

Wood Green Crown Court – Lighting Upgrade Design

Pre-Construction Information Plan

Client Equans
HMCTS
Wood Green Court
Lordship Lane
London
N22 5LF

Date 2nd January 2024

Project Ref W.001422

Revision REV.01

Classification ☐ Public | ☐ Internal | ☒ Restricted | ☐ Confidential



Revision

REVISION	REVISION DETAILS / ISSUE TYPE	PAGE NOS	DOCUMENT PREPARED BY			DOCUMENT CHECKED BY		
			NAME	SIGNATURE	DATE	NAME	SIGNATURE	DATE
Rev.01	New document Draft	All	E. Brennan		27.12.2023	A Odams		02.01.2024

This document has been issued by the project client appointed Principal Designer for the project, on the Client's behalf, to meet compliance with CDM Regulations 2015

NAME	E BRENNAN	SIGNATURE	
ADDRESS	Unit 1, Lower Farm Barns, Bainton Road, Bucknell, Bicester, OX27 7LT		
MOBILE NUMBER	07833 863 873	EMAIL	eleanor.brennan@red-eng.com

This document and its contents are confidential and have been prepared and are intended solely for intended solely for Equans 's information and use in relation to the Wood Green Crown Court – Lighting Upgrade Design.

Red Engineering Design Limited accepts no responsibility or liability to any other party (exception for death and personal injury) in respect of or arising out of or in connection with this document and/or its contents.

Copyright:

The copyright of this document is vested in Red Engineering Design Limited. This document may not be reproduced in whole or in part without their express written permission.

Executive Summary

RED Specialist Services have been appointed to act as Principal Designer for the External Lighting Upgrade Design at Wood Green Crown Court in North London.

The Principal Designer is responsible for planning, managing, monitoring and co-ordinating health and safety in the pre-construction phase of a project.

This includes:

- Identifying, eliminating or controlling foreseeable risks
- Ensuring designers carry out their duties
- Preparing and providing relevant information to other duty holders

The Principal Designer also liaises with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

This Pre-Construction Health & Safety Information Pack has been prepared in accordance with the requirements of the CDM 2015 Regulations (Construction, Design and Management Regulations).

Pre-construction information provides a basis for the preparation of the construction phase information, this is defined as information about the project that is already in the client's possession, or which is reasonably obtainable by or on behalf of the client. The information must:

- Be relevant to the particular project
- Have an appropriate level of detail
- Be proportionate given the health or safety risks involved.

Pre-construction information should be gathered and added to as the design process progresses and reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project is unlikely to be sufficient.

Notification of the project to the Health and Safety Executive, in accordance with the CDM 2015 Regulations.

A project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or if it exceeds 500-person days.

Contents

1.0	INTRODUCTION	1
1.1	Communication and Liaison	1
1.2	Information for Contractors	1
1.3	Contractor Resources	1
1.4	Foreign Nationals	1
1.5	Project Description	2
1.6	Summary of Works	3
1.7	Key Dates and Programme	4
1.8	Specific Project Directory	4
1.9	Key Documents:	5
2.0	MANAGEMENT REQUIREMENTS	6
2.1	Planning and Managing the Works	6
2.2	Project Safety Goals	7
2.3	Documentation:	7
2.4	Induction	7
2.5	Site Security:	7
2.6	Welfare Facilities	8
2.7	Traffic Management and Vehicular Restrictions:	9
2.8	Storage of Materials and Equipment	10
2.9	Permit to Work System	10
2.10	Fire Precautions, Emergency Procedures and Means of Escape	11
2.11	Accident/RIDDOR Reporting	12
2.12	Smoking	13
2.13	Emergency Services	13
2.14	No Go Areas:	14
2.15	Parking:	14
2.16	Confined Spaces	14
3.0	ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS, SAFETY HAZARDS	16
3.1	Control of Access	16
3.2	Delivery and Waste Vehicle Restrictions:	17
3.3	Adjacent Land Uses/Buildings	17
3.4	Evidence of Infestation:	18
3.5	Existing Storage of Hazardous Materials:	19
3.6	Location of Existing Services	19
3.7	Ground Conditions	20
3.8	Information on Existing Structures	20
3.9	Overhead Services	21
3.10	Underground Services	21
3.11	Sprinklers:	21
3.12	Structural Integrity and Previous Modification of Structures	21
3.13	Lifts	21
4.0	HEALTH HAZARDS	22
4.1	Asbestos	22
4.2	Existing Hazardous Materials	23

4.3	Contaminated Land	23
4.4	Steel Work/Structural Works	23
4.5	Existing Structure Containing Hazardous Materials.....	23
4.6	COSHH	24
4.7	Other	24
5.0	PROJECT SPECIFIC SIGNIFICANT HAZARDS IDENTIFIED BY DESIGN	25
5.1	Significant Risks Identified During Design	25
5.2	Arrangements for Co-ordination of On-Going Design Work:.....	25
5.3	Structure Used as a Workplace	25
5.4	Information on Significant Precautions:	25
6.0	SIGNIFICANT RISKS DURING CONSTRUCTION	26
6.1	Working within Occupied Premises	26
6.2	Working on Existing Services:	26
6.3	Working at Height	27
6.4	Traffic Management and Maintaining Access Routes:.....	27
6.5	Waste Management:.....	27
6.6	Managing COSHH/Dust	28
6.7	Manual Handling	28
6.8	COVID-19.....	28
6.9	Personal Protection Equipment (PPE)	28
6.10	Electrical Supplies:	28
6.11	Asbestos Containing Materials:	29
6.12	Hot Works:	29
6.13	Crane Lift/Lifting Operations:	29
6.14	Site Lighting Requirements	30
6.15	Adverse Weather:	30
6.16	Excavations.....	30
6.17	Non-Electrical Services	30
6.18	Demolition/Dismantling Works:	30
6.19	Ladders.....	32
6.20	Tower Scaffolds.....	32
6.21	Scaffolding.....	33
6.22	MEWP's and Mechanical Lifting Equipment	33
6.23	Plant Equipment.....	33
6.24	Temporary Electrical Supply for the Works	33
6.25	Hand Arm Vibration:	33
7.0	CONSTRUCTION PHASE HEALTH AND SAFETY PLANS	34
8.0	PROJECT HEALTH AND SAFETY FILE	35

APPENDIX 1 – DRAWING ISSUE SHEET

APPENDIX 2 - DESIGN RISK ASSESSMENTS

1.0 Introduction

1.1 Communication and Liaison:

Contact details for the Client, Project Manager and the Principal Designer are included within the Project Directory of this document. For all queries relating to the design and specification of the works, the Principal Contractor should contact either Project Manager or the Principal Designer. For all other queries the Client should be the first point of contact.

The works will be supervised by Project Manager, or their representative and regular site visits will also be made by Client and/or their representative.

The Project Manager will also be required to arrange periodic site meetings throughout the contract period, as agreed at the Pre-Start Meeting.

1.2 Information for Contractors:

The Principal Contractor must forward the Construction Phase Health and Safety Plan for review and approval, at least 4 weeks prior to the project start date.

1.3 Contractor Resources:

The Principal Contractor must ensure that they have at their disposal; all necessary resources available to them, to adequately manage Health and Safety for this project prior to commencement.

If for whatever reason this cannot be achieved, the Principal Contractor must notify the Project Manager and the Principal Designer.

1.4 Foreign Nationals:

With the increasing number of foreign nationals being employed within the construction industry, the Client requires all their appointed Principal and Direct contractors, along with suppliers and labour forces, to ensure that all matters relating to Health, Safety and Welfare are clearly communicated, understood and displayed as necessary.

The Principal Contractor will be responsible in ensuring that all personnel on site have a clear understanding of Health and Safety at work.

The Construction Phase Health and Safety Plan must identify those measures to be employed where foreign nationals are being used.

Specific considerations should be given to:

- Fire Safety
- Requirements for protective equipment
- Safe working practices especially at height or on multi process construction sites
- Accident reporting procedures

Operating mechanical plant and equipment and the requirement of relevant recognised certification

1.5 Project Description:

Wood Green Crown Court is a three-storey building located on Lordship Lane, North London. The building is accessed from street level and the building mainly comprises of courtrooms, judges' rooms, conference rooms, office rooms, jury rooms along with the custody suite.

There are two plantrooms located to the left of the main entrance which are accessed externally. The services are mainly distributed from the plantrooms within a riser located within the ground floor mechanical plantroom.

The proposal is to upgrade the external lighting of Wood Green Crown Court.



Figure 1 – External view of court building

1.6 Summary of Works:

The scope of the works comprise of but not limited to:-

- Site set up
- Segregation of works
- Carry out the necessary strip-out works
- Isolate, disconnect, and strip out existing electrical switchboard
- Removal of redundant cabling
- Strip out and replacement of lighting serving the external areas
- Modification to the existing lighting circuits
- Modifications to the existing LV installation
- Excavation for replacement lighting columns
- Strip out of cables and replaced with new
- Removal of flood light
- Replacement of x2 6m high lighting columns
- Installation of x2 new 6m high lighting columns
- Lifting operations
- Validate and upgrade the external lighting to conform with BS 5266 and BSEN 12464-1.
- Make good of areas of works
- Fire stopping
- Testing and commissioning
- Clear site

The Contractor to visit the site to familiarise themselves with the existing installations on site and the routes required for ductwork, pipework, cabling, and building works where applicable.

All works will be phased so the site can remain operational with no disruption to courts or sensitive areas. Sensitive areas are defined as custody suites, judges chambers, kitchens or as defined by the Client as being sensitive the normal operation of the courts.

Monday to Friday – 18.00 to 07:00
Saturday & Sunday - 08.00 to 16.00

Under exceptional circumstances works carried can be completed during normal business hours if the courts are closed or if agreement is obtained in advance with the court and Equans Project Manager.

1.7 Key Dates and Programme:

DESCRIPTION	DATES
Project instruction date	October 2023
Design stage	October – December 2023
Project start	TBC
Project completion	TBC

A key factor in ensuring the works can be completed safely will be the production of a programme which outlines all associated works giving particular consideration to high-risk processes.

It is important that the Principal Contractor develops and discusses the programme at the early stages of planning of the work. An outline works programme must be included in the Health and Safety Construction Phase Plan submitted for assessment prior to commencement of works.

If for matters relating to health and safety, the Principal Contractor believes a longer period should be allowed, this should be declared, and the reasons given.

1.8 Specific Project Directory:

The following table provides the project specific roles and necessary contact details for liaison with other CDM duty holders and consultants associated with the project: -

MEMBER	DETAILS	TELEPHONE	EMAIL
Client	Equans		
	Simon Padgham	07866 019 590	Simon.padgham@equans.com
Principal Designer	RED Engineering		
	Eleanor Brennan	07833 863 873	Eleanor.Brennan@red-eng.com
Principal Contractor	TBC	TBC	TBC
Designer	RED Engineering		
	Akam Singh	07867 376 769	sarvakam.singh@red-eng.com

1.9 Key Documents:

The following drawings, specifications and information was available at the time

RECORD	ISSUED BY	DATE	LOCATION
Drawing Issue Sheet	RED Engineering	19.01.2023	Appendix 1
Electrical Services Designer Risk Assessment	RED Engineering	19.01.2023	Appendix 2

2.0 Management Requirements

2.1 Planning and Managing the Works:

The appointed contractor for the project will, for the purposes of the CDM Regulations 2015, be the Principal Contractor, as required under this legislation.

The Principal Contractor therefore must:

- Plan, manage, monitor and coordinate the entire construction phase.
- Take account of the health and safety risks affected by the work (including members of the public), in planning and managing the measures needed to control them.
- Liaise with the Client and Principal Designer for the duration of the project to ensure that all risks are effectively managed.
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- Have on going arrangements in place for health and safety throughout the construction phase.
- Check that anyone they appoint has the skills, knowledge, experiences and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- Ensure all workers have site-specific inductions, and any further information and training they need.
- Take steps to prevent unauthorised access to the site.
- Liaise with the Principal Designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.



A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved; from client to operatives, so that the programme is delivered at the highest level of safety standards within the construction industry.

The Principal Contractor must ensure they have at their disposal all the necessary resources available to them in order to adequately manage health and safety for this project prior to commencement.

Safety alerts and safety notices will be a priority to allow for safety information to be communicated to all personnel involved within the project.

2.2 Project Safety Goals:

The safety goals for this project are to protect the health, safety and welfare of people working on the project and others who may be affected by their activities. This will be instigated through the systematic management of the project, with respect to health and safety, from concept to completion. The overriding concept will be to identify and eliminate hazards where possible and to reduce and control any residual risks.

The Principal Contractor must ensure where possible the project will:

- Meet all statutory requirements.
- Use the general principles of prevention in identifying and implementing precautions which are necessary to control risks associated with the project.
- Set health and safety standards which avoid hazards (minimise where not reasonably practicable) through comprehensive risk assessments. Taking into consideration the client, their staff, contractors and others who may be affected by the work and the end users.
- Encourage those associated with the project through communication and training to work in a safe manner and report any hazards or near misses so that they might be eliminated, or the effect minimised as far as is reasonably practicable.

2.3 Documentation:

The Principal Contractor and sub-contractors must provide suitable RAMS for their element of the works, these must not be generic but specific to the task and inclusive date of the works and should take the form of a fully detailed step by step method.

RAMS should not try to cover the full scope of works but should be written for the various work elements or construction steps as appropriate.

RAMs are to be signed and dated by individuals undertaking the works as proof of understanding and compliance to a safe system of work.

Personnel performing works and their relevant training records to be included in the site safety file.

2.4 Induction:

The Construction Phase Health and Safety Plan must confirm the arrangements for a suitable Health and Safety induction given to both operatives & visitors - Who will carry out the induction and a brief outline of the content.

The Principal Contractor must ensure that every Contractor, Consultant and visitor receives site induction training before they are allowed to work on or gain access to the site. A record of these inductions must be retained within the Construction Phase Plan.

2.5 Site Security:

The Construction Phase Health and Safety Plan should include details of the necessary measures to be taken to ensure the site remains secure during the project. The Principal Contractor must detail within The Construction Phase Health and Safety Plan that all person attending site must report to reception at the beginning and end of every day on site where they will be required to sign in and out.

The overall security of the site/building shall remain the responsibility of the Equans. Access into the site grounds must be pre-arranged with the Equans representative prior to attending site. Access to the building is through the main public entrance at the front of the building.

All visitors are subject to all personal belonging being X-Rayed and a body wand search. The main entrance is located on Lordship Lane with vehicular access via the courts carpark.

Where contractors require access keys to specific parts of the building, the contractor must sign the key out at reception and sign it back in when finished. All keys must be returned daily. Contractors are to be aware drinks over a certain size may require to be taste tested at security before allowing access into the court.

Vehicle access into the courts will be via the security barrier off Lordship Lane. There is an intercom upon entry to the courts, the Principal Contractor is to communicate to security via the intercom and wait for the barrier to open before proceeding into the courts.



Figure 4 – All persons must sign in and out at the security desk located through the main doors of Wood Green Crown Courts



Figure 5 – Security barrier and intercom into Wood Green Crown Courts

The Principal Contractor must be aware of CCTV in operation 24/7 around the court.

2.6 Welfare Facilities:

The Construction Phase Health and Safety Plan must outline the arrangement that will be put in place for welfare facilities and must be in line with the requirements of the Schedule 2 of the Construction (Design Management) Regulations 2015, such as: -

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest
- Means of heating food and water

The Principal Contractor is to use the court existing welfare, there are various toilets and existing welfare located throughout the building, the Principal Contractor must confirm with the client which welfare facilities may be used by contractors on site.

The Principal Contractor must include within their Construction Phase Health and Safety Plan the location of welfare facilities, a marked-up drawing showing the extend and location of the facilities.

The welfare facilities must always be segregated from construction work activities and safe access maintained.

2.7 Traffic Management and Vehicular Restrictions:

The Construction Phase Health and Safety Plan should clearly identify how access restrictions, both internally and externally are to be safely managed, consideration must be given to both vehicular and pedestrian routes.

The courts are located on Lordship Lane with high levels of traffic witnessed on the day of survey. It is anticipated that deliveries will be received within the court's carpark, access is off Lordship Lane and through the security barrier.



Figure 6 – Wood Green Court carpark access

The Principal Contractor shall be responsible for compliance with any requirements or restrictions concerning access to the site, local road traffic, standing vehicles, restricted times, or locations for unloading imposed by the client, local council, highway authority, emergency services and other relevant bodies.

The Principal Contractor will be required to communicate and co-ordinate with the court security on any deliveries so not to disrupt other users of the carpark if works are undertaken during the day. The Principal Contractor must ensure that any vehicular movement does not obstruct or interrupt access routes, judges parking and eliminate any likelihood of site traffic congestion entering and exiting the site demise.

All material deliveries are to be confined to the designated working hours and under the direction and control of the appointed person to ensure the safety of construction workers.

Any temporary exclusion zones set out by Wood Green Crown Courts must be established and managed during the vehicle movement.



Figure 7 – Judges parking within area of works



Figure 8 – Custody access To Wood Green Court located on Winkfield Road

The Principal Contractor shall be required to produce a Site Traffic Management Plan, this should include the following items: -

- All highway systems to be kept clear, clean and safe to the full satisfaction of the Client, the Emergency Services and Highways Authority
- Details of any transport requirements and local traffic restrictions, such as one-way systems and parking restrictions
- A marked-up site plan showing vehicle movement routes to and from the site
- Arrangements for co-ordinating delivery/offloading time slots co-ordinated with the Client
- Details for segregating pedestrian and vehicular traffic, on and off site. This should include warning signs, traffic management system and temporary barriers
- Details of suitably qualified banksmen

Deliveries to site and waste removals from site must be notified and communicated to the court security.

All deliveries may be subject to security checks.

2.8 Storage of Materials and Equipment:

A storage area must be established for materials and equipment that is convenient for works access put positioned so not to obstruct emergency routes or safe access and egress to the premises.

- Provision of suitable and sufficient fencing to enclose the work area
- Protection of third parties
- The posting of warning signage
- Plan and phase deliveries to prevent congestion within the works area and access

All lifting operations if required for works must be controlled by a suitably qualified person including the unloading of materials from delivery vehicles.

At the time of this survey the location for storage of materials and equipment was not confirmed, the Principal Contractor must communicate with the client to establish a storage area.

2.9 Permit to Work System:

Permits to works will be required to control specific work and maintenance activities where there is an increased risk of accidents or incidents.

The Principal Contractor must issue all relevant permits to works where required, these may include:

- Hot works
- Isolation of services
- Working at height
- Excavations/Breaking ground
- Confined spaces

The client also requires the Principal Contractor to obtain a permit to work when working within areas of the site that are not fully controlled by the Principal Contractor as well as a general works permit.

2.10 Fire Precautions, Emergency Procedures and Means of Escape:

The Principal Contractor shall ensure that all necessary fire precautions are implemented and that site personnel are aware of all dates/times of planned fire drills within the building.

A Fire Safety Plan must be prepared and include procedures to reduce the risk of fire and for dealing with fires, explosion and other major incidents. The Fire Safety Plan should cover the following items: -

- A plan drawing of the building identifying escape routes, location of fire points and emergency call points. This can be a sketch, marked up drawing or in the form of a written fire instruction notice.
- Ensuring there are enough trained Fire Marshalls on site during the construction works
- Include procedures to reduce the risk of fire, the spread of fire and for dealing with fires, explosions and major incidents
- Provide details of an agreed and suitable muster point with the Client's team
- Provision of temporary fire detection system, sounders and fireextinguishers
- Procedures for inspecting, testing and maintaining the above equipment
- Maintaining routes for emergency vehicles
- Ensuring the site induction document advises all personnel on the existing fire alarm system and procedures overview of the site being assessed.
- Fire Hazard Identified
- Fire Protection Measures
- Fire Safety Management
- Action plan and review date

If fire exits are removed from use during the works this must be agreed with the client, alternative arrangements made for emergency evacuation and clearly communicated to all parties.

Suitable fire points must be established for the construction works. A risk assessment must be undertaken to determine the number and type of the fire points, their most effective locations, and any requirements for the provision of additional firefighting equipment.

Hot works should be avoided, and pipe work should be provided with crimped fittings for all modifications undertaken where possible.

The Principal Contractor must produce the Fire Safety Plan in conjunction with the existing fire arrangements for the building.

The Principal Contractor must ensure that the fire alarm system can be heard from all working areas including any remote areas, these arrangements must be detailed within the Construction Phase Health and Safety Plan.

The fire alarm is tested weekly, the Principal Contractor is to liaise with security for confirmation of the day in which this will be tested, this information was unknown at the time of the survey. It was also unknown if the first alarm could be heard externally where most of the works are likely to be undertaken, the Principal Contractor must liaise with the client to establish if the fire alarm sounding can be heard from external areas of works and provide temporary alarming system throughout works if this is not possible.

The Principal Contractor is to establish a fire assembly point and confirm with the client.

The Principal Contractor must be aware of users of Wood Green Crown Courts and must ensure not to crowd the pedestrian walkways located around the courts.

2.11 Accident/RIDDOR Reporting:

The Construction Phase Health and Safety Plan must include arrangements for first aid. It should identify who the first aiders will be and where the first aid kit is to be kept along with a brief outline of procedures for administering first aid and calling the emergency services. The Construction Phase Health and Safety Plan must include confirmation of procedures for reporting and incidents that occur on site.

The Principal Contractor must ensure that they report all accidents on site, and ensure they are recorded in the site accident book, communicated to the Principal Designer and the Project Manager.

In addition to the above the Principal Contractor shall produce an emergency procedure for the site which shall include: -

- Details of the nearest hospital accident and emergency unit
- Names and photographs of site based trained First Aiders and Fire Marshalls
- Marked up site plan for use by the emergency services

The nearest hospital with an A&E Department is located at:

North Middlesex University Hospital
Sterling Way
London
N18 1QX
Tel: 020 8887 2000
Distance: 2.3 miles

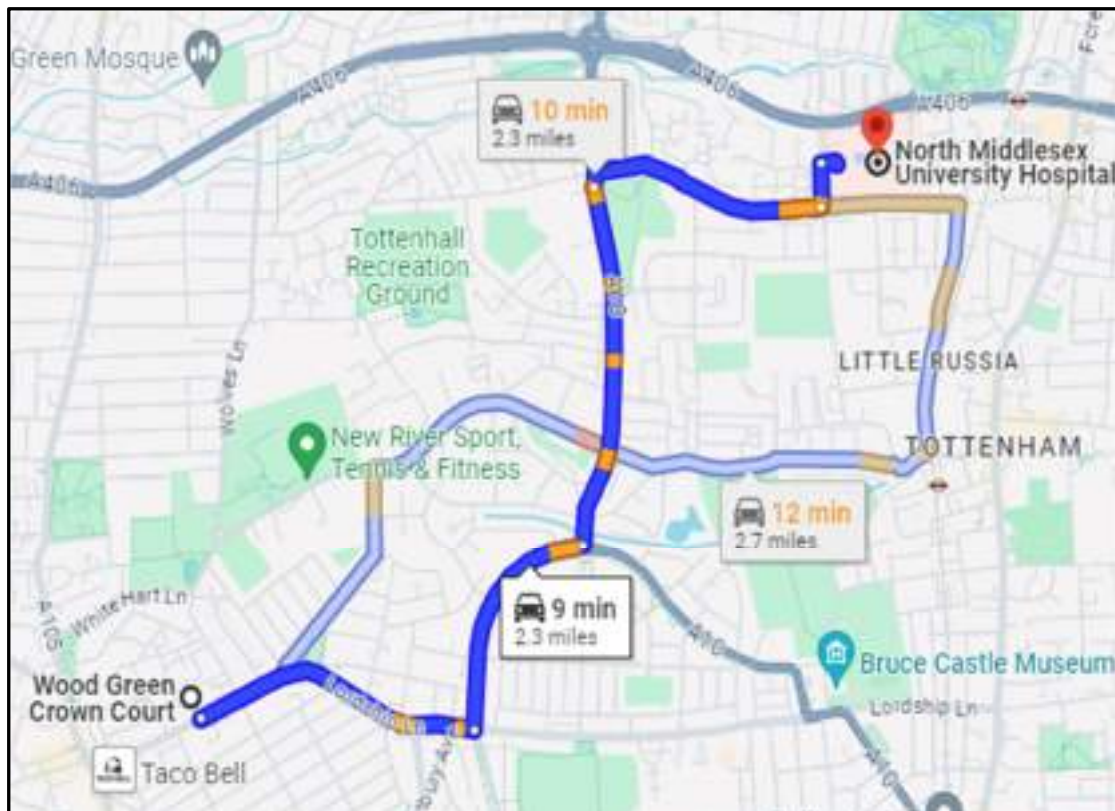


Figure 9 – The nearest hospital with an A&E Department is North Middlesex University Hospital

2.12 Smoking:

Smoking is not permitted within any buildings. The Principal Contractor must co-ordinate with the client to agree the location of a designated smoking area.

2.13 Emergency Services:

The Principal Contractor must confirm all emergency services locations prior to works commencing on site.

Police:

The nearest police station can be located at:

Wood Green Police Station
347 High Road
London
N22 8JA
Tel: 020 7230 1212
Distance: 0.7 miles

Fire:

The nearest fire brigade station can be located at:

Hornsey Fire Station
108 Park Avenue
London
N8 8LS
Tel: 020 8555 1200
Distance: 1.8 miles

HSE office:

The nearest HSE office is located at:

Canary Wharf
10 South Colonnade
Canary Wharf
London
E14 4PU
Tel: 03000 031 747
Distance: 17.9 miles

2.14 No Go Areas:

The Construction Phase Plan must include arrangements for the control of people accessing the site and any specific work areas during construction e.g. where works are overhead exclusion zones to be established. It is likely these arrangements will need to change as works progress. The Principal Contractor must provide a physical barrier to enclose the working area and prevent access by non-authorised personnel.

The working areas will be unoccupied during the construction phase, however the building remains operational for the project duration with a communal access point. Appropriate warning signage is to be displayed at access points warning of construction works.

Works are planned out of hours however consideration must be given to the courts are located on ground floor. Activities generating noise must be carefully coordinated with the site facilities and management team.

The Principal Contractor will need to liaise with Equans and agree access/egress routes to undertake the work and or use one of the anticipated welfare facilities.

All other areas within the site shall be treated as “No Go” areas.

2.15 Parking:

Onsite parking has been confirmed within Wood Green Crown Court, the Principal Contractor is to communicate with the client and security prior to starting on site.

There are various locations of parking within the courts, however the Principal Contractor is to confirm with the client which areas may be utilised for contractor parking.



Figure 10 – Onsite car parking location within the courts

2.16 Confined Spaces:

Working in confined spaces is not anticipated for works, however consideration must be given to restricted spaces throughout the duration of the project, a confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions (such as lack of oxygen) within that space or nearby.

The Principal Contractor must comply with the Confined Spaces Regulations, these require employers to plan work so that entry to confined spaces is avoided so far as reasonably practicable (for example, by doing the work from outside). They also require a safe system of work to be developed and implemented if entry to a confined space is unavoidable, and adequate emergency arrangements, which will also safeguard rescuers, to be put in place before work starts.

If entry into a confined space is necessary then a risk assessment by a competent person, under the Management of Health and Safety at Work Regulations, is required. The outcome of the risk assessment will then provide the basis for the development of a full and effective safe system of work, including rescue arrangements.

Consideration must be given to:

- Adequate oxygen to allow someone to breathe normally.
- Fumes and gases entering the space.
- Provision of detection systems to allow the build-up of any gases and fumes to be detected.

A detailed risk assessment must be undertaken to identify risks and control measures when undertaking these elements of work with specific detail for rescue should works be required in these areas.

Based on the design information available at the time of producing the Pre-Construction Information Pack there were not any areas identified as being “Confined Spaces”, this shall be re-assessed once the contractors detailed design information has been submitted.

3.0 Environmental Restrictions and Existing On-Site Risks, Safety Hazards

3.1 Control of Access:

Details for the control of site access and security arrangements must be provided within the Construction Phase Plan. The Plan must also include suitable logistics detail regarding boundary and access matters. As the project progresses the logistics plan is to be updated accordingly.

The Principal Contractor must ensure there is an adequate protective hoarding, barriers and signage segregating internal working area and external storage areas.

The Principal Contractor will need to liaise with the site facilities/security team to agree access/egress routes to those areas for which access is required to ensure the continual operation building, access to the site, or use the welfare facilities.

Consideration must be given to: -

- Segregation of working areas
- Displaying of suitable signage
- Maintaining access routes for building occupants and access routes
- Ensure existing operational areas of the building are not impacted on.

If the client or building occupants require access into contractors working areas then this must be agreed with the Principal Contractor prior, non-contractors entering the working must have an appropriate induction and have suitable PPE. Access routes must be detailed and personnel and to be escorted where access is required.

Access to the ground floor plantroom is located externally from the courts, the Principal Contractor must be mindful when walking through these areas due to low level structures, these areas are highlighted with hazard tape. Contractors must be mindful of the step over when accessing this area, particular consideration should be given to transporting of equipment and materials.

Access to the judge's car park lighting controls is via external stairs leading to a basement lobby corridor leading to the PHE pump room. Access into this area is via key entry only which is located at security. The Principal Contractor will be escorted to both areas by security. Contractors must be mindful of the step over and grated steel stairs when accessing/ proceeding to this area, particular consideration should be given to transporting of equipment and materials.

The Principal Contractor must ensure access to these areas and the emergency exit is not obstructed at any time throughout the duration of the project. The Principal Contractor must ensure all contractors are aware of the step over of each door of the above specified locations. Care must be taking when transporting materials and equipment in these areas.

A task specific risk assessment must be undertaken to identify risks and control measures. Works within the external plantroom are a mandatory hard hat zone.

3.2 Delivery and Waste Vehicle Restrictions:

It is understood that delivery of materials and equipment is to be undertaken within the court's carpark. The Principal Contractor must liaise with client on the exact location where deliveries may take place. The Principal Contractor must ensure all activities are to be unloaded in a designated area, these must be suitably protected from members of the public of the court and staff. Materials and equipment must be transported to the designated storage area as soon as possible ensuring they are not left unattended in public areas.

Any siting of skips must be agreed with the client and must be marked on a site layout drawing. Any waste storage areas must be suitably segregated and have suitable signage displayed.

Waste must be removed from working areas and the site at regular intervals to reduce the risk of fire and waste transfer notes must be retained.

3.3 Adjacent Land Uses/Buildings

The courts are located on Lordship Lane which is a busy main road in North London. Wood Green Crown Court is surrounded by commercial and residential properties, residential properties are opposite the court and down neighbouring roads such as Blacknell Close, Winkfield Road, St Albans Crescent and Coombe Road. Winkfield Road is access route for custody vehicles accessing the courts.

Access & egress to all neighbouring properties must always be maintained and un-obstructed. Should any work take place that will affect these routes, the Principal Contractor must liaise with the affected occupants prior to these elements of works starting and ensure all hazards and necessary control measures are clearly communicated.

Any noisy works must be carried when the least amount of personnel will be affected. All works will be phased so the site can remain operation with no disruption to courts or sensitive areas. Sensitive areas are defined as custody suites, judge's chambers, kitchens or as defined by the Client as being sensitive the normal operation of the courts.

Under exceptional circumstances works carried can be completed during normal business hours if the courts are closed or if agreement is obtained in advance with the court and Equans Project Manager



Figure 11 – Neighbouring residential and commercial properties located around site

3.4 Evidence of Infestation:

Wood Green Court is located on a main road, and it was noted that vagrants often use the public garden areas outside the court. Lighting works will be required in and around the court's gardens. The Principal Contractor must ensure that all site operatives are aware of the dangers of harmful objects that may be associated with substance abuse. The Principal Contractor must ensure the areas are cleared from any harmful objects before works commence, clearing activities must be undertaken with the caution and disposed of safely.

Squirrels and other wildlife were observed in the courts garden at the time of the survey, therefore it is likely other vermin will be in the vicinity around site. The Principal Contractor must remain vigilant of birds and other biological hazards.

The Principal Contractor must ensure that all site operatives are aware of the dangers of contact with biological hazards such as Bird and Rat droppings. Washing facilities must be available and the washing of hands encouraged prior to taking breaks. There was evidence of pigeons having been present within and around the building although not were seen at the time.

COSHH assessments must be carried out for hazardous substances and communicated to those likely to be affected, the Construction Phase Health and Safety Plan must confirm what arrangements are to be implemented.



Figure 12 – Lighting within court garden



Figure 13 – Lighting within court garden

3.5 Existing Storage of Hazardous Materials:

In relation to construction activities all hazardous materials are to be used, handled, managed and stored in accordance with the manufacturer's guidance and the COSHH Regulations.

Fire stopping, fillers and sealants may be used to make good areas that have been disturbed as part of the installation, COSHH assessments must be held on the site along with risk assessments and method statements.

The contractor must liaise with "clients representative" regarding any existing COSHH storage facilities within the building should they need to be temporarily relocated.

3.6 Location of Existing Services:

There is a plantroom located externally to the building, via the blue wooden doors, electrical equipment in this area consists of a isolation board (D.F.B 2R4), D.F.B 2R4 switch board, various time clocks located within the ground floor with office rooms and plantroom, (Time clock D.F.B 2X2 located in plantroom next to external light sensor & time clock control panels, as well as D.F.B 2X2 isolation board).



Figure 14 – Access to plantroom via external blue doors of courts



Figure 15 – Time clock located within office area

The rear external lights of the court are operated by time clock controls located via the external stairs leading to the basement lobby corridor by the single door, contractors will be required to obtain the key from security in order to access this area. This corridor houses contactor time clock control D.F.B 1X4 and isolation control.



Figure 16 – D.F.B 1X4 time clock controls



Figure 17 – Corridor access door to D.F.B 1X4 time clock controls

The ground floor plantroom includes Low Temperature Hot Water (L.T.H.W) pumps and associated pipework, as well as cabling in containment.

Ducting is located at high level above the access door to the basement lobby leading to PHE pump room, associated time clock cabling for D.F.B 1X4 time clock controls.

The building is occupied, and areas of the building may be required to remain in use. The Principal Contractor must ensure all operatives are aware of the inherent risks of working near live services.

Existing services within the building will require isolation, must be identified and also be covered within RAMS and regular toolbox talks with site operatives.



Figure 18 – Time clock controls located behind low level steel frame with hazard tape



Figure 19 – L.T.H.W pumps located in ground floor plantroom

All temporary services required for the construction works shall be designed, supplied, and installed by the Principal Contractor.

The Principal Contractor must ensure that all main services entering the working areas are located and isolated where required.

The building is occupied, and areas of the building may be required to remain in use. The Principal Contractor must ensure all operatives are aware of the inherent risks of working near live services. Existing services within the building will require isolation, must be identified and also be covered within RAMS and regular toolbox talks with site operatives.

The Principal Contractor shall be responsible for ascertaining the exact location, nature and status of each service and isolation point prior to commencing work. Close liaison shall be needed with the client should existing services need to be isolated and proven dead.

3.7 Ground Conditions:

Consideration must be given to ground conditions when siting skips and welfare units, although it is anticipated the client's existing welfare will be used for the duration of this project.

The following items were observed during the PCIP survey:-

- Steel grating stairs leading down to the basement lobby leading to PHE pump room housing D.F.B 1X4 time clock controls
- Some external lights located in earth
- Foliage surrounding some external lights
- Some external lights located in blocked paving
- Buried vehicle barrier located at court security barrier upon entrance from Lordship Lane
- Rainwater runaway drainage located at court security barrier upon entrance from Lordship Lane
- Rainwater runaway drainage located at base of steel grating stairs leading down to the basement lobby leading to PHE pump room housing D.F.B 1X4 time clock controls
- Manhole cover located at the rear of courts via custody vehicle access (unknown at time of survey what services within manhole cover)
- Manhole cover located at the front of courts in between security barrier and buried vehicle barrier (unknown at time of survey what services within manhole cover)
- Sped bumps and manhole cover located at the rear of courts via custody vehicle access



Figure 20 – Speed bumps and manhole covers



Figure 21 – External lighting located in earth and surrounded by foliage

3.8 Information on Existing Structures:

No information for the existing structure of the building was available at the time of this survey. The Principal Contractor must appoint a structural engineer to undertake surveys on the existing structure to understand max weight loading, building integrity etc before works commence.

3.9 Overhead Services:

Some overhead services are present in the plant room. Overhead cables are present on site within containment and there is some low level steel frame with hazard tape located within the external ground floor plantroom, works within this area must be treated as a mandatory hard hat area.

Some time clock cabling runs high level, the Principal Contractor must ensure all cables that may be affected by the proposed works, are isolated/re-routed as required prior to works commencing.



Figure 22 – Overhead services located in ground floor plantroom



Figure 23 – Overhead services located in basement lobby corridor with time clock cabling behind ducting

3.10 Underground Services:

Replacements are required to some of the existing lighting columns. Before any works commence the Principal Contractor must confirm that any services in the vicinity of the work (which may be affected by the work) have been identified, visually located and made safe. An underground services survey is to be completed before works commence.

The Principal Contractor is to be aware that there are a number of residential and commercial properties in the immediate area of the works which will continue to operate and therefore may be affected by any isolation of services.

When excavating for the existing lighting columns replacement, underground cables and pipes must be supported where necessary and protected from mechanical impact damage, strain and vibration.

The appointed groundworks contractor should not rely on exact locations of pipes and cables as shown on drawings but use them as a guideline to concentrate searches with detection equipment and from hand dug trial pits in line with requirements of the relevant utility company.

3.11 Structural Integrity and Previous Modification of Structures:

No information was available at the time of this survey. The Principal Contractor must undertake the relevant surveys to understand structural integrity and any previous modification of structures.

3.12 Lifts:

Not Applicable

4.0 Health Hazards

4.1 Asbestos:

An existing Asbestos Reinspection Report is available on site only, it was unknown at the time of the survey if an electronic copy available. The existing asbestos reinspection report is located in the security office by reception. Asbestos Containing Materials (ACMs) confirmed in survey findings are located within the asbestos register. Exact location of some findings can be identified within the Asbestos Reinspection Report.

Suitable control measures regarding working near or on materials containing asbestos must be detailed within the Construction Phase Health and Safety Plan. If during the works additional suspect materials are discovered then all works are to cease and the Client, Principal Designer/Project Manager notified.

The Principal Contractor must ensure all persons undertaking work hold asbestos awareness training. The Principal Contractor must outline arrangements for dealing with Asbestos in the Construction Phase Plan.

Should removal of asbestos be required The Principal Contractor must ensure any removal works are carried out by the EQUANS approved and nominated suppliers.

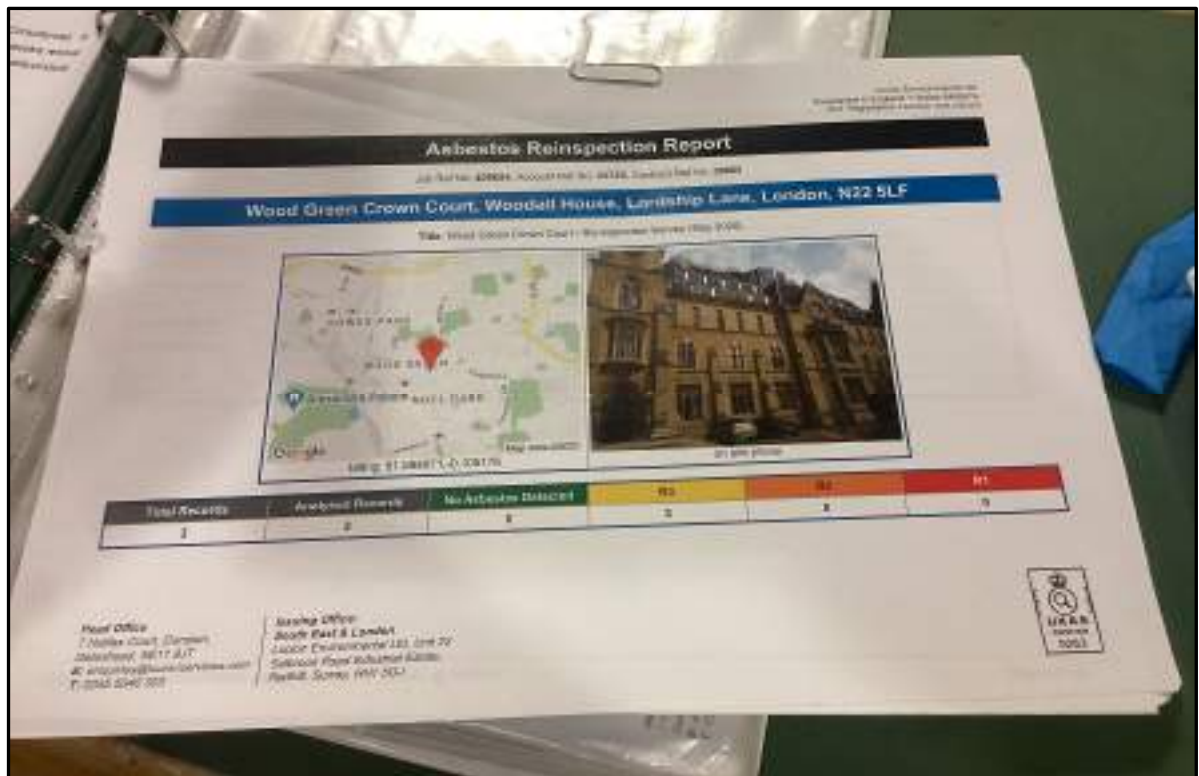


Figure 24 – Asbestos Reinspection Survey located in security office behind reception

4.2 Existing Hazardous Materials:

The Principal Contractor must be aware of:

- Oils and lubricants
- Asbestos

The Principal Contractor must ensure the Construction Phase Health and Safety Plan identifies arrangements made for the use, handling, and disposal of hazardous materials.

4.3 Contaminated Land:

Not relevant to the works.

4.4 Steel Work/Structural Works:

No information was available at the time of this survey. The weights for new equipment should be cross-checked with loading capacity of the building and equipment point loads and slab loading capacities will also be required.

The Principal Contractor must undertake the relevant surveys to obtain this information before any works commence. The Principal Contractor must ensure new equipment, point loads and slab loading capacities do not exceed survey findings.

4.5 Existing Structure Containing Hazardous Materials:

No records available on site. Refer to Asbestos Section.

4.6 COSHH:

Operations identified to create high levels of dust should be programmed when the least number of people can be affected.

Consideration to be given to:

- Passing building occupants and adjacent operational areas
- Mechanical cutting of man-made fibre boards
- Strip out work

COSHH assessments must be carried out for hazardous substances and communicated to those likely to be affected.

The Principal Contractor must consider not only manufactured substances such as cement, bituminous and oil-based products, but also hazardous substances such as silica dusts from the cutting, crushing or drilling of concrete. Dusts from the mechanical cutting of man-made fibre or gypsum boards must also be controlled and assessed.

Although there was no evidence of infestation, the Principal Contractor must ensure that all site operatives are aware of the dangers of contact with biological hazards such as Bird and Rat droppings. Washing facilities must be available and washing of hands undertaken prior to taking breaks. COSHH assessments must be carried out for hazardous substances and communicated, and the Construction Phase Plan must confirm the control measures to be implemented.

4.7 Other:

Care should be taken when working on, removing, or disposing of materials, as some may require special handling. Current legislation should be consulted prior to any works. Disposal of these materials should be in accordance with current local authority requirements.

The Construction Phase Health and Safety Plan and task specific RAMS should refer to the following good industry practice: -

- Where possible materials should be removed whole, with the hazardous materials contained for breaking down in controlled conditions
- Appropriate PPE must be worn
- Areas containing hazardous materials should be isolated to protect other operatives / third parties and exhaust ventilation provided if appropriate.

There are various lights located externally around the courts, these located are within earth surrounded by foliage, within the blockwork wall structure and at high level in external wall located rear of court. Some of these areas are within close proximity to the vehicle routes and pedestrian walkways, all areas of work must be within exclusion zones with appropriate safety signage in place.

It was noted that vagrants frequent the public gardens of the court, the Principal Contractor must ensure all areas of works are secure at all times and any materials/ equipment are removed from the areas of works and transferred to the secure storage facility that is to be agreed with the client.

A redundant streetlight is located at the rear of the court, within the custody vehicle access route, replacement of this streetlight is required for work.

There is a telegraph pole and high level light located next to the security cabin by the custody vehicle entrance off Winkfield Road. There is also an external light and associated cabling fixed to the wall of the court in this area. Some of the cabling is covered by plants and this greenery will require removal before work commence.

External lighting and associated cabling are located on every other pillar within the court carpark at the side of the court. Windows to the court offices are within this vicinity as well as lightning protecting system. Windows and existing services must be protected before works commence in this area. It was thought at the time of the survey that earthing electrode cabling runs adjacent to external lighting cabling, the Principal Contractor must ensure the necessary safety controls are in place before works commence in this area.

A detailed risk assessment must be undertaken to identify risks and control measures when undertaking these elements of work, if these works include working in confined spaces the risk assessments must identify risks and control measures when undertaking these elements of work with specific detail for rescue should works be required in these areas.



Figure 25 – Earthing electrode adjacent to lighting cabling



Figure 26 – External lighting cabling surrounded by foliage



Figure 27 – External lighting located with blockwork wall



Figure 28 – External lighting located at front entrance of court



Figure 29 – External lighting located with blockwork wall



Figure 30 – External lighting surrounded by foliage



Figure 31 – Damaged external lighting located with blockwork wall



Figure 32 – External lighting located by security barrier and rubbish present

5.0 Project Specific Significant Hazards Identified by Design

5.1 Significant Risks Identified During Design:

All Designers appointed to work on any aspect of the project, from either the Client, Principal Contractor or Contractors are to submit to the Principal Contractor and the Principal Designer, during the project execution, any major changes to design requirements made during the construction phase.

The information shall be submitted in sufficient time to enable consideration of health and safety issues and effects on resources, prior to commencement of work on site associated with the particular element.

Designer risk assessments were not available at the time this survey was issued. Once received this document will be updated and redistributed

Design Risk Assessments

1. Low structures within plantroom
2. Isolations
3. Asbestos Containing Materials (ACMs)
4. Mandatory hard hat zone
5. Work at height
6. Vagrant areas

5.2 Arrangements for Co-ordination of On-Going Design Work:

Regular team meetings, communication with the client/ project manager will be maintained throughout the pre-construction phase and the construction phase.

The services installation shall be arranged and installed to facilitate future maintenance:

- All valves, meters and all operable services shall be accessible.
- All new commissioning valves be installed and located in positions that are easily accessible for maintenance.
- It shall be possible to isolate, maintain and commission all components of each system without affecting the operation of other parts of the same or other systems.
- MEPH contractors shall propose access panel positions, panels suitably sized with setting out dimensions, for approval. The Contractor shall ensure that agreed plant maintenance and replacement strategies are recorded in the O&M manual.

5.3 Structure Used as a Workplace:

As the premises will be used as a workplace upon completion of the construction work. All designers are reminded of their duty to ensure that the finished design, will take into account the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

5.4 Information on Significant Precautions:

As other information becomes available it should be raised and discussed with the Principal Designer and the Principal Contractor.

6.0 Significant Risks During Construction:

6.1 Working within Occupied Premises:

The premise will remain operational during the works. The Principal Contractor's risk assessments and safe systems will be required detailing the control measures that will be implemented along with emergency procedures necessary to safely manage works. All safety measures are to be agreed in advance with the building owner/occupants.

The outline arrangements for the phasing of work must be discussed and confirmed between the project team to ensure the project can be undertaken safely. The control measures must cover protection of public, staff and operatives, control of materials on and off site, provision of suitable segregation and signage warning of construction activities.

The Construction Phase Health and Safety Plan and RAMS must detail arrangements for managing the site demise and access routes, these are to include barriers and signage etc.

6.2 Working on Existing Services:

Works are planned to upgrade the external lighting at Wood Green Court. There are various control panels and isolators located across the courts. These locations include basement lobby leading to PHE pump room (D.F.B. 1X4), court plantroom (D.F.B. 2X2 & D.F.B. 2R4).

There is a time clock located in the plantroom that is positioned next to the chiller room fan control, contractor must ensure not to disrupt other building services whilst undertaking works.

All services must be treated with caution. Please refer to the MEP performance specification for further detail regarding existing services and refer to the clients CDM Health and Safety file.

All incoming services, equipment, pipe work, ducting, cables, and electrical mains boards affected by the works must be clearly identified and fully isolated, records of isolation must be retained. Fully trained competent persons must only be employed.

All incoming services into the working area or areas affected by the works are to be fully isolated. Lock off procedures, signage and records of isolation must be records kept; documentation of isolation must be retained on site.

The Principal Contractor must ensure that any isolations and other procedures are detailed within the Construction Phase Health and Safety Plan.

(All services must be treated as live if no evidence of isolation is provided)

The Principal Contractor needs to engage the services of a specialist BMS company to identify and isolate the power supplies and controls circuits that emanate from the MCC panel.

6.3 Working at Height:

The Construction Phase Health and Safety Plan must include arrangements for working at height, these arrangements must be in accordance with the Working at Height Regulations 2005.

The Principal Contractor must also complete risk assessments for all works conducted and must also ensure arrangements are put into place for:

- Eliminating or minimising risks from working at height
- Safe systems of work for working at height
- Safe systems for selecting suitable work equipment to perform works at height
- Safe systems for protecting people and consequences for working at height

Suitable and sufficient, safe working platforms must be established for all working at height and a safe means of access and egress must be provided. Edge protection must be installed where there is a risk of persons or materials falling.

When working within public areas, contractors must ensure barriers/signage are in place. If specialist access equipment is to be used training certificates must be on site. PASMA and access equipment checked prior to use. An equipment registers to be held in the site file.

Where works are required to remove the flood light located at the front of the courts, the Principal Contractor must suitably implement the required safety controls to protect the public from works. The Principal Contractor is to liaise with the client regarding these elements of works to establish a vehicle route that must remain operation whilst works are undertaken if required during court operational hours. A task specific risk assessment and method statement must be produced before works commence and all work at height operations must be carefully plan and monitored throughout the duration of works.

Safety harnesses are to be worn for works required at high level for luminaires installation and replacement. A detailed task specific risk assessment and method statement must be produced before works commence.

Permits for working at height are also to be issued.

6.4 Traffic Management and Maintaining Access Routes:

Consideration to the Health, Safety and protection of the public and staff must be given at all times for the duration of the project. The Principal Contractor must make arrangements and provide required controls to ensure the Health and Safety of all vehicle and pedestrian traffic entering and leaving the confines of the site. This scheme must be developed and altered as the work proceeds, or as required to safely control vehicle and pedestrian movements for the duration of the project.

All deliveries must be strictly controlled by the Principal Contractor for the duration of the project.

Consideration to be given to:

- Control of access onto and off site.
- Control of delivery vehicles to minimise queuing of vehicles causing potential obstruction hazards within site demise.
- Provision of traffic control banksman to safely direct vehicles to, from and around site areas.
- Control of staff/visitor parking maintaining clear access/traffic routes around the site.
- Maintaining clear access for emergency vehicles.
- Maintaining clear access and emergency escape routes.

6.5 Waste Management:

The Construction Phase Health and Safety Plan must include arrangements for suitable safe control and disposal of general waste and the implementation of a suitable waste management plan. When siting skips, consideration must be made to ensure that safe access is available and that obstructions to any thoroughfare are prevented. Some car parking spaces may be available to use with the agreement of the client.

Waste must be removed at regular intervals and must be allowed to build up reducing the risk of fire. All overburden waste material must be covered when leaving site in tippers to prevent material spillage. The Principal Contractor must ensure confirmation of correctly disposed waste material inclusive of PCB's and water treatments and obtain all waste transfer notes.

6.6 Managing COSHH/Dust:

The Construction Phase Health and Safety Plan must confirm arrangements for managing COSHH/dust. Suitable dust suppression systems must be employed and COSHH assessments must be made available on site for the generation of dust. Penetrations into the building fabric will be required to install new services etc, extraction/damping down must be used and works must be scheduled when the least amount of personnel will be affected.

6.7 Manual Handling:

Manual handling assessments must be provided for all bulky, heavy and awkward materials and equipment. Further specific assessments are required for proposed work at height. The Principal Contractor must ensure these are in place prior to the delivery or removal of materials and equipment to and from site. Specific considerations must be given to mechanical and electrical components, pipe work & ducting components.

There will be a need to produce detailed RAMS for the removal of the existing plant and equipment the installation of the new equipment. Risk and method statements be developed, and areas allocated to ensure safe storage of removed fixtures and fittings. If the removal introduces additional risks, the areas must be segregated or completed when the building is unoccupied.

If the installation of PV panels is instructed by the client, the Principal Contractor must be aware of the likelihood of heavy equipment, this equipment may also include awkward handling. The Principal Contractor must produce a detailed risk assessment and safely co-ordinate works, inclusive of manual handling. All persons undertaking works must have relevant, skills, knowledge and training.

6.8 COVID-19:

The Construction Phase Health and Safety Plan must confirm arrangements to prevent the spread of COVID-19, these arrangements must be in line with the latest government guidelines. The Principal Contractor must develop a suitable and sufficient assessment of the risk associated with COVID-19 and implement suitable controls which are to be recorded within any management procedures and also outlined in the Construction Phase Health and Safety Plan.

6.9 Personal Protection Equipment (PPE):

The Principal Contractor is to ensure all contractors/operatives employed on site are wearing PPE and if applicable RPE as per the site rules and safe system of works. Additional PPE and RPE is to be made available on site from the Principal Contractor or operatives on site. PPE and RPE issue records are to be maintained on the site for the duration of the project and visual inspections for both undertaken as required. All damaged PPE and RPE are to be replaced immediately, copies of face fit tests for operatives if applicable and inspection records for all RPE to be always available on site and review and update as required.

When cutting pipework there is a risk of cuts and abrasions. A task specific risk assessment must be undertaken identifying control measures and PPE to utilised during this activity.

6.10 Electrical Supplies:

All portable electric plant, tools and lighting used on site must be down rated to 110v only. Supply leads to these tools are likely to be lengthy; every effort should be made to protect them from damage and causing trip hazards. Tools should be disconnected before any adjustments are made or attachments changed.

Whilst all electric portable tools should be subject to inspection, testing and maintenance by competent persons, users should check them before use and ensure that the flexible cable is not damaged and is firmly connected to both tool and plug.

PAT test records for any portable electric tools to be used should be held on site for review, or a statement included within the site documentation confirming the frequency of the inspections and details of how to request copies of these records. The frequency of these inspections is based on the use of the equipment.

No 240V appliances and tools are permitted on site without prior approval, following assessment, and necessary protection measures in place.

The Principal Contractor must include details within the Construction Phase Health and Safety Plan on how they will ensure all temporary electrical supplies, including all distribution and transformer units, cables, plugs, sockets, etc., are adequate and will be regularly examined, inspected and maintained throughout the works.

6.11 Asbestos Containing Materials:

Asbestos Containing Materials (ACMs) have been confirmed. Exact location can be identified within the asbestos register located within the security office behind reception.

6.12 Hot Works:

The Construction Phase Health and Safety Plan must include arrangements for carrying out hot works in a safe manner, the plan must make reference to the issuing of Hot Works Permits and arrangements for co-ordination with building occupants.

6.13 Crane Lift/Lifting Operations:

Lifting operations will be required for the x2 6metre lighting column replacement and installation of 6 metre lighting columns. The Principal Contractor will need to develop a Lifting Plan for these works and undertake a ground condition survey for the siting of cranes. Controls for lifting operations must be included within the Construction Health and Safety Plan. The lifting plan must be submitted for review prior to any lifting operations being carried out. A ground survey is to be undertaken prior to any craneage lift.

Lifting operations must be included within the Construction Health and Safety Plan, this is to include the lifting plan. The lifting plan must be submitted for review prior to any lifting operations being carried out.

Considerations to be given to:

- Exclusion zones around the crane/ lifting equipment as which must also include swing radius.
- Protection from falling of loads during the lifting process (secured loads)
- Weather conditions
- Load weight and location of rest areas
- Lifting equipment capabilities
- Ground conditions (underground services, manhole covers or drainage systems)
- Overhead power sources or obstructions

All lifting operations must be controlled by a suitably qualified person, including unloading of materials from

All lifting equipment must be subject to its statutory inspections, as required under the Lifting Operations and Lifting Equipment Regulations (LOLER) & records held on site.

The location of the x2 6metre lighting column replacement via the custody van access route into court off of Winkfield Road. The Principal Contractor must liaise with the client regarding times that lifting operations are prohibited to take place so not to disrupt the courts.

6.14 Site Lighting Requirements:

The Principal Contractor must ensure there is suitable and sufficient lighting levels maintained throughout the duration of the project. Temporary lighting must be provided where natural lighting levels are insufficient and where no other light sources are available.

Considerations must be given to:

- Timing of works (night works, time of year and weather conditions)
- Restricted areas where existing lighting does not penetrate
- Isolation of existing lighting

Due to seasonal lighting and the majority of works required externally, task lighting is anticipated for stripping out of services and other associated works.

Halogen lighting units should not be utilised for internal work as they create excessive heat, cause an increase in fire risk and pose a skin burn hazard.

The Principal Contractor must ensure that all sub-contractors are aware that it is their responsibility to provide their own task lighting prior to arriving on site.

Works must not take place unless sufficient lighting is available ensuring safe working conditions.

6.15 Adverse Weather:

The Principal Contractor must undertake a risk assessment and safe working methods. Including frequency of breaks, provision of drinking water, sun protection and clothing/hats. (Refer to INDG47) Advice for employers of outdoor works.

A detailed risk assessment to be undertaken which covers the control measures to be taken during periods of Adverse weather conditions, inclusive of securement of the cradle, prohibition of works, communication with the client. In periods of adverse weather, the scaffold and access equipment must be subject to more frequent checks.

6.16 Excavations:

Some excavation works are required for the x2 lighting column replacement works.

All reinstatement, materials and plant shall meet the requirements of The New Roads and Street Works Act 1991 (NRSWA).



The construction phase plan must outline how excavations will be managed for the project duration. The site is located within the proximity of a busy operational data centre. Particular attention and control measures must be implemented for security boundaries of the excavations.

Underground service runs must be identified and highlighted to operatives carrying out the work. The Principal Contractor must ensure that a Permit to dig/excavate is issued for all excavation works and suitable measures implemented, to protect pedestrians

or vehicles from falling into open holes.

Physical barriers and appropriate construction warning signage must be erected at a safe distance as required.

All plant must be in good working order and have its statutory thorough examination certificates available to view, operators must hold a valid license which must also be available for review on site. When taking deliveries of plant or maneuvering machines through public areas, the amber warning beacon must be operational, and banksmen posted to control the operation as necessary.

All excavations must be adequately supported to prevent collapse & guarded to prevent falls of operatives and/or materials/equipment.

Excavations must be inspected in accordance with statutory requirements i.e., before each shift, after any event likely to have affected its stability and after any fall of materials or once in any seven-day period.

Entry of operatives into excavations must be avoided where possible e.g., by the use of "trench fill" foundations.

Where entry cannot be avoided, a Permit system should be implemented and levels of oxygen and toxic/flammable gases (e.g., methane and carbon monoxide) monitored to ensure a safe working environment before entry and during the operation.

Adequate emergency procedures should be prepared including a suitable rescue plan.

6.17 Non-Electrical Services:

The Construction Phase Health and Safety Plan must include arrangements for safe isolation of other services inclusive of water if required.

6.18 Demolition/Dismantling Works:

The Construction Phase Plan must clearly identify how this element of work is to be safely managed. This is to include the preparation of risk and method statements.

Particular considerations include: -

- Protection of the areas/barriers
- Isolation of services/protection of remaining services.
- Timing of works, with noisy and dusty operations carried out when the least number of people are likely to be affected
- Works at height/falling materials
- Sequencing of works so materials can be removed from site at frequent intervals to reduce congestion in the site demise
- Prevention of flying materials
- Protection of other operational areas of the site
- Dust control
- Prevention of hazardous substances

Dismantling works should be planned in such a way that they are undertaken using systems of work that take into consideration safety, health, the environment, cost, and efficiency. The dismantling plan must form part of the Construction Phase Health and Safety Plan.

MEP isolation certificates need to be in place prior to the commencement of any dismantling activities. All equipment, cables must be clearly identified, and systems introduced to prevent unauthorised accessing of these services. Documented evidence of full-service isolation must be obtained and retained on site.

Any electrical or electronic components must be disposed of in accordance with The Waste Electrical and Electronic Equipment (WEEE) Regulations (2013).

Strip out works should follow the hierarchy of waste minimisation (for example, reuse, reclaim and recycle) with waste being handled, managed and disposed of in accordance with current legislation and good practice.

Strip out and dismantling works should be planned in such a way that they are undertaken using systems of work that take into consideration safety, health, the environment, cost and efficiency. The removal of waste materials from the building and the site in general must be identified within the Construction Phase Health and Safety Plan.

The contractor must produce risk assessments, together with site specific method statements as part of their health and safety management detailing any specific arrangements as necessary to safely complete these works.

6.19 Ladders:

Following the implementation of The Working at Height Regulations 2005, no contractor can use ladders or stepladders without undertaking a risk assessment for the suitability for the intended works. This must be task and site specific and issued to the Site Manager prior to commencement of works. Particular attention to be given to works undertaken near the balcony areas.

Ladders are only to be used for works of a short duration, which can be completed with one hand, whilst maintaining three points of contact with the ladder. All ladders being used to access a work platform must be secured and extend a minimum of four rungs above the landing platform.

It is recommended that MEWP's, scaffolds and scaffold towers will be the preferred method of providing a safe platform, when working at height during this project.

6.20 Tower Scaffolds:

If tower scaffolds are required only competent trained personnel, or operatives under the direct supervision of a competent person, should be permitted to erect, alter or dismantle any steel, lightweight alloy or prefabricated scaffold structure, always following and adhering to the manufacture's details.

Equipment chosen must be as a result of the required risk assessment ensuring suitable and sufficient, fit for purpose equipment is used.

Mobile towers can become unstable when moved. The higher the tower the more unstable it will be.

Consideration must be given to the following points:

- Do not attempt to move fully erected towers
- Reduce to a safe height, appropriate to the ground conditions prior to moving.
- Be aware of potholes and obstructions
- Move from the base by manual methods not mechanical
- No persons or materials to be on the structure when being moved
- Caution must be exercised when wheeling a tower over rough, uneven sloping ground, taking care to unlock and lock the castors as necessary.
- If stabilisers are fitted, they should only be lifted sufficiently above the ground to clear obstructions
- The height of a tower being moved should not exceed 3 1/2 times the minimum base dimension

Inspection and Reporting:

Where the tower constitutes a working platform where a person could fall then it must be inspected:

- Before first use
- After any substantial alteration or after any event, which is likely to affect its strength or stability
- At regular intervals not exceeding 7 days since the last inspection
- A report is not necessary in respect of any mobile tower, unless it has remained erected in the same location for a period of 7 days or more.

6.21 Scaffolding:

No scaffolding is expected to be erected during the project.

6.22 MEWP's and Mechanical Lifting Equipment:

MEWPS may be used to gain access to high level lighting being replaced as part of the project scope.

Only fully trained operatives are permitted to use mobile access plant. Specific consideration must be made to ensure that all license holders have relevant certificates for the relevant equipment.

Familiarisation training should be undertaken if operatives holding a recognised IPAF, CITB license, are to operate different models that they are not familiar with.

Consideration must be given to providing suitable ground conditions to ensure safe operation of mechanical lifting equipment, MEWP, forklifts

6.23 Plant Equipment:

All plant and equipment must be kept in a safe condition when not in use. All mobile plant should always have keys removed when left unattended.

Evidence of operator competence and plant inspection certificates should be kept on site for inspection during all phases of works.

A banksman must be used to control the transportation of plant or equipment to work areas, in the event that access through public areas is required.

No lifting operations must take place without the attendance of a fully qualified banksman.

Warning beacons must be in use whilst plant equipment is in operation.

All plant equipment used on site must receive a visual inspection prior to use each day, a more thorough inspection must also be completed and recorded on site every 7 days (by a competent person). The Principal Contractor must also ensure that copies of all statutory inspection records are retained on site at all times.

6.24 Temporary Electrical Supply for the Works:

The Principal Contractor Construction Phase Health and Safety Plan must outline how he will ensure that the temporary electrical supply (including all distribution/transformer units, cables, plugs, sockets etc.) are adequate, fit for purpose and is regularly examined or inspected and maintained throughout the course of the works. Any temporary mains installations must be certificated and held on site for review.

Consideration to:

- Temporary mains into site welfare facilities.
- Any temporary mains supply to construction areas.

6.25 Hand Arm Vibration:

The Principal Contractor must ensure that all operatives are aware of the risks involved and the precautions to be taken in relation to Hand Arm Vibration Syndrome (HAVS)

The HSE has provided various guidance notes on this hazard. The free leaflet "Health Risks from Hand Arm Vibration, Advice for Employees" (INDG 175) is available from HSE books on the HSE website

7.0 Construction Phase Health and Safety Plans

The Principal Contractor is responsible for preparing a suitable and sufficient Construction Phase Plan to the Client for review in sufficient time and a minimum of 4 weeks prior to commencement on site. Works will not be authorised for commencement until a satisfactorily prepared plan is in place.

The Plan needs to demonstrate that the construction phase is planned, managed and monitored in such a way that construction work can be carried out without risk to health or safety, so far as reasonably practicable.

The Construction Phase Plan must record the following information: -

- Health and Safety arrangements for the construction phase
- Site rules
- Specific control measures where a worker could be put at risk
- Arrangements for protecting the health and safety of all persons who may be affected, in any way, by the construction work
- Information concerning the welfare arrangements that have been made

As the project develops the Principal Contractor must amend and further develop the Construction Phase Plan considering emerging issues and situations. It is a live working document that is the basis for the effective health and safety management of the project.

The following list of topics should be considered when drawing up the plan: -

- **A description of the project**, such as key dates and details of key members of the project team.
- **The management of the work**, including:
 - The health and safety aim for the project
 - The site rules
 - Arrangements to ensure co-operation between project team members and co-ordination of their work, such as regular site meetings
 - Arrangements for involving workers
 - Site induction
 - Welfare facilities
 - Emergency procedures, such as fire and first aid
- **The control of any of the specific site risks** relevant to the work involved.



8.0 Project Health and Safety File

The purpose of the health and safety file is to ensure that, at the end of the project, the client has information about health and safety risks that anyone carrying out subsequent construction works on the building will need to know about.



The health and safety file must contain the following information as a minimum and is a pre-requisite for achieving Practical Completion: -

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design or construction process and how they have been addressed
- Key structural principles and safe working loads for floors and roofs
- Hazardous materials used
- Information regarding the removal or dismantling and disposal of installed plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.
- Information and As Built drawings of the building, its plant and equipment
- Any equipment/asset installed must be accessible for maintenance, where access is not possible then additional means of access must be provided.
- Asset details must be provided at least 2 months before RFO.
- O&Ms for the installed equipment must be available no later than the RFO date.
- Full key suite is to be handed over no later than the RFO date.
- Tender prelims a8.10 Training for the Operatives team on the installed equipment must take place before the RFO.
- Tender prelims 18.2 Building Manual is to be expanded to include all items within the previous version (Phase 1)

APPENDIX 1 – DRAWING ISSUE SHEET

Issue Sheet

PROJECT NAME	Wood Green Crown Court External Lighting Replacement
PROJECT NUMBER	W.001422
DOCUMENT REFERENCE	W.001422-RED-XX-XX-IE-Z-8000

Legend	
Input	Text or numeric input
Input	Drop-down selection input
<i>Locked</i>	Locked cell value

[illegible][illegible]

APPENDIX 2 – DESIGNER RISK ASSESSMENTS – TO FOLLOW