

Pre-Construction Information
[Principal Designer Report]

75 Bayham Street

107 PD 01

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1 Introduction

This Pre-Construction Information has been prepared in accordance with the requirements outlined in CDM 2015 and summarises the project-specific H&S information needed to identify hazards and risks associated with the project design and construction work.

The information provided concentrates on issues that designers and contractors could not reasonably be expected to anticipate or identify or that are likely to be difficult to manage effectively.

This report is provided to the Client, design team and potential Principal Contractors to give the following:

- short description of the project
- contact details for, and the responsibilities and duties of, the members of the design team
- summary of available existing information and recommendations for further surveys
- identification of hazards and assessment of risks with a view to eliminating, reducing and controlling them

It is intended to be the conclusion of the pre-contract work by the Principal Designer and design on matters concerning health and safety for the project. We trust everything is clear but please do ask if you have any questions.

Innes Associates

August 2016

Project: 75 Bayham Street

Date Issued: August [Stage 3] to Design Team

Revision: -

Reference 03.03

2 Executive Summary

This section summarises the key requirements, restrictions and significant hazards set out in this PCI. For full details refer to the relevant sections of this document. "Reference" is the identification given to the Hazard in the risk assessment tables in later sections of this report.

Significant Hazards		Responsibility	Reference*
1	Asbestos	W12 + IA + Contractor	D1
2	Existing Services	W12 + WB Shiels	D2
3	Risk of Collapse during Demolition / Construction / Excavation	Contractor + Momentum	D3
4	Risks associated with constrained work: injust to Public during Demolition / Construction, dangers to operatives from road traffic, lifting and transporting heavy materials through site	Contractor + Momentum	D4
5	Dangers of falling off or through roof when building is occupied	IA + W12	O1
6	Confined working within lift shaft, risk of falling in lift shaft and stair core prior to completion working in confined spaces generally	All	WBS RA
7	Contaminated ground from excavation	Momentum + IA + Contractor	Momentum RA
8	Risks of electrical shocks + burns from installation of new services	WBS + Contractor	
<p>*Reference given with letter and number when it's identified in IA Risk Assessments, "WBS RA" and "Momentum RA" mean the risk is identified in those consultants' risk assessments. For further detail see the section <i>Risk Assessments</i>.</p>			

Requirements and Restrictions during Construction		Responsibility	Reference
1	Traffic, Skip, Waste Removal + pedestrian protection during construction. Principal Contractor to submit method statements as part of discharge of planning conditions and obtain approval prior to construction.	Principal Contractor	n/a
2	Work time restrictions may be required to maintain good relations with neighbours	W12	n/a
3	"Build next-to" license <u>may</u> be required for Thames Water sewer to north of site	W12 + Momentum	n/a
4	Several party wall agreements have to be in place prior to work starting on party wall structures. "Special" reinforced foundations may require negotiations with neighbour,	ROC haus	n/a

3 Project Description

3.1 General Description Of Works

Conversion of former Piano Warehouse in Bayham Street, Camden to create office for digital design agency with reception area, approximately 80 workstations and meeting rooms. Works include the following:

- demolition of existing warehouse roof, mezzanine deck; removal of staircase to 3-storey front part
- excavation and formation of new basement and lower ground floor and ground floor slab to whole footprint
- remodelling of 3-storey front part to create new staircase
- new first floor steel and concrete deck and roof to warehouse
- refurbishment to existing slate roof and chimney stacks

3.2 Workplace [Health Safety and Welfare] Regulations 1992

The finished project will be a workplace and therefore the finished design and construction must take account of the relevant requirements of the Workplace [Health, Safety and Welfare] Regulations 1992. Each Designer and Principal Contractor should therefore consider this document as guidance for the conditions created in the finished building.

3.3 Programme Details

At the time of this report the project design and construction programme is as follows:

- | | |
|--------------------------------|------------------------------|
| • RIBA Stage 4 Design Complete | October 2016 |
| • Tender Period | October – December 2016 |
| • Appointment of Contractor | Pre-Christmas 2016 |
| • Lead-In and Site Works | January 2017 – December 2017 |

3.4 Project Notification [Duties of Client and Principal Contractor]

Under the CDM Regulations 2015 the Client is responsible for issuing the HSE an F10 Notification.

As revised details become available, the F10 notification should be updated by the Client.

The Client should issue the Principal Contractor with a copy of the completed notification and the Contractor should display this on site.

4 Client and Design Team Duties

This section identifies the Client and Design Team members and provides a reminder of their duties under the CDM Regulations 2015. It should not however be regarded as a complete list; all members of the team should be familiar with the Regulations and the duties by which they are bound.

4.1 Key Project Participants

Team Member	Name	Address	Contact
Client W12 Studios	Fabian Birgfeld	Metropolitan Wharf Wapping E1W 3SS	020 3432 9405 fabian@w12studios.com
Principal Designer Innes Associates	Miguel Rosique	6-8 Cole Street London SE1 4YH	02079286734 Miguel.rosique@innesassociates.net
Architect Innes Associates	Miguel Rosique	6-8 Cole Street London SE1 4YH	02079286734 Miguel.rosique@innesassociates.net
Quantity Surveyor Measur	Mark Brown	21-23 Crosby Row London Se1 3YD	020 7378 4868 markbrown@measur.com
Structural Engineers Momentum	Howard Richardson	103 Timber Yard Drysdale Street London N1 6ND	020 7739 6939 howard@momentumengineering.com
Mechanical and Electrical Engineers W B Shiels	Evan Shiels	10 Chancel Street LONDON SE1 0UR	020 3764 0801 evan@wbshiels.com
Approved Inspector MLM	Arun Basra	2 Eldon Street LONDON EC2M 7LS	020 7422 7800 Arun.basra@mlm.uk.com
Party Wall Surveyor RocHaus	Andrew T. N. Sheeley	ROC haus 36 Church Hill Loughton Essex IG10 1LA	020 8508 2001 andrew@roc-haus.co.uk
Basement Impact Assessment Engineers Michael Alexander	Giovanni Sclavi	Foundation House 4 Percy Road LONDON N12 8BU	020 8445 9115 Giovanni@maengineers.com
Principal Contractor TBA			

4.2 Design Team Duties

The schedule below summarises duties of each of the member of the design team in line with The Construction (Design and Management) (CDM) Regulations 2015 and identifies the next steps that should be taken by each member;

Team Member	Duties	Next steps
SABP [Client]	<p>Make suitable arrangements for managing a project, including appointing a Principal Designer and contractor, and ensuring capability of designers employed on the project;</p> <p>Making sure all relevant information is provided to others (duty holders)</p>	<p>Provide outstanding pre-construction information to team; client to ensure an intrusive survey is undertaken identifying remaining asbestos</p> <p>Issue current notification to HSE of works</p> <p>Ensure arrangements for managing matters relating to health and safety and review capability of designers/dutyholders</p>
Innes Associates [Principal Designer]	<p>Ensure the client aware of their responsibilities in relation to CDM Regulations 2015</p> <p>To plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project, including identifying, eliminating or controlling foreseeable risks; using reasonable endeavours to ensure designers carry out their duties</p> <p>Liaising with Principal Contractor, providing relevant information for inclusion in construction phase plan</p> <p>Providing the health and safety file at the end of construction phase</p>	<p>Identify gaps in pre-construction information and request this from client</p> <p>Review information from other designers</p> <p>Raise CDM related agenda items for inclusion in DTM</p> <p>Review design in relation to CDM, and review information following demolition and enabling works</p>
Engineers; [Designers]	<p>Identifying, eliminating or controlling foreseeable risks arising during construction maintenance and use of the building</p> <p>Providing information to others</p>	<p>Designers to contribute to Risk Assessments for inclusion into Report and provide comment on the above items</p> <p>Review design in relation to CDM</p>
TBC [Principal Contractor]	<p>The Principal Contractor is to plan, manage, monitor and coordinate health and safety during the construction phase of a project, this will include providing a construction phase plan prior to works starting on site.</p> <p>Liaising with Principal Designer regarding changes to design and implications for health and safety. Also has duties in relation to employing/engaging with workers, supervision and site/welfare requirements. The principal contractor, under the CDM Regulations [2015] will be required to comply with the Principal Contractors duties for the project</p> <p>Furthermore, Compliance with all necessary legislation regarding, but not limited to the following will be required</p> <ul style="list-style-type: none"> • Producing site safety rules and inductions • Good communication and liaison • Conducting monitoring and reviews • Provision of a secure site through fencing and hoardings • Welfare provisions • Permit to work systems and other access restrictions • Ensure health and safety requirements are upheld • Site transport arrangements • Fire precautions • Emergency procedures and means of escape • Accident/ Incident notification and escalation • Deliveries and waste collection 	

5 Existing Information and Recommended Surveys

The table below provides a schedule of information available for the existing building and recommendations for further surveys.

Survey/Information	Document / ref	Author/date	Notes
Asbestos Survey Report	PN15-00102	JCC Associates Limited Network UK Asbestos Solutions 16.07.15	This does not appear to be full R+D Survey. Recommend new R+D Survey to cover all relevant areas.
Measured Building Survey	Plans + Elevations Project Reference 8237	CADPLAN August 2015	
Appraisal of Condition Report	jcc/2663	JCC Associate Limited 23 rd June 2015	
Basement Impact Assessment	P3096-OFF Issue 1.3	Michael Alexander 7 th March 2016	Requires updating for amended plans with deeper basement – request made to Client August 2016
Geotechnical, Hydrogeological and Ground Movement Assessment	LBH4318 Ver 1.7	October 2015	Requires updating for amended plans with deeper basement – request made to Client August 2016

Further Surveys

The following surveys are recommended:

1. completion of full R&D Asbestos survey. Whilst reference should be made to the original Asbestos Report, this did not cover areas previously covered/unexposed/inaccessible. A further investigative Asbestos survey should therefore be undertaken to provide an updated overview of the building relevant to the proposed works.
2. below ground services survey [note: Thames Water sewer appears to run to north of site]
3. capacity of existing services

Items 2 and 3 should be completed as soon as possible because the results could have implications for the design. The asbestos survey should be complete before works are carried out (survey, demolition or construction) in areas not already defined clear by the current survey.

6 Risk Assessments

The following is a list of potential hazards on the above project. The risks & solutions identified form part of an on-going development.

Key:-

L=Likelihood (low, medium or high) Low=1, Medium=5, High=10

S=Severity (low, medium or high) Low=1, Medium=5, High=10

R=Risk (Likelihood x severity) 1-5 Insignificant, 6-50 control or minimise risk, 50-100 avoid if possible

Ref	Element / Topic	Hazards	Risk				Residual Risk (Y/N)?	Status and further action required (Active/closed)
			L	S	R	Designer Comments		
Demolition								
D1	Risk of Asbestos	Possibilities of asbestos present on site	7	10	70	A further investigative survey regarding asbestos needs to be conducted.	Yes	Active
D2	Existing services	Buried services below ground, live services exposed in existing building. Thames Water sewer to north	5	8	40	Contractor to assess location of existing services prior to commencing works. Consideration of retention to be made along with M&E Engineers. Further Controls to be determined by Contractor	Yes	Active
D3	Risk of Collapse	Possibility of collapse of existing structures	2	8	16	Structural engineer to inspect existing buildings elements, Contractor to assess risks and write method statement	Yes	Active
D4	Risks to Public	Conflict between demolition/building operations and pedestrians on pavement	4	9	36	Contractor to submit method statement to Camden on site set-up and management of operations.	Yes	Active
Construction								
C1	Excavation	Dangers of injury during excavation	3	8	24	Contractor to submit method statement to structural engineer for assessment	Yes	Active
Occupation of Building								
O1	Fragile Roof	Dangers of falling off, or through, roof	3	9	27	Inform Client that rooflights are not walkable, roof terrace area is not designed for suitably qualified maintenance personnel only	Yes	Active
O2	Fire Safety	Dangers of being trapped by smoke or fire	2	9	18	Client to maintain regular checks on fire safety systems, fire doors and compartments to be kept in good order. Design team recommend periodic inspections by qualified personnel	Yes	Active

WB SHIELDS										
MEP CDM DESIGNERS' RISK ASSESSMENT										
Project Title	Bayham Street			Key	Severity Rating (S)		Likelihood Rating (L)		Risk Rating = S x L	
Project No.	P2034				Negligible = 1		Unlikely = 1		Low (1-2)	
Date	01.09.16				Minor = 2		Possible = 2		Medium (3-4)	
Issue No.	1				Significant = 3		Likely = 3		High (5-9)	
Prepared by	SWB				Severe/ Fatal = 4		Probable = 4		Critical (10-16)	
Hazard Identification / Activity	Activity	Description of Hazard, Risk and Who is at risk	Initial Risk			Design Control Measures	Residual Risk			Comments
			Severity (S)	Likelihood (L)	Risk Rating (S X L)		Severity (S)	Likelihood (L)	Risk Rating (S X L)	
Risk's :										
CONDENSER TRANSPORTATION	Transporting the new Condenser units onto the LGF roof - crane or service route through space	The potential for works to be transporting heavy goods through the building, trips and falls could result in injury	2	2	4	The transportation of the Condenser units shall be adequately manned and a route planned in advance	1	1	1	
WINDOW REPLACEMENT	Replcement of windows at first and second floor level	Risk of falling from height	4	2	8	Contractor shall undertake risk assessment before starting the work	2	1	2	
ROOF A/C INSTALLATION	Working at first floor roof level, installing the external AC system	No hand rails to prevent falling off the roof	4	1	4	Install temporary handrails whilst working on roof, workers to wear safety harnesses and clearly demark the roof edges with	2	1	2	
PLUMBING WORKS	Cut and relocation of existing drainage	Potential presence of biological contamination from existing soil and waste pipes	3	2	6	Flushing of pipework from above prior to works being carried out, protection of space below should be considered when cutting into live drainage	2	2	4	
RISER WORKS	Services installation within riser, classed as a confined space	Limited space for manuvreability	3	3	9	Contractor should carry out full risk assesment prior to carrying out works	2	2	4	
ASBESTOS	Asbestos	Survey carried out by speacilist contractor, although the report notes that not all areas have been surveyed	4	2	8	Client to ascertain the extent of areas not covered - then instruct specialist to return to site and complete survey of areas not covered in report	1	2	2	
BASEMENT WORKS	Excavation of basement level	walls falling in, disposal of waste and noise nuisance to neighbours	3	2	6	Underpin walls, arrange dedicated waste disposal routes/ time frames and minimise noise nuisance by working within set hours	2	1	2	
ELECTRICAL	New electrical services.	Electrical shock/burns, electrocution Non competent staff for such work Electrical shock/burns, electrocution Non competent staff for such work	4	2	8	Only certified and competent contractor for such works to carry out work. Contractors method statement required for all works.	4	1	4	
ELECTRICAL	working at heights in the ground floor entrance area.	risk of workman falling and equipment falling.	4	2	8	Competent Contractors to carry out the works. Appropriate and approved platforms /towers to be used. Contractor's method statement req'd.	4	1	4	

Design note

Project	Date	By	Reference
Bayham Street	01.09.2016	HR	2631 . DNT . 1
Title			
Risk assessment			

Area	Risk	Level of risk
General		
	Restricted access from main road	Medium
	Lifting / transporting heavy materials through the site	Medium
Basement construction		
	Contaminated ground from excavation	Medium
	Discovery of unexploded ordnance	Low
	Danger of collapse during excavation	Medium
	Uncovering unexpected underground services	Medium
	Working in confined spaces	Medium
Steel / concrete floors		
	Falling from height during construction	Medium
	Collapse of ComFlor during pours (requires central prop)	Low if propped
Alterations to existing building		
	Removal of rear wall reducing lateral stability of existing structure until portal frame is installed	Low if propped
	Collapse of floors during internal works	Low if propped
	Falling from height before installation of lift in shaft and stairs in stair riser	Medium

6.1 Co-Ordination of Ongoing Design

All designers must consider the effects the design will have upon Health and Safety.

It is the responsibility of the designers to inform the Client of all ongoing design development relevant to the project, including but not limited to identification and mitigation of any health and safety risk which may become apparent within the project.

Copies of design meetings are to be issued to the Architect and Client

6.2 Contractors Design

Principal Contractor [PC] must inform the Principal Designer [PD] in advance of any updated design work that is the responsibility of the PC within the construction phase of the project. This will include and not be limited to engineer-designed temporary works, e.g. falsework or scaffolds, design by specialist contractors along with alterations which may become apparent with changes made to the contract.

It is the responsibility of the PC that:

- all design is prepared in accordance with CDM Regulation 11 and, in particular, takes measures within the principles of prevention.
- It is the right of the PD to attend all design team/review meetings
- prior to any decision to proceed with the related construction work, design risk management output and other health and safety information resulting from the design must be passed to the PD for review and comment

6.3 Design Changes

During the construction the PD must be informed by the PC of:

- all unforeseen circumstances which may result in a substantial design change
- all proposals to depart from the design or assumptions set out in the Pre-Construction Information
- all alterations and inclusions within the Health and Safety File

The PC is to agree with the PD any alterations or inclusions, prior to their onsite implementation.

During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

This section sets out details of how the Health and Safety File is to be prepared and delivered.

Requirement	Details
Health and Safety File format:	<ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> 1.1. Purpose of the Health and Safety File 1.2. File Holder Responsibilities 1.3. Amendments 2. General Description of the Project <ol style="list-style-type: none"> 2.1. Nature of the Project 2.2. Key Dates 2.3. Key Project Participants 3. Remaining Hazards <ol style="list-style-type: none"> 3.1. Remaining Hazards Associated with Maintenance and Cleaning 3.2. Remaining Hazards Associated with Alteration, Dismantling or Demolition 3.3. Hazardous Materials and Substances 4. System and Equipment Information <ol style="list-style-type: none"> 4.1. Description of Structure / System / Equipment 4.2. Key Structural Principles 4.3. Materials 4.4. Provision for Maintenance and Cleaning 4.5. General Requirements for Alteration, Demolition and Dismantling 5. Additional Information 6. Appendices

	<p>Appendix A: Schedule of Manuals</p> <p>Appendix B: Materials and Safety Data Sheet Information</p> <p>Appendix C: Schedule of Record and As-Built Drawings</p> <p>Appendix D: List of Health and Safety Strategies</p> <p>Appendix E: List of Reports Investigations and Other Records</p> <p>Attachment 1: Attachment 1 -List of Outstanding Information</p>
Health and Safety File 'Location':	The Principal Designer is responsible for storing the Health and Safety File information during the construction phase. After this point it shall be the responsibility of the client.
File to be collated by:	It is the responsibility of the Principal Designer to collate and present the Health and Safety File in the agreed format and contents to the Client.
Format of information for the File:	The Health and Safety File shall be in an electronic format and reside within two CD Disks.
Programme for delivery of the File to the Client	<p>The Principal Designer is to present the structure of the Health and Safety File to the client and Project Manager, 4 weeks after start on site.</p> <p>The PC to present draft Health and Safety File to PD for review 2 weeks prior to practical completion.</p> <p>The Principal Designer is to present the final Health and Safety File to the Client for review 2 weeks after to practical completion.</p>
Responsibilities for the provision of information for the File	It is the responsibility of the Principal Designer to develop a responsibilities matrix and distribute as appropriate.

The Principal Designer must ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

The Principal Contractor is to provide the Principal Designer with the construction phase programme to ensure information is provided in a timely manner.

Where a Principal Designer is no longer involved, all roles and responsibilities will from then on be the duty of the Principal Contractor until such times as the Health and Safety File is passed onto the Client after the works are completed.

The Principal Contractor is responsible for the arrangement of all necessary information for the compilation of the Health and Safety File, available from other contractors/designers, and must be passed to the Principal Designer as soon as the information becomes available and at appropriate milestones during the construction period as required.

Information provided for the File is to be:

- focused on health and safety data, information and considerations
- specifically prepared for the File and to record the as-built/as-installed situation
- prepared in a single, all-encompassing package under the headings above.

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