlikely, unless buried within the ground and there is no indication of this from surveys of the site undertaken hitherto. Existing information has not revealed any asbestos- containing materials.

Because of the nature of the work and the previous use of the area, the presence of other contaminants is unlikely.

However, there is always a remote possibility of asbestos being found. Procedures in the event of the discovery of suspected contaminants (including asbestos), and



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precautions to be followed in such instances, must be detailed in the Construction Phase Health and Safety Plan.

11. SITE SECURITY



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It is essential that all reasonable steps are taken to ensure that unauthorised trespass and intrusion cannot occur during the lifetime of this project. Security, especially at the end of each working day, is of vital importance.

Contract work must be adequately segregated to prevent unauthorised access into the working area at all times. The Principal Contractor will be responsible for the security of the project site throughout the duration of the contract, and must ensure that all contractors involved on the project observe the site security precautions.

At the end of each working day, all work equipment must be either removed from site, or secured in a locked area on site. Access to the working areas must be fully blocked, boundaries securely fenced. On no account must there be any opportunity for third parties to intrude into the project area.

Procedures for ensuring that the site is made secure, and responsibilities for undertaking such tasks, must be included in the Construction Phase Health and Safety Plan.



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12. THE HEALTH AND SAFETY FILE

It is essential that the information for the Health and Safety File is gathered and maintained by the Principal Contractor, for prompt hand-over to the Client on contract completion.

The information should, be supplied as part of a complete building manual detailing the items, systems and structures built and installed under the scope of work of this project, together with maintenance advice and guidance in making repairs in the future.

The Principal Contractor must maintain and update information for the Health and Safety File throughout the construction phase. For the purposes of this project, the following information will be required within the Building Manual for the Health and Safety File:-

- Final "as-built" drawings, plans and the design criteria.
- Details of the construction methods and specification of the materials used.
- Warranties on any of the items fitted under the scope of works of this project.
- Mechanical and electrical information relating to any altered or new equipment and services, including test and commissioning certification and service routes through the premises.
- Details of any environmentally beneficial or adverse aspects of the installed materials or systems.

On completion of the project, the Principal Contractor will hand the informant to the Client.

If all information is present and sufficient, the Health and Safety File will be prepared passed to the Client with the Building Manual, for him to retain for future use in maintaining and developing the property. If, however if the Principal Contractor deems that the Health and Safety File is incomplete, the Principal Contractor will be required to supply the necessary additional information.



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Procedures that the Principal Contractor will implement to ensure that relevant information is gathered for the Health and Safety File, together with arrangements for ensuring that the Health and Safety File is forwarded to the Client at the end of the project, must be included in the Construction Phase Health and Safety Plan.