

**CONSERVATION OF MONUMENTS
AND MEMORIALS**

at the

Church of St James

West Littleton

WILTSHIRE



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1. Issue Register

Issue	Distribution	Date
1	Client – West Littleton PCC – David Adams Designer – Architecton – Paul Richold Principal Contractor – Nimbus – Jez Fry	5 th July 2010

2. INTRODUCTION

The **CDM Regulations 2007** require that suitably adequate documentation, in a 'live' and 'active' format is produced as two separate entities, that will ensure the health, safety and welfare of all Persons involved with the construction and subsequent usage of a Building.

This Pre-construction document describes the Project, Construction Works and Timing, identifies unusual hazards and risks, including interfacing activities and the required standards for Health & Safety and Welfare.

The Information contained within the Pre-construction document will be updated to incorporate information and any further hazards identified by the Designers during the period of the Works.

The Principal Contractor will develop the information contained within the Pre-construction document into the construction Phase Plan, incorporating his Programme, Method Statements and detailed arrangements demonstrating his management of Construction, Site Safety and Training.

Under the Construction (Design & Management) Regulations 2007, a Client is not to permit commencement of Construction activities without the Construction Phase Health and Safety Plan being in place, together with all necessary Welfare facilities.

The Principal Contractor has the **duty** to develop the details contained within the Pre-construction document to take account of the following:

- a) His proposed scaffold structure **designed** by his domestic sub-contractor in compliance with all current legislation, and subsequently agreed by the Clients Designers and CDM Co-ordinator.
- b) Any changes to the design proposed by any Contractor by agreement with the Clients Designers and CDM Co-ordinator.
- c) All aspects of Health & Safety relevant to the Contractors method of working.
- d) Detailed Health and Safety procedures of all his Contractors.
- e) **All current relevant legislation.**

During the Project, the Health and Safety File will be prepared by the Principal Contractor for issue to the CDM Co-ordinator prior to Practical Completion, for his information and use. This File will contain all Health and Safety records and information relating to the Project, including information on the design, materials and construction, "As Built" records, Test Certificates and Operating and Maintenance Manuals.

The Designers/Principal Contractor/Work Contractors are obliged to supply information to the CDM Co-ordinator whose duty it is to prepare, collate and handover the Health and Safety File to the Client.

3. PROJECT DESCRIPTION

a) Project description and Programme

Location: The Church of St James,
West Littleton,
Wiltshire,
SN14 8JE

Nature of Construction Work:

- Erection of screens & secure fencing to segregate workplaces from unauthorised access.
- Protections to all areas as necessary in the vicinity of the work.
- Conservation repairs to four wall memorials within the church.
- Conservation repairs to nine monuments externally to the church.

NB. The Church will be open for weekend services and occasional mid-week services throughout the Contract Period.

Period for Construction Work	–	8 weeks	
Mobilisation Period	–	not less than 2 weeks	(to be agreed)
Notification	–	July 2010	(to be agreed)
Site Works Commencement Date	–	19 th July 2010	(to be agreed)
Practical Completion Date:	–	10 th September 2010	(to be agreed)

b) Project Team

Discipline	Name	Contact	Tel No
The Client	The PCC of St James, c/o The Grange, West Littleton, Wiltshire. SN14 8JE	David Adams	(01225) 891100
The Designer (Architectural)	Architecton, The Wool Hall, 12 St Thomas Street, Bristol. BS1 6JJ	Paul Richold	(0117) 910 5200
The CDM Co-ordinator	Health and Safety Associates, 10 Boxwell Park, Bodmin. PL31 2BB	Bryan Hammond Justin Chappell	(01208) 73440 07879 422363
The Principal Contractor	Nimbus Conservation Ltd Eastgate Christchurch Street East Frome Somerset BA11 1QD	Jez Fry	(01373) 474646

c) Usage:

The Church will remain open throughout the contract period. Occasional mid-week services may be necessary, such that the Principal Contractor will liaise with the Vicar and show due deference to the occasion.

The churchyard, because of its historical nature, is regularly visited by members of the public, both internally and externally. A public footpath runs through the churchyard from the eastern entrance westwards to a masonry stile in the western boundary wall.

d) Details of existing records and Plans

There is **no existing Health and Safety File.**

There are existing overhead and underground services externally within the Churchyard – the details of which are contained within the tender documents.

The drawings contained within the Tender documentation have been prepared by the Design team following their survey activities.

Existing Services Details:

- a) **Water/Drainage** – **Bristol Water**
See Tender documentation
- b) **Electricity** – **N Power**
See Tender documentation
- c) **Telephone** – **BT Openreach**
See Tender documentation

4. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

a) Arrangements:

This Project will be so designed and managed so as to achieve a 'zero' notifiable accident record at practical completion.

The Project Team, led by Architecton, the 'lead' Consultant, will include 'Health and Safety' as an agenda item at every meeting, both pre-contract and throughout the construction period.

HSA as the CDM Co-ordinator, will attend all design team meetings as well as various site progress meetings throughout the Project. HSA will obtain and review designer risk assessments throughout the course of the Project. Where residual DRA's are identified, then HSA will liaise with the Client to ensure that these are within acceptable limits.

Although Architecton will consult with the Client on site specific design matters, HSA as the CDM Co-ordinator will ensure that co-ordination and co-operation between the project team is achieved in compliance with CDM Regulations 2007.

The Principal Contractor is required to submit a draft construction phase health & safety plan for comment within 7 days of request by the CDM Co-ordinator.

The draft construction phase health & safety plan should be sufficiently developed, incorporating method statements for dealing with all Health & Safety matters as identified in this document, to allow the CDM Co-ordinator to make a recommendation regarding the Principal Contractors Health & Safety arrangements for the work. As a guide, the Principal Contractor is advised to consult the H.S.E. publication "Managing Health & Safety in Construction", Appendix 3.

The Principal Contractor should note that all matters with Health & Safety implications arising throughout the course of the project must be reported to the CDM Co-ordinator immediately, particularly involving all design work undertaken by himself or his subcontractors.

The Contractors accommodation and site compound will be situated outside the Churchyard, on the village green adjacent to the highway, to be agreed with the church wardens.

b) Requirements

As the Church will be open throughout the contract, the Principal Contractor is responsible for maintaining safe access and egress in the event of mid week services.

No Radios, Music players **and due deference to the Church premises at all times.**
NO BURNING of debris and **NO SMOKING** is permitted within **the curtilage of the Site.**

Unhindered safe access must be given to visiting members of the public.

5. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Access to the Grade 2 listed church of St James is via the M4 junction 18, then onto the A46 south towards Bath. After approx. 2km, the second turning left leads via signage prohibiting lorries except for access, onto Dunsdown Lane. This single track highway with passing places leads via mature hedges through agricultural land and its associated traffic to the small village of West Littleton. When entering the village, the church is visible through the trees to the west, just past the entrance to West Farm and opposite the telephone box.

Alternative access from the south is via the A46 north from Bath, heading towards the M4. After approx. 7km the A420 to Marshfield is signposted to the right. A further 3km through agricultural land and a further sign directs north to the village. This road again is single track highway with passing places and passes through agricultural land as before, until after approx. 3 km the village green is reached as previously described. As stated, opposite the telephone box and adjacent to a wooden communications pole, a narrow gravelled track, signposted 'public footpath' leads westwards towards the church. The cables from the communications pole travel south west to the Grange. To the south of this path is the masonry boundary wall approx. 1.3m high to the neighbouring property 'The Grange'. A further 30m along the path a timber five bar gate forms access into the driveway of the Grange, adjacent to which is the cold water stand pipe, the use of which the principal contractor has been allowed. The boundary wall then becomes the external wall of the stableblock to the Grange, and a further 5m west a pair of wrought iron gates approx. 1.2m high is reached. To the north is a further masonry wall, creating a funnelled access towards the churchyard approx. 1.5m wide. The north wall forms part of the boundary wall to the adjacent paddock which currently houses horses.

Access to the churchyard is between a pair of mature yew trees, approx. 2 ½ m apart which have an electric light suspended between them at an approx. height of 2.2m, of unknown integrity. The path continues west through the grassed and undulating church yard which contains listed monuments and headstones. Access into the church is made via the south porch with its timber gated entrance leading to heavy timber doorway to the church. The door is approx. 1m wide within masonry surround and approx. 2.2m high springing at 2m. Immediately within the church on the wall to the east are the switches to the electric lights at high level. Adjacent to the west is the carved masonry font on its plinth, set in the slabbed floor. Opposite the doorway set in the floor is a single grill in the middle of the aisle. Pews are set on timber dais to both the north and south walls. To the north of the chancel is the timber doorway into the vestry and which contains the incoming underground electric supply via armoured cable to the east wall, along with its associated switchgear and meters.

The wall memorials to be conserved are visible on both north and south walls. The north wall consists of a pair dedicated to the Osbornes, the larger being approx. 2m high and 1m wide, suspended approx. 1.3m above the base of the pews, along with a smaller tablet 600mm x 400mm. The south side consists again of a large ornate memorial dedicated to both Osbornes and Hilliers approx. 2.1m high, 1m wide and 1m above the base of the pews along with a smaller tablet, 600mm x 400mm dedicated to local members of the parish lost at war.

The monuments to be conserved are on the south elevation and are on both sides of the path through the church yard, with five monuments to the north of the path and four to the south. All the monuments are in varying states of instability and structural integrity. All are constructed of large masonry panels to their sides and tops of varying heights, and are of unknown weights and are to be treated accordingly.

Certain monuments are also covered with vegetation which will need removal and treatment with herbicides, in compliance with the COSHH Regs. 1999. Within the area of monuments are also headstones and ledgers which will need appropriate protections.

As stated previously a public footpath runs through the churchyard, and is to be kept open at all times. It travels to a masonry stile which is visible on the west boundary wall.

Access by suitably sized vehicles for the loading and unloading of materials via the gateway on the east boundary must be undertaken by **taking all due care to maintain safe access by all members of the Public** using the roadway and the Church grounds, **in accordance with his Traffic Management Plan. The Contractor** is to note that his **welfare arrangements for his workforce, including Specialist Subcontractors, are to be** compliant with the **CDM Regulations 2007**, including the provision of **hot water** prior to commencement of work. The Principal Contractor may have the use of an area of the green adjacent to the main road in order to site his compound, the precise location to be agreed. There are no parking facilities at the church as well as no existing WC facilities available. Within the church adjacent to the south east corner of the vestry is the incoming electrical supply of which the Principal Contractor may have the use.

The Principal Contractor **must encase** his accommodation and compound with hoarding/fencing to prevent access by unauthorised persons, whilst **maintaining public access** through the Churchyard and into the Church. In addition, throughout the Project suitably adequate fencing must be erected to enclose the varying contractors workplaces.

The Principal Contractor must schedule lifting activities when conditions permit and also implement safe working procedures, (including compliance with **PUWER 1998** and **LOLER 1998**) to ensure the continual safety of all personnel involved in the works. This includes the provision of suitable **handling and lifting equipment etc.** Manual handling constitutes a major element of the works and the Principal Contractor must therefore ensure that heavy loads are lifted in accordance with the **Manual Handling Regulations 1992**.

The Principal Contractor must carry out his own Risk Assessment procedures, and thereafter, he must compile and subsequently monitor effective and adequate safe systems of working in and around the premises commensurate with an the known hazards identified and contained within the Tender documentation, in order to maintain a safe working environment for all personnel undertaking their activities, as well as the Clients Consultants, Clients Staff, and all other Client Contractors and visiting members of the Public accessing the Church.

The Contractor must also ensure that all personnel involved in the Project are adequately trained and are 'competent' in the requirements of his construction phase Health and Safety Plan and its Method Statements etc, and are fully aware of the procedures to be undertaken in the event that an emergency should arise.

The disposal of all **contaminated** arisings, must be in accordance with the Contractors Waste Management Plan and compliant with **Landfill (England and Wales) Regulations 2002** **There is very limited parking around the church (see above) which must be taken into account.** Parking for the contractors will need to be agreed with the Church wardens.

The Principal Contractor must implement safe working procedures in order to permit the public and personnel of any other **Client Contractors and Authorised Visitors** to access through the Churchyard **throughout the period of the Contract.**

The Contractor must respect all graves within the Churchyard, which is in regular use by members of the public. He must take due care to ensure continuous safe access by the public visiting the graves, but undertake adequate steps to prevent access onto the Site by unauthorised persons. The Principal Contractor must ensure that all plant and equipment within the area of the Site or his Compound is immobilised/made secure during non-working hours.

Normal working hours are 7.30 – 5.00pm Monday to Friday. **No Sunday working is permitted.**

6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Significant hazards or work sequences which have been identified by the Designers and which cannot be avoided are listed below. Common place hazards which should be controlled by good management and good site practices are not listed.

The Principal Contractor shall provide Method Statements for the use of all materials that he considers constitute a health hazard; e.g. lime, lead, herbicides etc. and in particular for the herbicide treatment in accordance the Control of Pesticides Regulations 1984 and COSHH Regulations 1999.

The Principal Contractor shall provide Method Statements for the use of all materials that he considers constitute a health hazard; e.g. lime, lead, timber treatment, herbicide/biocide etc.

The Principal Contractor is required to maintain the integrity of the structures throughout the construction works incorporating suitable and adequate temporary shoring, propping etc.

a) Existing Site

Hazard: Access from compound to the site via narrow path.
Live underground **electrical** cabling.
Live overhead **telephone** cabling.
Close proximity to residential buildings.
Close proximity to paddocked animals.

b) Existing Building:

Hazard: Access to memorials obstructed by adjacent timber pews.
Memorial components of unknown weights.
Live services installations of **undetermined integrity**.

c) Existing services:

Hazard The Church contains **LIVE electrical installations**.
Live overhead cables adjacent to the eastern perimeter.
Live underground **electrical** cables **crossing** into the Contractors site area.
Live underground **drains** adjacent to all elevations of building.
Live overhead **telephone** cabling.
Existing live coldwater tap against north wall of tower.

d) Site activities:

Hazard Working at heights.
Risk of collapse into uncharted graves/burial vaults.
Risks of hand/arm vibration syndrome.
Manual handling.
Close proximity to low branches of yew trees.

e) **Working at Heights:**

Hazard Falls from heights; both materials and personnel.
Collapse of scaffold/trestles etc.

f) **Hoisting/lowering of materials, plant and equipment:**

Hazard Unsafe containment of loads during lifting/lowering activities.
Need for considerable manual handling.
Risk of increased crush injuries to personnel.

g) **Public/adjacent residents and their visitors/adjacent contractors:**

Hazard Deliveries of plant/materials/equipment etc.
Tripping hazards.
Impact with or obstructions to traffic and pedestrians on shared access route.
Access by unauthorised persons.
Debris/mud on the pathways and highway.

h) **Fire/Emergency**

Hazard Restricted access for Emergency vehicles.
Maintenance of means of escape from Church premises.

i) **Client personnel/client authorised consultants/visitors**

Hazard Trips and falls.
Dust & noise.
Safe means of escape.

The Principal contractor **MUST** provide Method Statements prior to the commencement of his Site activities indicating his proposals for:-

- (i) Managing pedestrian and vehicular traffic during delivery operations including appropriate signage.
- (ii) Construction/removal of all scaffold structures.
- (iii) Maintaining the security of the premises throughout the duration of the works including his proposed management of adequate hoarding/fencing of the works.
- (iv) Ensuring his welfare facilities accord with the CDM Regulations 2007.
- (v) Minimising the risk of fire and management control, in the event of such an occurrence.
- (vi) Compliance with **Manual Handling Regulations 1992.**
- (vii) Compliance with **PUWER 1998** and **LOLER 1998.**
- (viii) Compliance with the **Work at Height Regulations 2005.**
- (ix) Managing the risks associated with **hand/arm vibration.**
- (x) Undertaking all his activities as indicated in items (b) to (i) above.

7. THE HEALTH AND SAFETY FILE

The Principal Contractor will **provide one set** of Record documentation **at Practical Completion to the CDM Co-ordinator**, the contents of which will be previously agreed, but will generally consist of:-

1. Details of construction methods/materials used, (may be included on 'As Built' drawings), including names and addresses of specialist suppliers.
2. All 'As Built' drawings.
3. Statement of anticipated maintenance procedures and requirements for the structures together with details of maintenance facilities provided.
4. Any other health and safety information which may help to avoid risk to those carrying out the above operations for the Client, such as known major hazards.
5. COSHH data sheets for hazardous materials incorporated into the works.
6. List of contractors/specialist plant and suppliers including addresses, telephone numbers and contact names.
7. All other relevant details and information as required by the Construction (Design & Management) Regulations 2007.

Thereafter, the CDM Co-ordinator will collate all the documentation from the Project team and prepare one set of the Health and Safety file and subsequently formally hand over to the Client.

8. APPENDIX a)

Existing Services Details:

- a) **Water/Drainage** – **Bristol Water**
See Tender documentation

- b) **Electricity** – **N Power**
See Tender documentation

- c) **Telephone** – **BT Openreach**
See Tender documentation