CORE COMPLIANCE

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CHIPPENHAM TOWN COUNCIL

Town Halls De-Carbonisation

Pre-Construction Information

22nd January 2026

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CORE COMPLIANCE

TOWN HALLS DECARBONISATION

At: Chippenham Town Hall
High Street
Chippenham
SN15 3ER

For: Chippenham Town Council

Date: 22nd January 2026

Ref: 2066

CORE COMPLIANCE

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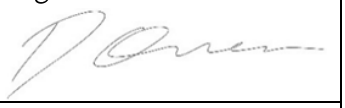
Author	Principal Designer	*Signed* 
Reviewed	Principal Designer	*Signed* 

Job No.	2066
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Revision	Reason for Issue	Section Updated	Author
1.0	Tender issue	All	David Owen
1.1	Update following client comments	S 1.1, S 1.2, S1.3, S1.4, S2.8, S3.1, S3.2, S3.11 & S4.3	David Owen
1.2	Update following asbestos reports	S3.11	David Owen
1.3	Update following asbestos reports	S3.11	David Owen

PREAMBLES

Pre-Construction Information

The Pre-construction Information has been prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations). It has been compiled on the basis of the information available about the project at the time of this revision.

This document is intended to collate information provided into a useful document that can be taken forward and used to plan the project in terms of general cooperation and consideration as well as detailing known health and safety issues.

This document does not attempt to list the responsibilities of the Principal Contractor, of which he should already be fully aware. Further details of such can be viewed in guidance document L153 for the CDM Regulations 2015. This document does however give a guide as to the issues that have been identified already and inform of any site peculiarities or Client restrictions.

This document should not be used in isolation for planning health and safety matters as reference should always be made to other information detailed as well as tender information. Site inspections should always be carried out by the Principal Contractor prior to works commencing to ensure all relevant issues have been identified as far as reasonably possible.

Construction Stage

The successful contractor should note that the appointment will not be confirmed unless or until the Client is satisfied as to the competence of the contractor to fulfil these duties and as to the adequacy of resources to be allocated to the health and safety aspects of the project.

Construction Phase Plan

It is a requirement under the CDM Regulations 2015 that the Principal Contractor produces a comprehensive Construction Phase Plan (herein referred to as the Plan). This plan must be submitted to the Principal Designer in sufficient time for the review to take place before works commence on site.

The information provided within this document and other documents referenced herein should be referred to when the Principal Contractor is preparing the Plan. Details of how the hazards will be managed should be included.

The Plan must not be a generic health & safety policy style document but must detail actual information that will be implemented. Irrelevant and out of date information (including reference to the 1994 Regulations) must be removed or amended.

The Principal Contractor shall assume full responsibility for the maintenance of this information and for the development of the Construction Phase Plan which shall be up-dated as necessary during the course of the project.

No construction shall be allowed to commence without receipt of written confirmation that the Client is satisfied that the plan is satisfactorily developed and appropriate to the work at hand and the welfare facilities are suitable and sufficient.

HSE Notification

Due to the expected duration of the proposed works, a Form F10 is expected to be required. The F10 will be submitted to the HSE once all project details are known. A revised notification will be issued if required and as additional information becomes available. Following this should any changes become apparent which could affect the accuracy of the Form F10 then this information should be passed to the Client and Principal Designer as soon as practicable. The Form F10 will be submitted and updated by the Principal Designer.

1.0 DESCRIPTION OF PROJECT

1.1 Location

Chippenham Town Halls
High Street
Chippenham
SN15 3ER

1.2 Project Description

The project refers to the decarbonisation of the existing Town Halls in Chippenham Town centre. The premises is made of up of three attached halls referred to as Town Hall, Neeld Hall and Cheese Hall. The project consists of the strip out and removal of existing boiler equipment redundant water tanks and old air handling plant and the replacement with new items. A new AHU will be installed on the roof of the Town Hall supplying the main Town Hall through the existing roof void. To the rear in the courtyard a ground mounted ASHP will provide hot water to the heating system of the Neeld Hall. The existing redundant boilers will be removed from the Cheese Hall and associated flues made good along with the removal of redundant water tank in the cheese hall roof void.

1.3 Programme

Planned commencement:	27th July 2026
Contract period:	12 weeks
Mobilisation period (minimum):	6 weeks (after instruction of Principal Contractor before commencement of works on site)

The Principal Contactor is required to provide a detailed programme of the works which will be used and updated on a regular basis. Any significant changes to the programme should be notified to the Client in good time

1.4 Contact Details for Duty Holders

Client	**Chippenham Town Council** Beth O'Brien Chippenham Town Hall High Street SN15 3ER bobrien@chippenham.gov.uk 01249 446699

Principal Designer	Core Compliance David Owen Office 35, 235 Union Street Plymouth PL1 3HN davidowen@core-compliance.co.uk 07921 1349438
Lead Designer	E3CE Isabelle Ballinger Queen Square House 18-21 Queen Square Bristol BS1 4NH Isabelle.ballinger@e3ce.com 0117 238 0909
Designers	Giraffe Engineering Ralph Pelly 5 Union Road Chippenham SN15 1HW ralph@giraffeengineering.com 01249 704 524
Principal Contractor	TBC

1.5 Extent and Location of Existing Plans and Records

A number of surveys, reports and plans relating to the property and relevant to the works are referred to in this document. Copies are held by Beth O'Brien of Chippenham Town Council and David Owen of Core Compliance. Copies can be obtained from these parties on request. A table summarising the reports reviewed and considered for this document is shown overleaf

Information type	Reference	Company	Date
Asbestos Register	N/A	Chippenham Town Council	Undated
Asbestos Management Plan	N/A	Chippenham Town Council	Undated
Type 2 asbestos survey	8500/1/1GH	Scientifics Ltd	28th April 2004
Asbestos refurbishment survey	G-11485	Green Shield Environmental	10th February 2023
Asbestos refurbishment survey	J004955	SAS Ltd	4th July 2015
Fire Compartmentation Survey	101123a	Fire Protection Association	11th July 2024
EICR	29406105	M.B. Bells	29th June 2021
EICR	29408432	M.B. Bells	8th May 2024
Asbestos Management Survey	J012948	SAS Ltd	15th December 2025
Asbestos Management Survey	J012947	SAS Ltd	15th December 2025
Asbestos Management Survey	J012946	SAS Ltd	18th December 2025

2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

2.1 Planning & Managing Construction Work

The Client attaches particular importance to the promotion of a positive Health & Safety Culture on all their construction sites, and as a result requires that the following Safety Goals are targeted:

- Project to be managed to achieve 'Zero' accidents
- If this target is not met all accidents are to be fully investigated and details reported as necessary and published to the Client
- The project shall not receive any HSE enforcement action
- The scheme shall comply with any current HSE initiatives; current initiatives include; the 'Asbestos Hidden Danger' Campaign and the 'Shatter Lives' slips and trips campaign

The Principal Contractor will need to identify in the Plan exactly how the project will be planned and managed detailing, but not limited to, the sections provided in this document. This will include the need for a full and detailed programme of works.

2.2 Communication & Liaison between the client and others

It should be ensured that the lines of communication throughout the project are maintained to a high degree. Therefore any significant information produced or received should be passed to the relevant people in good time.

The Principal Contractor is to include within his construction phase plan; details of how clear communication lines will be maintained between all key parties. Including how relevant information from this document and his construction phase plan will be passed to the subcontractors.

The Principal Contractor is to identify how and when communication and liaison will take place in the form of schedules of meetings etc. The method for passing information to all parties should also be detailed.

The client holds various events within the Hall. Where possible the client would seek to continue holding these events and would welcome liaison with the Principal Contractor regarding programme and availability of space for events to continue where possible.

2.3 Arrangements for Security of the Site

The Principal Contractor must ensure that adequate security measures are implemented to

prevent unauthorised access to the site. All necessary site hoarding and/or enclosures are to be provided by the Principal Contractor to isolate the site works and protect the public and adjacent activities. The site shall not be left in an unsecured condition.

Due to the nature of the works there is no set 'red line 'site boundary. However the Principal Contractor must comply with existing security arrangements when working within the building and any scaffolding must be alarmed to prevent unauthorised access. All hatches providing access from roofs must be securely closed and locked at the end of each working day.

The Principal Contractor must note they have a duty of care to trespassers under the Occupiers Liability Act 1984 and reasonably practicable security measures must be undertaken.

2.4 Arrangements for Welfare Provision and First Aid

Adequate provision will need to be made by the Principal Contractor for all required welfare facilities in accordance with Schedule Two of the CDM Regulations 2015.

The existing facilities within the building may be used (at the Principal Contractor's discretion) for the duration of the works or until the formal site arrangements for the works are in place. The welfare facilities provided by the client must be treated with respect. The Principal Contractor must include in the Construction Phase Plan, how they will ensure that the client's facilities are not abused by construction personnel.

The client has made available the WC's within the Neeld Hall for use. The Hot Desk office to the rear of the Town Hall building has also been offered to the Principal Contractor for use as an office/rest area.

The Principal Contractor must include within his Construction Phase Plan; details of the following:

- Details of welfare facilities being provided
- Details of any client facilities being used
- Details of any phasing requirements for the welfare facilities

The Principal Contractor is required to make suitable provision for first aid facilities in accordance with the Health and Safety (First Aid) Regulations 1981. Details of equipment provided and trained first aiders must be included within the Construction Phase Plan.

2.5 Fire Precautions and Emergency Procedures

The Principal Contractor is required to comply with the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' (known as

The Fire Code) and accordingly produce a fire safety plan as part of the Construction Phase Plan which is updated as required whilst the project progresses.

There are no specific fire precautions other than those that would normally be connected with working on such a site. Any specific fire risks brought about by the construction works will need to be raised in the Plan and detailed as required to reduce risks wherever possible.

The details relating to emergency procedures will need to be detailed in the Plan to include items such as those detailed in the list below:

- Means of warning and escape
- Significant accidents(s)

2.6 No-go Areas

The works are restricted to the site area only and no deviation from this is permitted. It is particularly important that the adjacent land users are protected and no access into or disturbance of those areas will be permitted. The client has identified that all areas not associated with the works or welfare arrangements are out of bounds to the Principal Contractor and their supply chain.

2.7 Site Rules

The Plan is to detail all site rules used by the Principal Contractor and the method of relating these to the workforce, such as in the site induction procedure. Inductions will be required for all visitors where the site rules will be related. The rules are to be explained to all persons working and visiting the site at the induction stage. A copy is to be displayed on site in an accessible location and individual points reinforced as required as part of the Principal Contractors discipline policy.

2.8 Permit to Work Systems

The Principal Contractor is to set out within the Construction Phase Plan the work activities that will trigger the need for a permit to work system. The Permit to work system is to be rigorously enforced.

The client requires the Principal Contractor implement the following permit to work procedures:

- Work at height
- Lifting operations
- Working in confined spaces.
- Work on services
- Live working
- Permit to breach compartment walls.

The client will retain and control a Hot Works permit for all hot works being undertaken in and on the property.

2.9 Personal Protective Equipment (PPE)

Strict details will need to be provided in relation to PPE to ensure the safety of all construction staff, project team members and visitors. The Principal Contractor will need to detail what PPE requirements are the minimum standard and make suitable PPE available for workers and visitors. All risk assessments and method statements will need to identify what task specific PPE is required.

2.10 Confined Spaces

The following areas may be deemed a confined space under The Confined Space Regulations 1997; by virtue of their enclosed nature:

- Roof void over the Town Hall; and
- Roof void over the Cheese Hall.

The Principal Contractor is to consider these areas and the specified risks and detail within his Construction Phase Plan methods for adequately controlling them.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

SAFETY HAZARDS

3.1 Access and Egress

Access to and from the site is via the High Street for the duration of the project. The building abuts an adjacent car park, Borough Parade Car Park however we understand this to be under 3rd party ownership; the client does lease 2 car parking spaces which can be utilised for parking and deliveries. The front entrance to the site is on the High Street. This has a vehicle restriction and moveable gates positioned to pedestrianise the High Street. All deliveries will need to be agreed in advance to ensure they can be made in a manner to reduce disruption to local businesses.

A detailed traffic management plan will need to be produced by the Principal Contractor to show information in relation, but not limited to, all items noted below:

- Access routes and one way systems
- Delivery / working times
- Parking (contractors & visitors)
- Delivery drop off
- Banksman
- Materials storage
- Waste storage
- Waste collection

A clean area will need to be provided for deliveries / waste removal to ensure that no mud or debris will be transferred onto the road. Arrangements are also to be detailed in the event that any cleaning is required.

There is no parking on site and the Principal Contractor is requested to keep the number of vehicles to a minimum by vehicle sharing or using public transport. The adjacent Borough Parade Car Park has a maximum stay of 2 hours and the near Bath Road car park has a maximum stay of ‘all day’.

The occupiers of the adjacent properties to the above site are sensitive to traffic movements and this must be planned in order to reduce disturbance and inconvenience to them. Therefore the numbers of vehicles must be kept to a minimum as well as deliveries and waste collections which should be planned to occur at off peak periods and the parking of vehicles/positioning of skips given due consideration to prevent blocking the road.

The access to the working area, particularly Town Hall Roof and roof void is currently via a series of loft ladders/hatches. The condition and strength of which is unknown and considered unsuitable for construction works. The Principal Contractor is to ensure safe access to the working area by undertaking some or all of the following:

- Providing a scaffolded staircase to the roof via a suitable route from the rear of Neeld Hall.
- Replacing the existing timber loft ladders with a more suitable and robust system.
- Provide fixed edge protection to the roof to prevent falls from height.
- Providing suitable working platform/barriers in the Town Hall and Cheese Hall roof void to prevent falls through the fragile ceiling.

3.2 Deliveries, Storage and Waste Collection

All deliveries are to be made to the site entrance on the High Street. Materials are to be stored in a position away from site boundaries and building where possible to reduce the risk of theft and arson. The Principal Contractor is to include in his Construction Phase Plan a plan showing the positioning of all skips and material storage area.

Loading and unloading operations must be undertaken in in Borough Parade Car park (with prior agreement) or on the High Street, also by prior agreement. It is recommended that in either case a wait and load approach is taken to waste removal and all deliveries and planned and accounted for in advance.

3.3 Adjacent Land Uses

Other projects unrelated to this one may be happening at the same time. Due consideration to the coordination of work activities should be given to ensure that health and safety on the project is not unduly affected. At the time of preparing this document the Principal Designer has not been made aware of any unrelated adjacent works likely to affect this project.

3.4 Existing Storage of Hazardous Substances

None identified to the Principal Designer.

3.5 Location of Existing services

The extent of the existing services has been identified by visual inspection and survey to determine the extent of works. This may not show the full extent of buried services within the structure and so should not be relied upon alone. The Principal Contractor must allow for further visual inspection of exposed services and use of cable avoidance scanning tools. Construction work should not be carried out unless or until the Principal Contractor is satisfied that all services in the vicinity of the works have been identified.

Should any previously unidentified services be found then these should be protected,

isolated if appropriate and reported to all parties as soon as possible and marked on a services plan for future reference.

The client has provided Electrical installation Condition Reports for the premises. These highlight a number of C3 deficiencies that not all distribution boards are fire rated and not all circuits have RCD protection.

3.6 Existing Structural Information

The Principal Designer has not been made aware of any issues.

Should the Principal Contractor discover any structural abnormalities work in the area is to cease immediately and the Principal Designer and Employers Representative informed at the earliest practicable opportunity.

3.7 Previous Structural Modifications

None identified to the Principal Designer that are likely to affect the planned works.

3.8 Fire Damage, Ground Shrinkage, Movement or Poor Maintenance

None identified to the Principal Designer that are likely to affect the planned works.

3.9 Fragile Materials

The roof of the Town Hall has a glazed roof lantern providing natural light to the stairwell below, see image below. This lantern is of original construction and the glazing within it is unlikely to meet any current impact rating requirements and as a result should be treated as fragile and suitably covered with a temporary protective material.

Image: Town Hall Glazed Roof Lantern

The ceiling to the Town Hall (images shown below) is of unknown load bearing capacity; it is likely insufficiently strong to support a worker and should be considered fragile. No works should take place in this area unless or until suitable working platform has been installed.

Image: Town Hall Roof Void

Image: Town Hall Ceiling shown from below

3.10 Other safety Risks

The Principal Contractor is to consider the hazards detailed below and include within his Construction Phase Plan methods as to how each matter will be dealt with to ensure the health, safety and welfare for his employees, subcontractors and third parties; when carrying out these activities:

- Working at height generally on the roofs many of which currently do not have any edge protection.
- Scaffolding and other temporary works to allow access to the roofs for personnel working.
- Lifting operations when lifting plant and equipment onto the roofs in preparation for installation. These lifting operations will likely need to be undertaken from the High Street and the Principal Contractor will need to apply for a road closure licence, undertake a drainage/buried services survey etc prior to organising the lift.

HEALTH HAZARDS

3.11 Asbestos

The following survey information has been provided:

- SAS Ltd – targeted Refurbishment Survey dated 4th July 2015
- CASA Ltd - targeted Refurbishment Survey dated 4th August 2016
- Green Shield Environmental Refurbishment Survey dated February 2023
- CTC Asbestos Management Plan dated 30th September 2024
- CTC Asbestos Register undated
- Scientifics Ltd Type 2 dated 10th March 2004
- SAS Ltd Asbestos Management Survey dated 15th Dec 2025 (J012948)
- SAS Ltd Asbestos Management Survey dated 15th Dec 2025 (J012947)
- SAS Ltd Asbestos Management Survey dated 18th Dec 2025 (J012946)

The survey report by CASA Ltd (ref:16/S11348) has identified asbestos in the following locations:

Incident Reference	Location	Material Description	Level of Identification	Asbestos Type	Quantity	Priority	Recommendation
13	A02 Roof Void	Limited access gained due to location of counter below	PTCA	Presumed Chrysotile	Throughout	Low	Exercise Caution
15	External Roof	No access gained to second floor soffit due to height restrictions	PTCA	Presumed Chrysotile	42 lm	Low	Exercise Caution

The survey report by SAS Ltd (ref: J004955) has identified asbestos in the following locations:

FI	Building Designation	Location	Asbestos Containing Material	M.A.S	Recommended Action
Z-	Buildng 01	Under Stage Area. B03	Within switchgear - Flashguards - Asbestos Textiles/Paper	5	Remove if Disturbed/Leave & Manage
Z-	Buildng 01	Under Stage Area. B03	Wall and beam - Insulation residue - Asbestos Insulation/Coating	10	Remove
Z-	Buildng 01	Under Stage Area. B03	Ceiling beam - Insulation board residue - Asbestos Insulating Board	8	Remove
Z-	Buildng 01	Under Stage Area. B03	Loose to ceiling - Cement tiles - Asbestos Cement	3	Remove
Gr	Buildng 01	Baby Boots Unit. 001	Base of walls - Damp proof course - Well Bound Material	2	Remove if Disturbed/Leave & Manage

We understand from the client that the three items designated 'remove' have been removed and the cement tiles have been removed. The residue materials have been encapsulated.

The survey report by SAS Ltd (ref: J012948) has identified asbestos in the following locations:

Item Number	Fl	Building Designation	Location	Asbestos Containing Material	M.A.S	Recommended Action
17	1	Building 01	1.03 - Store	Window lintel - Soffit panel - Asbestos Insulating Board	6	Repair/Encapsulate
23	2	Building 01	2.02 - Plant Room	Within water heater - Gaskets - Asbestos Textiles/Paper	4	Further investigation
24	2	Building 01	2.02 - Plant Room	Within Hamworthy boilers - Gaskets - Asbestos Textiles/Paper	4	Further investigation

Further investigation will be required on ACM's 23 & 24 as part of the R&D survey which will be undertaken following the appointment of the Principal Contractor. These items will need careful sequencing and programming for their removal as they are currently live equipment serving the building. Whilst ACM 17 sits outside the location and extent of works the client has requested the Principal Contractor allow for repairing/encapsulating the window lintel identified.

The survey report by SAS Ltd (ref: J012947) has identified asbestos in the following locations:

Item Number	Fl	Building Designation	Location	Asbestos Containing Material	M.A.S	Recommended Action
4	Z	Building 01	B.03 - Under Stage Area	Wall presumed throughout - Insulation residue - Asbestos Insulation/Coating	6	Leave & Manage
7	Z	Building 01	B.03 - Under Stage Area	Timber joist under encapsulation paint and may occur further - Insulation residue REFER PREVIOUSLY SAMPLED (J4955 / AD6176 {CT004792}) - Asbestos Insulation/Coating	7	Leave & Manage
8	Z	Building 01	B.03 - Under Stage Area	Timber joists under encapsulation paint and may occur further - Insulating board residue REFER PREVIOUSLY SAMPLED (J4955 / AD6177 {CT004795}) - Insulating Board	4	Leave & Manage
27	G	Building 01	G.18 - The Old Neeld Bar	Base of walls - Damp course REFER PREVIOUSLY SAMPLED (J4955 / AD6172 {CT004812}) - Well Bound Material	2	Leave & Manage
50	E	Building 01	External	Window & door frames - Mastic sealant - Other Encapsulated Materials	2	Leave & Manage

None of the areas in which these ACMs are found are within the scope of the project. If the Principal Contractor enters the area, they should be aware of Asbestos in this location.

The survey report by SAS Ltd (ref: J012946) has identified asbestos in the following locations:

Item Number	Fl	Building Designation	Location	Asbestos Containing Material	M.A.S	Recommended Action
47	1	Building 01	1.09 - Main Hall	Fireplace (West) - Soffit - Asbestos Cement	5	Further investigation
48	1	Building 01	1.09 - Main Hall	Ceiling - Sprayed coating - Asbestos Insulation/Coating	6	Leave & Manage
49	1	Building 01	1.09 - Main Hall	Main ceiling light medallions - Decorative plaster moulding - Textured Coating	2	Leave & Manage
60	2	Building 01	2.04 - Store	Side of Cylinder - Gasket - Asbestos Textiles/Paper	4	Leave & Manage
68	3	Building 01	Plant Room (Roof)	Within Powermatic heater - Gaskets - Asbestos Textiles/Paper	4	Further investigation
71	3	Building 01	Plant Room (Roof)	Floor - Debris - Asbestos Cement	6	Remove
76	R	Building 01	Attic 01	Redundant flue pipe - Rope seal - Asbestos Textiles/Paper	5	Leave & Manage

ACM sample 47 is unlikely to be disturbed by the proposed works and is expected to be able to be left in-situ. ACMs 48, 49 and 68 will need to have careful consideration given to them; as work will be undertaken in this location. Once the Principal Contractor has been appointed it will be necessary to agree the extent of works that can be undertaken to this area and establish whether existing ceiling grilles can be re-used and whether smoke detectors can be fixed to walls (e.g. beam detectors) and other alternatives explored to potentially reduce the amount of works to the ACM materials. It is expected that ACM 60 can be left in-situ and undisturbed. ACM's 71 will need to be removed as early in the programme as possible due to the risk of free fibres being present. An assessment on whether to remove or leave ACM 76 can be made once its exact position within the roof void has been established and its likely impact on the works confirmed.

Targeted refurbishment and demolition survey(s) will be required in the locality of the works, prior to starting any intrusive works on site.

The Green Shield Environmental survey did not identify any Asbestos Containing Materials.

The Type 2 survey from Scientifics Ltd has not been referred to due to its age and outdated survey methodology. The asbestos management plan and asbestos register reference the above identified ACMs.

The client requires the Principal Contractor to commission a targeted Refurbishment and Demolition survey that will cover the specific locations of work. Once the location of all ACM's has been identified (so far as reasonably practicable) a full removal sequence can be established and agreed with the client, Principal Designer, Principal Contractor and their asbestos removal contractor. This will need to be undertaken in two principle stages, stage 1 will be prior to works commencing on site and will cover the areas where access is safely permissible. Stage 2 will be once the Principal Contractor has taken possession of the site and can provide safe access into all areas of the works, such as the Town Hall roof void.

Despite the above survey report it is possible that asbestos containing materials are still present within the structure. The Principal Contractor is to ensure that appropriate control measures are in place and all operatives are aware of the presence of Asbestos and what to do should a suspected ACM be discovered on site. Should a suspected ACM be discovered on site; work in the area is to cease immediately and the Principal Designer and Clients representative informed immediately.

Any Asbestos removal needs to be undertaken by a competent/licensed removal contractor in accordance with Control of Asbestos at Work regulations 2012. Details of the removal and completion certificates need to be made available for inclusion in the H&S File.

3.12 Noise and Vibration

The Principal Contractor is to note that the building is directly adjacent to neighbouring occupied buildings. The Principal Contractor is to implement a management regime for ensuring noisy/vibratory works do not represent a health hazard to their employees or a nuisance to neighbouring parties.

3.13 Hazardous Materials within the Structure

None identified to the Principal Designer.

Should the Principal Contractor discover any hazardous or suspected hazardous materials within the structure; he is to cease work immediately and inform the Principal Designer and Client's Representative immediately.

3.14 Health Risks Arising from Client Activities

None identified to the Principal Designer.

3.15 Other significant health risks

The following significant health risks have been noted as potentially being present in the building:

- Lead products (pipework, flashings, painted finishes, a lead survey may be required)
- Leptospirosis (weils' disease)
- Ornithosis (bird related diseases)
- Legionella (may be present in redundant water sources in building which are being removed as part of the works)

4.0 Significant Design and Construction Hazards

4.1 Design Assumptions and Suggested Work Methods

The design does not currently include the necessary fire stopping requirements around services penetrating through compartment walls. The full extent of the fire stopping requirement will need to be identified, agreed and design submitted to a Registered Building Control Approver (RBCA).

The design identifies but does not determine the exact extent of loft boarding/handrail provision required for safe access within the roof void for the construction works and future access and maintenance provisions.

A possible location for material set down (should lifting/storing materials on the roof be the Principal Contractors' preference) is the adjacent roof on the Town Hall (shown below in red) this area would need to be appraised by a competent Structural Engineer to confirm its loading capability.

There is anecdotal evidence that the ceiling within the Town Hall may be asbestos containing. Currently this area has not been surveyed due to access issues. This is not to be relied upon, however this ceiling will require sampling prior to any intrusive works taking place on it.

4.2 Coordination of Ongoing Design and Handling Design Changes

Any ongoing design changes are to be distributed to all relevant parties in good time in order to improve coordination and to ensure that all relevant health, safety and other issues have been identified. The Principal Contractor is to detail how such changes will be managed and

who will retain responsibility for distributing and following up on such changes.

The Principal Contractor and designers will be required to ensure that any significant design changes are notified to the Principal Designer as soon as reasonably practicable and before work on that element commences on site

4.3 Significant Risks identified during design

The Principal Contractor should refer to the Hazard Identification Schedule in Appendix C for information on significant risks that the designers could not design out. These include, in brief below:

- Need for further asbestos survey information
- Need for safe access into roof voids
- Need for temporary edge protection to existing roofs
- Need for a permanent safe means of accessing Town Hall roof void (e.g. fixed edge protection or fall restraint system
- Need to undertake lifting operations
- Need to ensure safe means of accessing working area.

The design risk assessment from E3CE is included in Appendix C also.
The sanction of the suitability of the Construction Phase Plan in compliance with regulations 23(1)(a); and 23(2) and 22(1)(c) is dependent on the inclusion of satisfactory method statements in respect the items noted above.

4.4 Materials Requiring Precautions

No materials are known to have been specified which will require specific precautions other than those in normal use in the construction industry, which will require COSHH assessments in any case.

APPENDIX A – CONSTRUCTION PHASE PLAN REQUIREMENTS

1. Description of Project

a. Project description and programme details including any key dates;
b. Details of Client, Principal Designer, designers, Principal Contractor and other consultants
c. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

2. Management of the work

a. Management structure and responsibilities
b. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
c. Arrangements for
    i. Regular liaison between parties on site
    ii. Consultation with the workforce
    iii. Exchange of design information between the Client, designers, Principal Designer and contractors on site
    iv. Handling design changes during the project
    v. The selection and control of contractors
    vi. Exchange of health and safety information between contractors
    vii. Site security
    viii. Site induction
    ix. On site training
    x. Welfare facilities and first aid
    xi. Reporting and investigation of accidents and incidents, including near misses
    xii. Production and approval of risk assessments and written systems of works
d. Site rules (including drug and alcohol policy
e. Fire and emergency procedures

3. Arrangements for controlling significant risks

a. Safety risks, including
    i. Delivery and removal of materials (including waste) and work equipment taking account of any risk to the public, for example during access or egress from the site
    ii. Dealing with services
    iii. Accommodating adjacent land uses
    iv. Stability of structures

v. Preventing falls
vi. Work with or near fragile materials
vii. Control of lifting operations
viii. Maintenance of plant and equipment
ix. Work on excavations or work where there are poor ground conditions
x. Work on wells, underground earthworks or tunnels
xi. Work on or near water where there is a risk of drowning
xii. Work involving diving
xiii. Work in a caisson or compressed air working
xiv. Work involving explosives
xv. Traffic routes and segregation of vehicles and pedestrians
xvi. Storage of materials and work equipment
xvii. Any other safety risks

b. Health risks, including:
   i. Removal of asbestos
   ii. Dealing with contaminated land
   iii. Manual handling
   iv. Use of hazardous substances
   v. Reducing noise and vibration
   vi. Work with ionising radiation
   vii. Exposure to UV radiation
   viii. Any other significant health risks

4. Health and Safety File

a. Layout and format
b. Arrangements for the collection and gathering of information
c. Storage of information

APPENDIX B – HEALTH AND SAFETY FILE

Section 1 General Information

1.1 Important Notice
- 1.1.1 Statutory Requirements
- 1.1.2 Purpose of the Health & Safety File

1.2 File Maintenance
- 1.2.1 Keeping and Maintaining the File
- 1.2.2 Amendments to the File

Section 2 Project Particulars

2.1 Brief Description of Project
2.2 Address of the Project
2.3 Project Dates
2.4 Project Directory

Section 3 Design Criteria

3.1 Lead Designer - key design principles
3.2 Architectural - design philosophy statement
3.3 Structural
- 3.3.1 Design philosophy statement
- 3.3.2 Safe working loads/limits (floors & roofs)
- 3.3.3 Details of stored energy
- 3.3.4 Special arrangements for lifting

3.4 Building Services
- 3.4.1 Design philosophy statement
- 3.4.2 Safe access to plant & equipment

3.5 Design Solution Statements
- 3.5.1 Access Strategy statement
- 3.5.2 Fire fighting strategy

Section 4 Residual Hazards & Risks

4.1 Residual Hazards
4.2 Residual Hazardous Materials

Section 5 Maintenance & General Details

5.1 Cleaning and Maintenance Strategy/ Statement
5.2 Contractor's advice and suggested method statements

APPENDIX C – HAZARD SCHEDULE & DESIGN RISK ASSESSMENTS

CDM RISK REGISTER

consulting engineers

Queen Square House
18-21 Queen Square
Bristol
BS1 4NH

0117 238 0909

Project: Chippenham Town Hall Decarbonisation

Subject: M&E CDM Risk Register

Document Ref: 4887 CDM01 r1

Date: 17 Nov 25

Ref	Stage	Description of Hazard / Risk	Risk Mitigation Measures	Further Action	Status
01	Existing / Construction / Post Construction	Existing services within building	Contractor to complete full survey of existing systems prior to strip-out works.		Open
02	Existing / Construction / Post Construction	Legionella	Contractor to perform legionella risk assessment. Any deadlegs or redundant pipework located are to be removed.		Open
03	Existing / Construction / Post Construction	Asbestos	Client to provide asbestos register for contractor use, if available. Client to procure a register if not already available.		Open
04	Existing / Construction / Post Construction	Confined spaces	Town Hall roof void to be assessed by contractor and suitably qualified persons to work in space if deemed to be confined.		Open

Ref	Stage	Description of Hazard / Risk	Risk Mitigation Measures	Further Action	Status
05	Existing / Construction / Post Construction	Other (access, structure)	Access to Town Hall roof and void space to be assessed by contractor. Suggested temporary route indicated on drawings, subject to agreement with client and contractor. Access for future plant replacement and maintenance to be agreed with client. Strategy for bringing new items to roof and removing redundant items to be in place prior to placing orders for equipment.	Client to review options for edge protection.	Open
06	Construction / Post Construction	High level access – grilles in Town Hall	Grilles to be installed and maintained from above wherever possible.	Works from below to be via tower scaffold where required.	Open
07	Existing / Construction / Post Construction	Fire compartmentation	A fire compartmentation survey has been undertaken by the client, which is to be shared with the contractor. Where services pass through constructions which are or should be fire rated, they are to be fire stopped or to include fire dampers as suitable.	Where fire compartmentation is unclear, the services are to be treated as though they are passing through a fire rated construction.	Open
08	Existing / Construction / Post Construction	Plant removal and installation to Cheese Hall plant room	Access to Cheese Hall plant room is via stairs. Existing boilers and other large equipment to be removed as part of the works. Contractor to assess suitable means of removal. Note – modern equivalent of boilers weighs approx. 150kg each Replacement equipment is less significant but a replacement strategy is to be in place for future.		Open

Ref	Stage	Description of Hazard / Risk	Risk Mitigation Measures	Further Action	Status
09	Existing / Construction	Plant removal from Cheese Hall roof void, and installation of new pipework	Access to Cheese Hall roof void is via a loft ladder. Contractor to assess suitability of existing access and provide additional measures for construction period if required.		Open

Notes

The list above does not include risks that are likely to be obvious to a competent contractor.

Design Risk Register

Client:	Chippenham Town Council	**Revision:**	11
Project:	Town Halls Decarbonisation	**Date:**	07/11/2025

Ongoing Design Risk that is not resolved	**Design**
Construction risk	**Construction**
Review of proposed design risk mitigation for acceptance	**Client Review**
Eliminated risk	**Eliminated**
End User Operational risk	**Residual**

No	Originator	Date Added / Updated	Location	Activity	Hazard	Risk	Temporary Works Required	Measures taken to eliminate or reduce the hazard	Risk Status	Design Discipline	Owner	Date Required	Risk Documentation / Comments
1	Principal Designer	21/10/2025	plant areas	Installation, access for installation for equipment	Potentially numerous hazards	Potential for introducing different hazards to the scheme, e.g. lifting, annual handling etc	Yes	TBC - workshop with designers required.	**Design**	MEP	Designer	TBC	
2	Principal Designer	21/10/2025	plant areas	Fire Stopping	Fire	Potential for compartmentation to be affected by works, increasing fire hazard	No	TBC - workshop with designers required. Fire compartmentation survey received by CC Ltd. Extent of fire stopping requirements unknown at this time.	**Design**	MEP	Designer	TBC	
3	Principal Designer	21/10/2025	plant areas	Structural loading	Potential for disproportionate collapse	Potential for plant to overload structure. Designers to confirm structural capacity.	Yes	TBC - workshop with designers required with SE input	**Design**	Structural	Designer	TBC	
4	Principal Designer	21/10/2025	Whole site	Security, potential for unauthorised access	Potential for 3rd parties to gain unauthorised access to the site.	Risk of various injuries, arson etc	Yes	Exact extent of security measure to be determined. Understanding current site security arrangements PC must comply with	**Client Review**	MEP	Client	TBC	
5	Principal Designer	22/10/2025	Whole site	Site Set up	Potentially numerous hazards	Potential for hazards introduced by site cabin positioning, site welfare (or lack of)	Yes	Discussion held on site regarding site set up. Proposed for PC to use 'Hot Desk Office' as site office, and WC's with the Neeld Hall. Material storage, compound etc to be agreed.	**Client Review**	MEP	Client	TBC	
6	Principal Designer	22/10/2025	Whole site	Asbestos	Unknown ACM in the structure	Potential for uncontrolled release of Asbestos	No	R&D Survey being commissioned. Existing survey information received by CC Ltd for review and comment.	**Design**	MEP	Designer	TBC	
7	Principal Designer	22/10/2025	Plant areas	Access for maintenance and end of life replacement	Potentially numerous hazards	Potential for introduction of numerous additional hazards.	Potential	TBC - workshop with designers required. Plant replacement strategy required.	**Design**	MEP	Designer	TBC	
8	Principal Designer	22/10/2025	Floor void	Confined/enclosed space working	Potential for working in a confined space with speecified hazards and/or enclsoed space working with poor access.	Risk of injury or death from confined sapce working or risk of injury or death from enclosed space working.	No	Determine whether space is a confined space under confined space regulations 1997. Determine need for pipework replacement below floor.	**Design**	MEP	Designer	TBC	
9	Principal Designer	22/10/2025	Roof void	Confined/enclosed space working	Potential for working in a confined space with speecified hazards and/or enclsoed space working with poor access.	Risk of injury or death from confined sapce working or risk of injury or death from enclosed space working.	No	Determine whether space is a confined space under confined space regulations 1997.	**Design**	MEP	Designer	TBC	
10	Principal Designer	22/10/2025	Roof void	Work to install cabling/ducts in roof void above Town Hall.	Potential to fall from height, work in confined space etc.	Risk of injury or death from confined sapce working or risk of injury or death from enclosed space working. Risk of falling through fragile ceiling?	Yes	Determine extent of roof void access arrangements currently in place.	**Design**	MEP	Designer	TBC	
11	Principal Designer	22/10/2025	Roof void	Maintaining ducts within roof void above Town Hall.	Potential to fall from height, work in confined space etc.	Risk of injury or death from confined sapce working or risk of injury or death from enclosed space working. Risk of falling through fragile ceiling?	No	Determine extent of roof void access arrangements currently in place and extend/modify as required to ensure safe access.	**Residual**	MEP	Designer	TBC	
12	Principal Designer	07/11/2025	Roof	AHU installation	Potentially numerous hazards. 2 main options for install, Craned onto roof from the High Street or dismantled and brough to roof via a scaffold.	Numerous hazards depending on the route taken.	Potential	TBC - workshop with designers required.	**Design**	MEP	Designer	TBC	
13	Principal Designer	07/11/2025	Roof	Access for maintenance and end of life replacement	Fall from height	Potential for fall from height when accessing roof to maintain plant equipment.	No	Need for fixed edge protection, fall restraint system to be agreed	**Design**	MEP	Designer	TBC	
14	Principal Designer	07/11/2025	Project	Provision of Pre-Construction Information	Client duties	Failure to discharge client duties	No	Principal Designer to prepare and issue PCI based on information available at time for inclusion in tender documents at tender issue.	**Design**		Principal Designer	30/11/2025	
15	Principal Designer	07/11/2025	Roof	Potential for roof to be used for loading out of materials if using a crane.	Potential for materials to overload structure.	Potential for stored materials to overload structure. Designers to confirm structural capacity.	Potential	Potentially seek SE input on different areas of the structure depending on chosen construction methodology.	**Construction**		Principal Designer	TBC	
16	Principal Designer	07/11/2025	Cheese Hall Plant Areas	Installation of equipment	Access and manual handling issues installing M&E equipment in this location	Potential for manual handling injuries.	No	exact equipment install requirements, modularity of items to be determined and agreed.	**Design**	MEP	Designer	TBC	