

**BOWEN**

PROPERTY SINCE 1862

**PRE-CONSTRUCTION INFORMATION  
ROOF COVERINGS AND  
ASSOCIATED WORKS AT  
THE CENTRE  
OAK STREET  
OSWESTRY  
SHROPSHIRE  
SY11 1LW**



**DATE PREPARED**

**10.03.25**

**REFERENCE**

**0125**

**Survey Department**

35 Bailey Street, Oswestry, Shropshire. SY11 1PX.

T: (01691) 652367 (ext 3)

M: 07398 260999

E: [michaelp@bowen.uk.com](mailto:michaelp@bowen.uk.com)

[bowen.uk.com](http://bowen.uk.com)



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Revision History-

Version	Date	Revision Comments

This document should be read in conjunction with all other tender documents and statutory information etc.

## **1. Contacts and project directory-**

### **1.1 The Client/Employer**

The employer shall be Oswestry Town Council, The Guildhall, Bailey Head, Oswestry, Shropshire SY11 1PZ. Telephone 01691 680222. Contact Mr Arren Roberts (Town Clerk).  
[arrenrobers@oswestry-tc.gov.uk](mailto:arrenrobers@oswestry-tc.gov.uk)

### **1.2 Contract Administrator**

The Contract Administrator shall be Design Planning Associates (DPA), Salop House, 13 Salop Road, Oswestry, Shropshire SY11 2NR. Telephone 01691 659595. Contact Mr Gavin Porritt HN dip Arch. MCIAT ICIOB (Director)  
[gavin@dpadesign.co.uk](mailto:gavin@dpadesign.co.uk)

### **1.3 Project Manager and Clerk of Works duties for client**

The Project Manager and Clerk of Works shall be Design Planning Associates (DPA), Salop House, 13 Salop Road, Oswestry, Shropshire SY11 2NR. Telephone 01691 659595. Contact Mr Gavin Porritt HN dip Arch. MCIAT ICIOB (Director)  
[gavin@dpadesign.co.uk](mailto:gavin@dpadesign.co.uk)

### **1.4 Lead Designer**

The Lead Designer shall be Design Planning Associates (DPA), Salop House, 13 Salop Road, Oswestry, Shropshire SY11 2NR. Telephone 01691 659595. Contact Mr Gavin Porritt HN dip Arch. MCIAT ICIOB (Director)  
[gavin@dpadesign.co.uk](mailto:gavin@dpadesign.co.uk)

### **1.5 Principal Designer (Building Regulations)**

The Principal Designer (Building Regulations) shall be Design Planning Associates (DPA), Salop House, 13 Salop Road, Oswestry, Shropshire SY11 2NR. Telephone 01691 659595. Contact Mr Gavin Porritt HN dip Arch. MCIAT ICIOB (Director)  
[gavin@dpadesign.co.uk](mailto:gavin@dpadesign.co.uk)

### **1.6 Quantity Surveyor**

The Quantity Surveyor shall be Cyril Orchard Group, West Six, Hortonwood West, Telford, Shropshire TF1 6AH. Telephone 01952 608445. Contact Mr Rob Orchard (Director)  
[rob.orchard@cyrilorchard.co.uk](mailto:rob.orchard@cyrilorchard.co.uk)

### **1.7 Principal Designer (CDM)**

The Principal Designer shall be Bowen, Old Town Hall, The Square, Ellesmere, Shropshire SY12 0EP. Telephone 01691 652367 (ext 3). Contact Mr Mike Palmer BSc (Hons), CBuildE, FCABE, FCIQB, FRICS, CMAPS.  
[michaelp@bowen.uk.com](mailto:michaelp@bowen.uk.com)

### **1.8 Principal Contractor**

The Contractor will be selected as part of the clients procurement process. It is intended that the Contractor will be appointed as the Principal Contractor under the Construction (Design and Management) Regulations 2015, hereinafter referred to as the CDM Regulations. The Contractor will be required to provide a Construction Phase Health and Safety Plan inclusive of method statements and risk assessments demonstrating how he will fulfil the role of Principal Contractor under the CDM Regulations prior to signing the Contract.

## **1.9 Building Control/Regulations**

Building Regulations will be assessed, checked and approved by Shropshire Council Building Control, Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND- 01743 258710

## **1.10 Planning**

Shropshire Council Planning, Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND.

## **1.11 Description of the works and property type**

The project comprises of-

- **Works involving the remediation of defective roof coverings and associated works.**

## **1.12 Programme**

- **To commence during mid-2025 and to be completed within 8 to 10 weeks or thereabouts therefrom.**

## **1.13 Position of the works**

All works are positioned within the curtilage of the subject property. Access to the site is via Oak Street. Access to the site and all adjacent areas for the general public and users must be maintained.

## **1.14 Status of the property**

The property will be occupied during the construction works. This matter must be factored into the Construction Phase Health and Safety Plan and all Safe Systems of Work.

## **1.15 Notification**

The project is notifiable. An F10 will be submitted to the HSE once a Principal Contractor is appointed.

## **2 Clients considerations-**

### **2.1 Management arrangements- planning the construction works**

It is the wish of the client to integrate health and safety into the management of this project and that the project will be completed safely by identifying and eliminating hazards or reducing those hazards that cannot be eliminated. All works are to be completed in full adherence of CDM Regulations 2015.

The successful contractor will be invited to attend a pre-contract/start meeting to discuss the project prior to work commencing.

At the pre-contract/start meeting a programme of site visits is to be agreed by all parties.

The contractor is to produce method statements, risk assessments and safe systems of work for all operations to be carried out and permits to work where required. These documents will form part of the Construction Phase Health and Safety Plan as per the requirements of Regulation 11 of the CDM Regulations 2015.

It is proposed the works will be undertaken during normal working hours which are Monday to Friday 7.30 am to 5.00 pm. No work is to be undertaken on Saturdays or Sundays or outside the normal working hours unless previously agreed in writing with the Principal Designer/Client.

The contractor must produce a clear programme of works to be issued to the Client/Principal Designer, which sets out a definitive sequence of operations.

Any change to the programme, for whatever reason, must be communicated to the Client/Principal Designer immediately.

The works will be overseen by the Client and the Project Manager/Clerk of Works with regular site visits being made.

### **2.2 Contractors duties**

The Contractor must comply fully with the requirements of legislative Health and Safety Law and Regulations including the CDM Regulations.

The Contractors attention is drawn to the HSE Guidance HSG 47 (Underground Services), which the contractor must fully comply with.

The Contractor shall ensure that a Construction Phase Plan is prepared and in compliance with Regulations 12 and 13 of the CDM regulations before works commence.

The contractor shall provide a Health and Safety File on completion of works in compliance with Regulation 12 of the CDM regulations.

### **2.3 Communication and liaison**

Contact details for the Client, Project Manager and Designer are included on **page 5** of this document.

For all queries relating to the design and specification of the works, the Contractor should contact the Client, Project Manager, Designer and QS.

The Principal Contractor is to ensure that all operatives attend a site induction prior to commencing work on site.

The Principal Contractor is to pass on to the Contract Administrator/Principal Designer the contact details of all sub-contractors or others who may be involved with the project and to liaise closely with all interested parties.

## **2.4 Site compound**

The exact position of the site compound is to be discussed and agreed at the pre-contract meeting. An aerial photograph with hatched areas that indicate potential areas are included below.



Aerial view with potential areas for the location of the site compound.

## **2.5 Security of the site**

Site security measures and working areas are to be identified and agreed with the Client/Principal Designer at the pre-start meeting. The security of the works and of any plant or materials on site will be the sole responsibility of the Principal Contractor.

The Contractors compound shall be suitably and sufficiently protected to prevent unauthorised access at all times, particularly when the Contractor is not present on site, i.e. evenings, weekends (and public holidays where applicable).

## **2.6 Welfare provisions**

The Principal Contractor must ensure welfare facilities are in place for the duration of the works as per Schedule 2 of CDM 2015.

The welfare facilities are to be discussed and agreed at the pre contract meeting.



## **2.7 Site hoardings and temporary fencing**

The Principal Contractor is to ensure that the site /areas of work are adequately fenced to maintain the safety of the public and any other persons and security of the working site.

The Principal Contractor shall provide warning notices as necessary and highlight any temporary measures in force during the construction work, e.g. 'Danger Construction Work - Keep Out'.

## **2.8 Transport arrangements and vehicle movements**

All rules regarding highway use must be adhered to at all times. Vehicle movements within the should be respectful of the users and neighbouring residents and their requirements.

Vehicles must be arranged to ensure emergency vehicles can access the area and leave without any restrictions. This includes the garage associated to St Johns Ambulance and all external final exit doors for fire egress purposes.

## **2.9 Fire precautions**

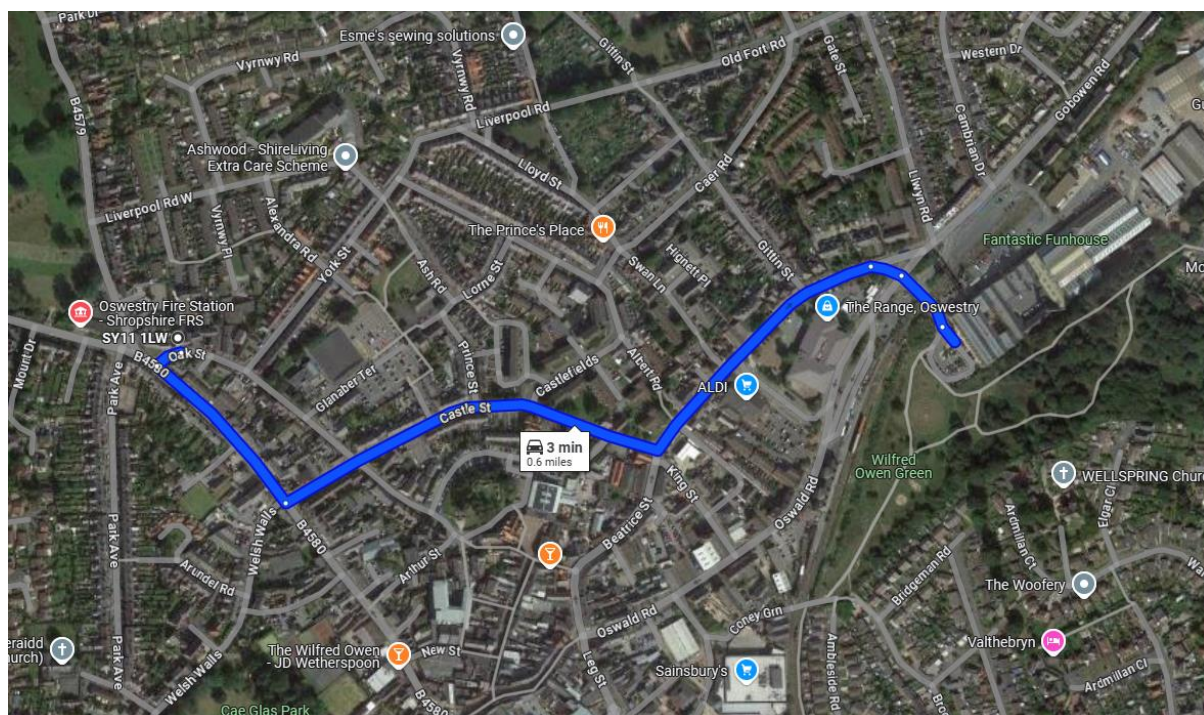
The contractor is to ensure that all reasonable precautions are taken to eliminate the risk of fire. Where hot work is unavoidable, all necessary fire extinguishers are to be provided by the contractor and all hot work to stop at least 1 hour before the site is vacated.

No fuel sources should be stored on-site without authorisation from the Client/Principal Designer. Hot works permit to be issued.

## 2.10 Emergency procedures

The nearest Minor Injuries Unit (MIU) is-

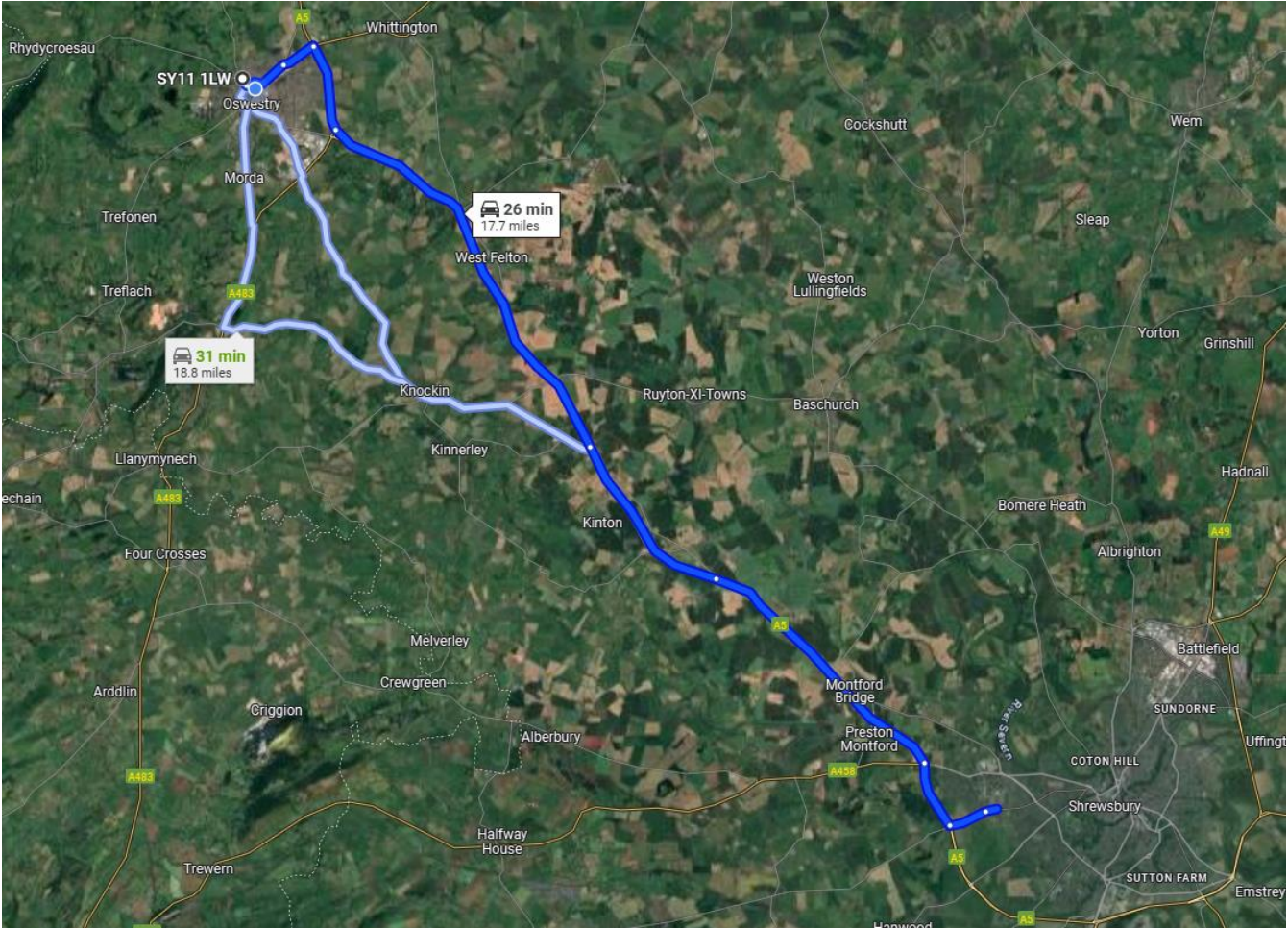
**Oswestry Health Centre**  
**Thomas Savin Road**  
**Off Gobowen Road**  
**Oswestry**  
**Shropshire**  
**Tel: 01691 663617**







Royal Shrewsbury Hospital  
Mytton Oak Road  
Shrewsbury  
SY3 8XQ  
Tel: 01743 261000



The nearest

### **3 Environmental restrictions-**

#### **3.1 Boundaries and safety hazards**

All waste must be stored in a safe manner and regularly removed from site.

#### **3.2 Services**

Specific services will be identified to the working area prior to construction works via the pre-contract and pre-start meetings.

The contractor must assess all services which are present prior to commencing work.

#### **3.3 Existing structures**

A recreational area is located to the rear. Various street furniture (including lights) and community gardens are located to the front and sides of the building.

### **4 Health hazards-**

#### **4.1 Asbestos**

Due to the age of the property, we have assumed no asbestos products are present.

### **5 Site hazards-**

#### **5.1 Design assumptions and work methods**

The Principal Contractor must adhere to the construction details specified in the Specification and Scope of Works and drawings prepared by Designers and Engineers unless otherwise instructed by the Principal Designer/Client. It is the responsibility of the Principal Contractor to bring to the attention of the Principal Designer/Client any unforeseen difficulties which could result in a change in design.

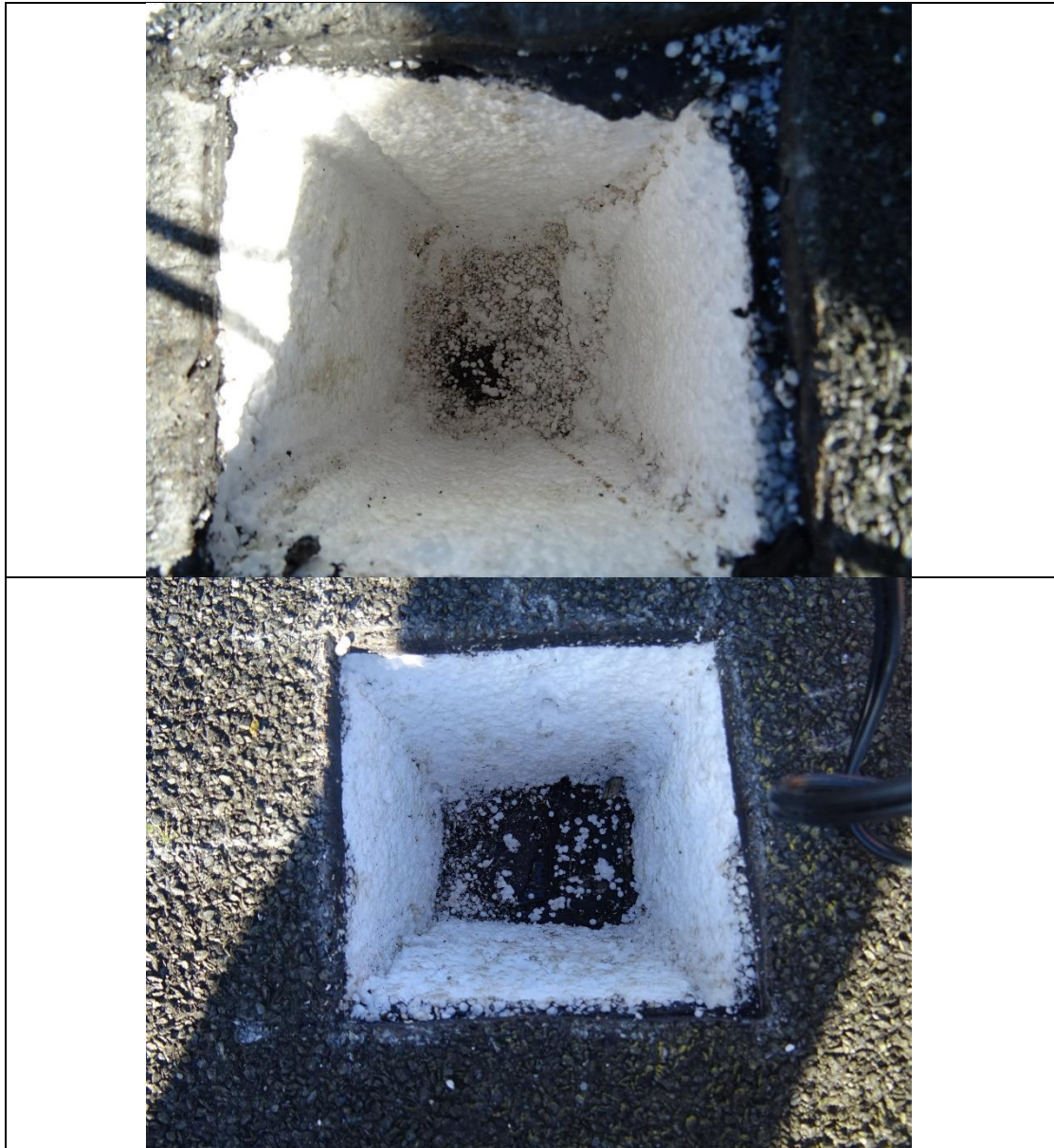
#### **5.2 Construction hazards and on-site matters**

The significant hazards and on-site matters associated with this work include-

- **Working at height**
  - **Traffic**
  - **Occupiers of the property, pedestrians, general public**
  - **Services including electricity, gas and air conditioning units**  
The contractor **MUST** undertake their own checks of all services prior to any works proceeding.
  - **The lifting and handling of building elements/components**
- A sketch identifying hazards associated to the roof is appended to this document.**

### 5.3 Construction hazards (intrusive investigations)

The roof coverings and insulation have been exposed following localised intrusive investigations being undertaken. The investigations identified a bitumen based flet laid over an EPS (Polystyrene) insulant and a bituminous Vapour Control Layer (VCL). The built-up system is set over either timber or concrete decks. Photographs depicting the investigations are found below-



These investigations reiterate the requirement for a rigid fire safety plan to be fully adhered to during the construction phase

### 6 Health and safety file-

All relevant health and safety information is to be forwarded to the CDM Advisor/Principal Designer and Client on completion of the project in a format to be agreed at the pre-contract and pre start meetings to comply with Regulation 12 of the CDM Regulations 2015.



## 7 Photographs, aerial views, location and site plans-



















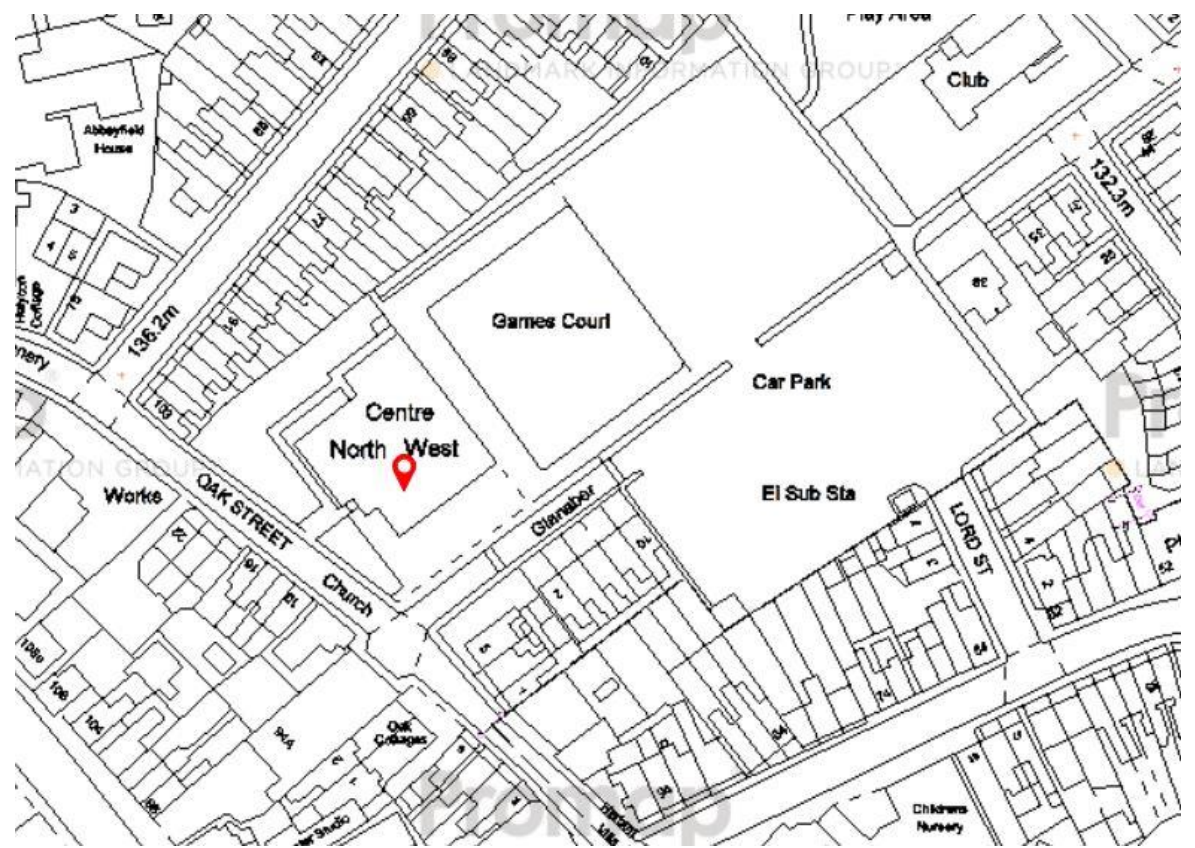




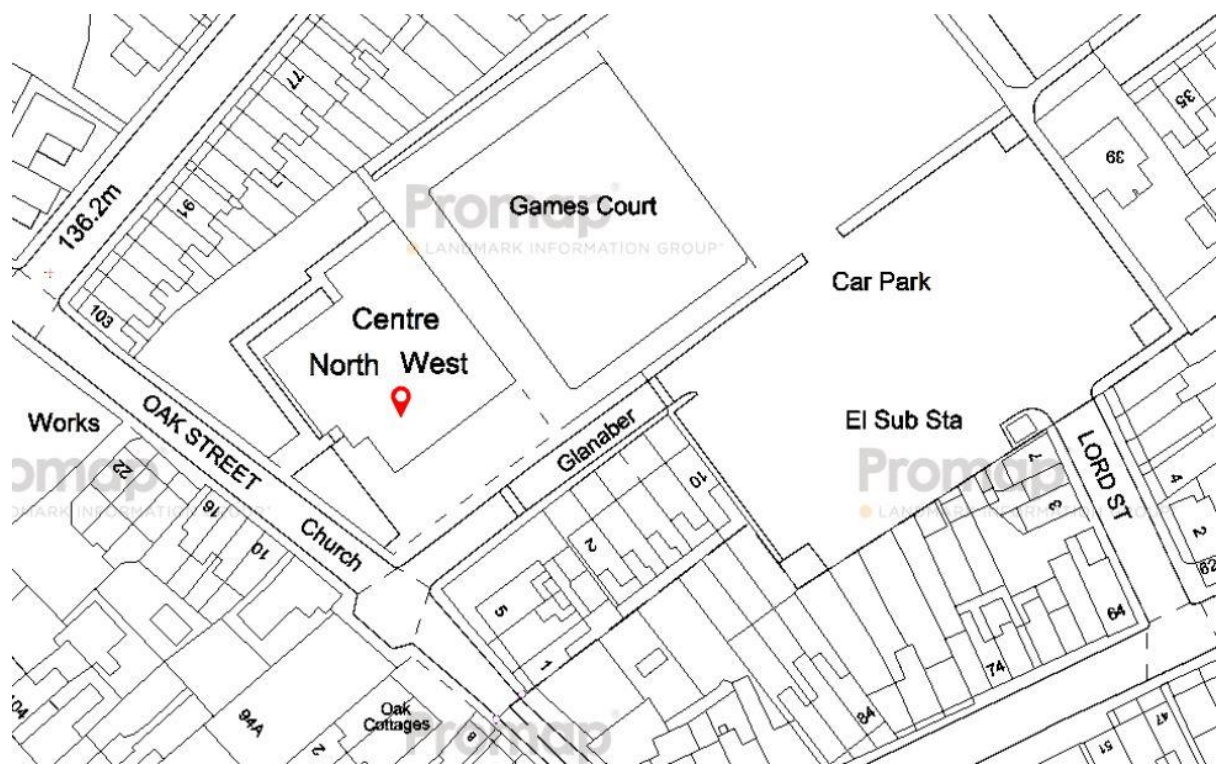








Location plan



Site plan

## **Appendices**

**APPENDIX A- HAZARD IDENTIFICATION SKETCH**

**APPENDIX B- DRAWINGS COMPLETED BY MESSRS DPA**