

Tavistock Guildhall –

Project No: 1041 Revision: T1

PRE CONSTRUCTION INFORMATION

<i>Revision</i>	<i>Description</i>	<i>Issue</i>	<i>Date</i>
T1		FIRST ISSUE	APRIL 19

Revision History

Section 1 - Project Information

Project Address:

Project name: The Tavistock Guildhall
Project Number:1041
Client: Tavistock Town Council / Tavistock Heritage Trust
Address: Tavistock Guildhall and Police Station
Guildhall Square,
1 Market Road
Tavistock
Devon
PL19 0AH

Description of the project:

Conversion and Change of Use of Grade II* former Police Station and Guildhall (Sui Generis + Part D1) to form mixed use development of Heritage Gateway Centre (D1 + D2 Use) and Council Offices (A2 + B1 Use)

Commercial Project: The Tavistock Guildhall is a commercial refurbishment project.

The Guildhall and Police Station, fronting Guildhall Square, are part of an outstanding urban group of Medieval and 19th-century Gothic buildings in the centre of Tavistock, a significant market town in West Devon. Tavistock also serves as the eastern gateway to the World Heritage Mining Site. The Guildhall project will restore an iconic, 'At Risk', Grade II* Guildhall and ensure its viable long-term use.

The building walls are constructed from a mix of dressed and rubble Hurdwick Stone with granite details. The roofs are slates with the exception of the flat roofs and parapet gutters which are now asphalted. The floors are a mix of ground bearing concrete, suspended timber and granite flagstones.

A World Heritage Site (WHS) Gateway Centre is proposed combined with a Police Museum which will provide public access to the courtroom and cells, and interpretation of its historic function. A civic 'hub' is also proposed which integrates public and partner services, delivered through a 'one-stop-shop', with a range of complementary community uses

Tavistock Guildhall has been unused since 1997. Its new future builds on existing Heritage Lottery Fund Townscape Heritage Initiative investment in the surrounding area. This sustainable approach will deliver a significant and long lasting contribution to heritage-led regeneration and learning in Tavistock. The Heritage Lottery are providing match funding for the scheme.

The proposal layout utilises existing structures, entrances and fenestration to maintain the principal historic elevations and access sequences. An additional access is provided via the new platform lift enclosure located in the rear Courtroom courtyard and short external platform lift by the riverside entrance. There are small changes to the internal circulation which are detailed in the proposal sections. The outbuildings are now proposed to be reused as part of the Heritage Trust accommodation.

The proposals require minimal external and internal alterations. Modern finishes are stripped back to reveal original finishes where appropriate. This light touch enables the building complex's features and previous uses to remain clearly apparent. Where larger interventions

are required these are expressed appropriately as clearly modern but using materials (typically bronze/copper coloured) which tone with the existing stonework.

The surrounding external works includes regrading the existing ground level to create a level approach from the car parking spaces to the buildings main access steps. The front garden is formed from loose gravel with stonework sets as stepping stones and inset built-in planters. To the rear of the property the garden is tiered to create three level platforms.

The building is heated with a gas boiler and conventional radiators and naturally ventilated with the exception of extract ventilation for wet areas.

Summary of Site Restrictions and Hazards:

- Public Town Centre Historic Site – Building is part of historic range of buildings some of which formed the medieval Great Court. Construction site is surrounded on three sides by public rights of way for pedestrians and cars with due care required.
- Access to site – The primary vehicular and pedestrian access path to the site is via Market Road where it is proposed that welfare, material and waste storage areas are located – Please note Markey road is one way and has public bay parking on both sides along its length which may make it difficult to manoeuvre larger plant or equipment. Alternative access is possible through Guildhall Square public car park. However this will be operational during the build with only limited deliveries therefore possible.
- Excavation – There are limited relatively shallow excavations required as part of the build with limited risk of collapse. However due to the proximity of excavation works to the boundary line, measures must be taken to monitor and mitigate the risk of subsidence to neighbouring property, courtyard walls and the boundary line. It should be noted that areas below the rear courtyards are not within the Scheduled Monument Boundaries but that areas under the building itself are within the Monument. Archaeology watching required in these areas and the possibility of finding items of historic significance can be expected.
- Adjacent Tree – significant tree just outside boundary on south east corner of the site. This will be cut back prior to contractor starting on site to enable construction of rear extension. However protection of tree and roots required during build. Fir tree within the same area will be removed prior to construction by client. No other trees on or near to the construction site.
- Vehicular parking – vehicular parking is limited and will need to be managed to prevent obstructing Market Road
- Public Access – A requirement of the Heritage Lottery Funding is that public access should be allowed at certain times during the build and careful management of this requirement will be needed.

Introduction:

The Pre Construction Information pack is intended to highlight particular risks which are evident to the Client and Designers from the documents available at the time of preparation. This should enable the Principal Contractor to assign adequate resources to these matters during the tender period, allow for these provisions during pricing for the job, and subsequently the appointed Principal Contractor will be able to develop the Construction Phase Health and Safety Plan for the project with this information in mind.

Potential safety risks which cannot yet be assessed by the Principal Designer because information is insufficient may also need to be highlighted in the Construction Phase Plan.

The initial F10 notification is yet to be submitted to the HSE. This form, with additional information of the selected Contractor will be updated as and when this information is available. Under regulation 6 the Principal Contractor should display a copy of the F10 notice on site.

While it is the Clients duty to approve the Contractors Developed Health and Safety Construction Phase Plan prior to allowing construction work to start, there will be occasions where the Principal Designer will be asked to comment on the Principal Contractors Construction Phase Plan (PCCPP)

Where further information is made available during the progress of the works the Principal Contractor will update and develop the PCCPP accordingly.

Sufficient time has to be allowed for the Principal Contractor to develop the CPP after the award of the contract and before the Client may permit works to commence. If the PC feels they have not had enough time to comfortably and adequately prepare suitable Health and Safety measures they must bring this to the attention of the Client and Principal Designer at the earliest opportunity.

No work is to commence on site until the development of an adequate and suitable Construction Health and Safety Plan has been prepared. This is a requirement in law and it is a requirement with which all parties to the project must comply.

Being ready for approval by the Client and Principal Contractor commencement relies on the right information supplied at the right time.

The key is to be read in conjunction with the table below

RED Information Required	AMBER Additional Information	GREEN Information satisfactory provided
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Ref.	Nature of information	Client	PD	SE	M+E	PC	Comments
1. Stage 1: Information Up to Pre Construction Pack							
1.1	Establish Project Directory		G				Information provided by GY architects
1.2	Clients formal appointment made		G	G	G		Formal appointment received
1.3	Clients made aware of duty holder responsibilities		G				Formal notification supplied to the client
1.4	PD formal agreement to do PCI collation		G				PD to collate PCI during Tender phase.
1.5	Issue F10 Initial notification to the HSE					R	Contractor to issue F10
1.6	Health and Safety Files for any previous work	R					Any Health & Safety information acquired by the client for previous work is to be provided to PC
1.7	Drawings of any existing structure		G				Existing building Survey Supplied with Tender
1.8	Records of main services on site	R				R	Client / M+E to issue records to PC if the survey has already been undertaken.
1.9	Details of any ground Investigation/ Surveys	R				R	Client to issue records to PC if the survey has already been undertaken.
1.10	Details of condition surveys carries out on existing buildings.		G				Croft Existing Building Condition Survey issued to PC
1.11	Details of asbestos surveys carried out on existing buildings	R				R	Client to issue records to PC for survey work once undertaken.
1.12	Details of site specific conditions or risk register		G				
1.13	Details of existing potentially hazardous substances		G				
1.14	Details of any potential hazardous substances in the proposed design		G				
1.15	Designers risk appraisal/ evaluation process required		G				
1.16	Skills, Knowledge and experience check		G	G	G	A	Information to be requested
1.17	Issue/ agreement of Pre Construction Health and Safety pack		A				Issue date 11.04.19
2. Stage 2: Specific assessment leading up to construction works on site							
2.1	Residual hazards / excavations		G			R	To be confirmed by PC

2.2	Residual hazards / structural design			A		R	Information to be supplied and agreed as scheme design progresses design review meeting to identify as necessary
2.3	Residual hazards / building design	A	A			R	Information to be supplied and agreed as scheme design progresses design review meeting to identify as necessary
2.4	Residual hazards / services design				A	R	Information to be supplied and agreed as scheme design progresses design review meeting to identify as necessary
2.5	Review design and maintenance	R	R				Information to be supplied and agreed as scheme design progresses design review meeting to identify as necessary
2.6	Restrictions on access to the site and works					R	To be confirmed by PC
2.7	Production of Construction Phase Health and Safety Plan					R	To be produced by PC prior to commencement on site.
2.8	Review and agree PC's Construction Phase H&S Plan	R	R			R	
2.9	Update F10 notice					R	To be updated as required
2.10	Confirmation to the Client of Satisfactory CPHSP	R				R	Principal contractor to produce and self-review under new CDM 2015 provisions
2.11	Client notification to commence construction	R					
3. Stage 3: Commenced on site and up to practical completion							
3.1	Review of outstanding design information		R	R	R		
3.2	Attend project progress meetings	R	R	R	R	R	
3.3	Attend site to discuss H&S file contents with PC		R			R	
3.4	Ensure CPHSP maintained by PC		R			R	Principal contractor to produce and self- review under new CDM 2015 provisions
3.5	More than one contractor? Provide all information for the Health and Safety Plan					R	Principal Contractor to collate
3.6	Prepare Health & Safety File					R	
3.7	Issue Health & Safety File to Client					R	By Principal Contractor

Key dates:

Commencement:	Mid - August 2019
Tender out:	18 th April 2019
Tender back:	6 wks post tender issue
Construction start:	3-4 wks post tender acceptance
Construction completion:	44 Weeks.

Project directory:

Client Capital Lead: Tavistock Town Council

Project Team Lead: Wayne Southall

Address:

Council Offices

Drake Road,

Tavistock,

PL19 0AU

Tel: 01822 616134

Email: wayne.southall@tavistock.gov.uk

Architect: Gillespie Yunnie Architects Ltd

Project Architect: Ian Farnfield / Jackie Gillespie

Address:

Lower Tweed Mill

Shinners Bridge

Dartington

Totnes

Devon

TQ9 6JB

Tel: 01803 860010.

Email: ian@gyarchitects.co.uk / jackie@gyarchitects.co.uk

Structural Engineer: Hydrock

Project Engineer: James Coates

Address:

Lobb Shippon,

Plympton,

Plymouth,

Devon,

PL75BP

Tel: 01752 347515

Email: JamesCoates@hydrock.com

Mechanical Engineer: Method Consulting

Project Engineer: Nick Sendall / Tom Kelly

Address:

4 Oakland Mews,

Liskeard,

Cornwall

PL14 3UX

Tel: 01793 239634

Email: Nick.Sendall@methodllp.com / Tom.Kelly@methodllp.com

Contractor:

Not yet appointed

Existing information:

- Site and Buildings Measured Survey
- Buildings Condition Survey – Croft Survey
- Flood Risk Assessment – Hydrock
- Ecology Survey
- Proposed Construction Site Constraints Plan 1041-GA003-T1 illustrating site boundary / potential access points, storage, welfare arrangements and parking.
- Design and Access / Planning Statement
- Asbestos R+D Survey
- Existing Services / Drainage Survey
- Designers (Architects) Risk & Hazard Identification Forms.
- Structural - Residual Hazard Information is shown on all Tender drawings
- Structural Intrusive Investigation Report
- Mechanical and Electrical Engineer - Residual Hazard Information is shown on all Tender drawings

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Section - 2 Client's considerations and management requirements

2.1.1 Health and Safety goals for the project

- The avoidance of injury or health risks to operatives and persons in and around the building works.
- Working procedures and preventative actions closely following the HSE guidance.
- Continuous monitoring of the application of Health and Safety within the project teams and the provision of feedback for improvement.
- Consideration of risk and suitable control measures as part of the preparation for any changes intended or necessary in working practices and methods.

2.1.2 Communication

Good timely communication is essential for effective co-operation and co-ordination of activities. Designer's drawings should be used to highlight hazards or unusual work sequences. Induction training and toolbox talks help to ensure workers understand the risks and precautions and they are a good opportunity to inform workers of the site rules or any special risks related to the project.

Site induction, training and information are vital in securing quality robust Health and Safety on a site. The Principal Contractor is to ensure so far as reasonably practical that every worker:

- Has a suitable induction
- Any further training needed for the particular work they will be carrying out including work in the following specific areas:
 - a) Site clearance works and excavation
 - b) Works in close proximity to occupied premises and adjacent buildings
 - c) Communication between surrounding residents, operatives and site management
 - d) Traffic management should it be required

2.1.3 Security

Security on site due to the nature of the works the Principal Contractor must review and make provisions as follows:

- The contractor's operatives throughout the contract period sign in and out in order that a record may be maintained of all operatives and visitors to the site.
- Adequate and prominent suitable signage to be erected for the duration of the works in relation to Health and Safety information.
- The Principal Contractor will be responsible for the security of the works and materials on site.
- The Principal Contractor should ensure adequate security of the site. Adjoining properties must be protected from unauthorised access from the site during the works.

2.1.4 Welfare Provisions

The Principal Contractor must make full provision and arrangements for site welfare facilities for all its site operatives and visitors and arrangements will need to be detailed in the Principal Contractors Construction Phase Plan.

Details of suitable requirements are available in Schedule 2 of the CDM Regulations. This includes but is not limited to:

- First Aid
- Sanitary conveniences
- Washing facilities
- Drinking water
- Accommodation including changing clothing

- Facilities for rest

2.1.5 Health and Safety of the Clients, Visitors or those involved in the project.

The Contractor will liaise with the Client representative on a regular basis to discuss and resolve any concerns that arise or are noted or reported.

2.1.6 Site Hoarding Requirements

The Principal Contractor must ensure that temporary wooden or metal hoarding is provided to all boundaries of the site (intended work area) which does not already have permanent fencing / walling. Any temporary fencing should take the form of a hoarding or proprietary fencing not less than 2m high and is to be of sufficiently robust construction to prevent access to the site from unauthorised persons considering the town centre location. Consideration should be given to making provisions that do not allow climbing with no gaps where children could gain access. The entrance gates to the site are to be secure, kept locked at all times when not in use or when not suitably supervised and of the same height as the hoarding. The Principal Contractor must take into account persons circulating near the site out of hours who may be at risk. CCTV to be installed as per Contract Prelims.

2.1.7 Site transport arrangements or vehicle movement and parking restrictions.

A suitable traffic management plan is to be developed to accommodate the enabling demolition and construction phases and will be entered in to the Construction Phase Plan.

2.1.8 Client permit to work schemes

The Client has not issued any permit systems for this project. The Principal Contractor will be responsible for activities associated with the development. It is reasonable to expect the following permit to work systems.

- Hot work
- Excavations
- Lifting operations
- Isolation of services
- Roof work
- Working in confined spaces.

There should be a limited number of persons who can issue permits to work and before the permit is issued the manager must be satisfied that all the hazards have been eliminated or are under manageable and sufficient control.

2.1.9 Fire Precautions

Fire safety measures during construction

The following approved guides have been used to establish a set of suitable measures for the safety of personnel and visitors and the containment of fire spread to adjoining buildings on this project during the construction period:

- HSG Guide 168 – Fire Safety in Construction
- The Joint Code of Practice (JCP) on Fire Prevention on construction sites (9th Edition)
- Structural Timber Association (STA) 16 steps to fire safety – (Formerly UKTFA)

1. Means of escape provisions

Observations on the intended physical layout during the works

There are three principal staircases but this will change depending on the sequence of construction work and other means of escape may need to be provided from first and second floors, The roof structure, second and first floors are built from timber construction, provisions are to be made so that the structure should be classed as a semi exposed structure of medium to high fire hazard category following the HSG 168 guidance. These stair cases may require protection during the works if the programme of works results in a single stair being used for escape to achieve HSG 168 guidelines.

All hot works are supervised by the site fire safety co-ordinator and they follow JCP section 16 guidance then the STA 16 step guidance.

Specific Requirements for this project are as follows;

The maximum travel distance from the furthest most point of the upper floor to a point of leaving the building shall be no more than 35 meters

2. Compartmentation and boundary fire compartment sizes

Internal compartmentation measures are not deemed necessary during the construction period on this project but may be implemented by the Principal Contractor. The works will require additional measures to contain fire spread to adjoining buildings (museum / cottages).

3. Reducing potential ignition sources

Hot works – Risk assessment and permit to work provisions must be incorporated in to the Principal Contractors Construction Phase Plan.

4. Firefighting equipment

Portable fire extinguishers are to be located at each levels fire point and should be located near to the alarm sounder points.

BS-EN 3-7 provision of minimum 2 x water (9 litre) and 2 x CO2 (1.5kg) at each level.

Routine maintenance checks to follow BS5306 parts 1 and 3. 5.

5. Liaison and Fire Service access during the works

The local fire service must be contacted for observations and any special access measures they may require during the works are to be put in place.

6. Emergency procedures

Fire drills to be carried out monthly following the JCP section 6 guidance.

General Requirements for this project

There should be no stock piling of combustible materials. The site must be kept tidy and rubbish cleared away promptly.

The size and the height of these buildings suggest that a simple fire plan should be all that is necessary on this project. The risk assessment is to be provided.

Escape routes and exits are to be kept clear. Emergency exits should never be locked when operatives or people are in the building.

An assembly point is to be identified so everyone can gather and be accounted for.

Everyone must abide by the site rules which will include **no smoking on site.**

The purpose of the emergency procedure plans are to ensure that everyone on site can reach a place of safety in an emergency situation on site.

2.1.10 Injury Facilities

The nearest **Minor Injuries** Hospital is: Tavistock Maternity Hospital, Spring Hill, Tavistock, PL19 9LD.
Distance: 2.6 miles

OR

Major A&E
Derriford Hospital, Derriford Rd, Crownhill, Plymouth PL6 8DH – Tel: 01752 202082 –
Distance 11.3 miles

2.1.11 Authorised access and no go areas

The Principal Contractor must ensure that only site operatives and sub-contractors have access to the work areas at all times.

Areas that would be designated as confined spaces should not be entered without proper shoring and inspection for the suitability of the ambient gaseous environment.

2.1.12 Traffic restrictions

Vehicles and site operatives will gain principle access or egress from Market Road the one way road adjacent to the site (Tavy Riverside).. The proposed measures and sequencing are to be included in the Construction Phase Plan for consideration and approval to minimise impact on neighbours.

Section - 3 Environmental restrictions and existing on-site risks

3.1.1 Boundaries and access including temporary access

Refer to Proposed Construction Site Constraints Plan 1041-GA003-T1 illustrating site boundary / potential access points, storage, welfare arrangements and parking

Vehicular access points information will be supplied in the Construction Phase Plan and this will include for the segregation of pedestrian access to neighbouring properties which use the same access routes. Information supplied by the PC in the Construction Phase Plan should include:

- Measures required to ensure safe entry and exit of all deliveries and collections
- Measures to protect both pedestrians and vehicles on site
- Details of circulation route interface / meeting with the Client.

Adequate measures for protecting the boundaries of the adjoining buildings and walls are also considered.

3.1.2 Restrictions on deliveries or waste collections or storage

As discussed in 2.1.12 the road has restrictions (one way) with bay parking each side so may not be suitable to accept more than one delivery at a time. The management of the traffic for all deliveries and waste from the site is to be incorporated in the Construction Phase Plan.

3.1.3 Surrounding land uses and related restrictions.

Any surrounding road restrictions should be noted and complied with by the Principal Contractor.

3.1.4 Location of existing services (including concealed services)

Utility record drawings for water, drainage, electricity, gas and British Telecom. Items identified include BT cables, electric, gas and drainage. The Principal Contractor must review this information and obtain a below ground survey before any ground works are started on site. Excavation works will be taking place to install services. It is recommended that in addition to the information provided provision is still made for trial holes excavations to confirm service identification, positions and particular depths on site. This should be confirmed in the Principal Contractors Construction Phase Plan.

3.1.5 Ground conditions

To be recorded during excavation and the CA notified.

3.1.6 Information about existing structures (stability, structural form, fragile or hazardous materials.

Hydrock completed an Intrusive Structural Inspection and Reported in December 2018. (Included with Tender Documentation).

Numerous breakout areas were chosen and cores taken to investigate existing structures that will be affected by the proposed development.

There is two areas that requires further investigation:

- Second floor in Trowtes House (S56). The existing wall that is identified for demolition may be acting as a truss to support the floor and ceiling below. Principal Contractor to investigate as per Structural Engineer Instructions
- Lower Ground Floor between LG14 and LG16. New Opening. Principal Contractor to investigate as per Structural Engineer Instructions

All existing and proposed structural plans are included in the Appendix.

3.1.7 Any difficulties relating to plant and equipment, such as overhead obstructions where height restricts access.

Client is to inform of overhead services that may cause obstruction.

3.1.8 Health and Safety information contained in earlier design or as built drawings such as details or pre-stressed or post tensioned structures.

This has been considered by the structural engineers.

NOTE: Temporary Structural Works are Contractor Design.

3.1.9 Health Hazards

Asbestos – Refer to R+D Report.

Asbestos Report to be made available on site at all times

Work with caution at all times.

Live Electrics: Limited access to areas at lower ground floor suspected of Asbestos. It is recommended that caution is taken if working in or around these areas.

Lead Paint – Present in some areas. Care must be taken when removing paint and provisions made within the Construction Phase Plan for suitable removal methods.

Lime Plaster - Present in some areas. New lime plaster / mortar work is required during the works due to Conservation and Heritage Requirements. Irritating to eyes and skin. Can cause burns in the presence of moisture.

- Eye Contact - Ensure that eye wash is available when hydrated lime, natural hydraulic lime, lime putty, hydraulic lime mortar or fine lime plaster is handled. Irrigate with water for at least 20 minutes. SEEK MEDICAL ATTENTION.

- Skin contact - Wash affected area immediately with plenty of water. Remove contaminated clothing.

- Ingestion - Do not induce vomiting. Wash mouth with water and drink copious quantities of water. Seek medical advice if necessary.

- Inhalation - Irrigate nose and throat with water for at least 20 minutes. It is advisable to seek medical attention. Remove patient from prolonged and repeated inhalation of high exposure. Prolonged or repeated contact with skin may result in severe irritation or dermatitis.

Prolonged or repeated inhalation of high dust concentrations may cause ulceration and perforation of the nasal septum and pneumonitis

Section - 4 Significant design and construction hazards

4.1.1 Designers risk assessment and control measures

- Architects DRA Supplied.
- Structural and Civil Engineer Assessments Notated on Drawings
- Mechanical and Electrical Engineer Assessments Notated on Drawings

4.1.2 Arrangements for co-ordination of ongoing design work

Procedures for the consideration of health and safety matters in respect of further and continuing design work are to be reviewed with the Principal Contractor and the Principal Designer and discussed at any progress team meetings.

4.1.3 Information on significant risks identified during design

Refer to Structural Investigation and DRAs.

Additional risks arising during Contractor's Design to be recorded and relayed to the PD

4.1.4 Materials requiring particular precautions

- Lead Paint
- Asbestos
- Lime Plaster

Additional material risks arising during construction to be recorded and relayed to the PD

Section - 5 The Health & Safety File

If there is more than one contractor on site as the project progresses, the Principal Contractor is required to collect the following information which could be beneficial to those who will be involved in future construction work. However, if the appointment of the Principal Designer ends before the completion of the project then the information collated to that point will be handed over to the Principal Contractor to complete the file.

- A brief description of the work carried out, including property list / addresses, subcontractors, supplier's details and materials used.
- Residual hazards and how they have been dealt with (e.g. surveys or other information containing asbestos, contaminated land, water bearing strata, buried services etc.).
- The key structural principles incorporated into the design of the structure (e.g. bracing, sources of substantial stored energy including pre or post tensioned members and safe working loads for roofs and floors, particularly where these may preclude placing scaffolding or heavy machinery there).
- Any hazards associated with the materials used e.g. hazardous substances (i.e. special coatings which should not be burnt off).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. lifting arrangements).
- Health and Safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and marking of significant services, including underground services, any gas equipment, firefighting services (hydrant positions suitable hard standings for fire vehicles).
- Information and as built drawings of the structure, its plant and equipment (e.g. the means of access to and from the service voids and risers, fire doors and compartmentation).
- Before the issue of the practical completion certificate the Principal Contractor must ensure that all such information has been supplied by themselves and their subcontractors to the satisfaction of the Principal Designer.