

Pre-Construction Information



**ROOF COVERING
REPLACEMENT
WORKS**

AT

**OSWALDTWISTLE CIVIC
THEATRE**

FOR

**HYNBURN BOROUGH
COUNCIL**

SEPTEMBER 2025

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INTRODUCTION

The Pre-Construction Information in accordance with the Construction (Design & Management) Regulations 2015 is intended to alert prospective Principal Contractor to the potential health and safety hazards associated with the project, enabling the risks to be taken into account and for the contractor to plan safe working systems (Method Statements, etc.)

It is also designed to assist the selected Principal Contractor in developing a sufficiently detailed Construction Phase Plan to enable construction to commence and following commencement be developed in line with and throughout the construction programme.

1.0 DESCRIPTION OF THE PROJECT

1.1 Location of site.

The main site address is:

Union Road,
Oswaldtwistle,
Accrington
BB5 3HZ

The above address will be utilised by the Principal Contractors as their site offices and welfare facilities.

The site boundaries for the avoidance of doubt the Principal Contractor will be responsible for the extents of the CDM work area for the works.

1.2 Nature of Construction

The works comprise the following

- Removal of the existing slated roof and dispose off site
- Remove existing underfelt
- Provide new reclaimed slates to match existing
- New breather membrane including counter battens
- Treatment of existing timberwork to roof space
- New leadworks
- New Rainwater goods
- Remove existing external staircase and make safe existing exist.

1.3 Key Dates & Timescale

Planned Start of Construction: January 2026

Planned Duration of Construction: 15 weeks

Min. time between appointment of
Principal Contractor & start on site 4 weeks

1.4 Project Directory

Client: Hyndburn Borough Council
Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF

Contact: Kevin Wilcock

**Oswaldtwistle Civic Theatre
Re-Roofing Works
Pre-Construction Information**

Principal Designer

Glovers Project Services Ltd,
The Old Tannery,
Eastgate,
Accrington,
BB5 6PW

Contact: Lee O'Neill
Tel: 01254 398426

Designer

Glovers Project Services Ltd,
The Old Tannery,
Eastgate,
Accrington,
BB5 6PW

Contact: Lee O'Neill
Tel: 01254 398426

Health & Safety Executive:
Northwest Office

Redgrave Court,
Merton Road,
Bootle,
Merseyside,
L20 7HS

HSE Advisory Team
Fatal Major Injury Contact
Major Incident Duty Officer (Out of Hours)

0300 003 1747
0345 300 992
0151 922 9235

1.5 Use of the Structure

The use of the structure should only be used for the proposed works and for no other purpose. The finished structure may be used as a place of work and as such and to comply with the Construction (Design and Management) Regulations 2015, it is necessary to remind all parties that the finished design will need to take account of and comply with all other relevant requirements.

2.0 EXISTING ENVIRONMENT

2.1 Surrounding Land Uses

Oswaldtwistle Civic Theatre is located On Union Road, Oswaldtwistle, Accrington. The surrounding uses are a mixture of uses from commercial to residential. The Principal Contractor will be required to plan and manage the interfaces between the surrounding traffic and the neighbouring properties to reduce impact of the Construction works and traffic to the surrounding areas whilst managing the local restrictions around the site. The building is bound by Union Street to the front elevation (northwest) and Lord Street to the northeast elevation and housing to the southeast elevation.

2.2 Existing Services

The building has mains gas and electrical existing services installed to the building. The Principal Contractor shall take all practical steps to avoid damage to 'Statutory Bodies' services, the Clients owned services, or any other apparatus and the potential hazard to the site operatives, staff and public, which might arise. Before opening up any section of the site for construction operations or any other purpose, the contractor must locate the exact position of all existing services and apparatus.

The Principal Contractor shall protect, uphold, and maintain all pipes, ducts, service mains, cables, etc. during the execution of the works so as not to jeopardise the health and safety of site operatives, staff or as necessary general public and other contractors carrying out works outside of the CDM area.

2.3 Existing Traffic Systems and Restrictions

The Principal Contractor's attention is drawn to the fact that the site is located in the centre of Oswaldtwistle and the area around the site will need to be maintained and the Principal Contractor shall ensure that the safety of all users of these roads is not compromised by his activities in any way.

There will be the need for the Principal Contractor to apply for footpath and road closures for the works due to the scaffold requirements being within the public domains, so traffic management will be paramount.

Dust, and other debris deposited on to trafficked areas creates a health and safety hazard to all users and neighbours. The Principal Contractor shall be responsible as far as the scope of works, activities and movements require to carry out their works and which are being used by the Principal Contractor's subcontractors or supplier's vehicles for the construction of the works are maintained in a clean and clear condition.

2.4 Existing Site

Access to the site will be either from the front entrance into the building and should be maintained and controlled to prevent unauthorised access. Given the nature of the works the Principal Contractor will be required to maintain emergency access from the building, which may be needed as part of the operations of the construction site.

2.5 Demolitions

This project doesn't include demolitions in respect of structural works, however there is the removal of the existing roofing in sections and disposal of unrequired materials. The Principal Contractor should ensure that the necessary safeguards, personal protective equipment, risk and method statements are in place before commencing any work.

3.0 EXISTING DRAWINGS, SURVEYS & INVESTIGATIONS

3.1 Existing Drawings/Site Information

The prospective Principal Contractor's attention is drawn to the information on the existing site as can be made available if requested by the Employer.

The Principal Contractor shall familiarise himself with all the available information prior to commencement on site including site set-up, etc.

3.2 Existing Services Drawings

See above comments with regard to existing information and also comments in section 2.2. The Principal Contractor is to consider all information provided and liaise with all parties to determine the exact locations of services prior to commencement on site as applicable.

3.3 Statutory Body Documentation

Planning Consent is not required.

Building Control maybe required as the roof replacement is more than 25% of the roof area.

3.4 Asbestos

Given the age of the property there is expected to be the possibility of Asbestos within the building. This may need further testing prior to starting works on site.

The Principal contractor should ensure that they follow the HSE Guidance "Asbestos Essentials" task sheets freely downloadable at <http://www.hse.gov.uk/asbestos/essentials/index.htm> when working with non-licensed asbestos removal.

The Principal Contractor should monitor the works as they progress and should asbestos materials not identified within the report be encountered then works shall cease, all parties to be informed and samples taken by a 'competent person'. Once analysed should asbestos be identified then appropriate action should be taken for its removal prior to works re commencing.

Should any suspect material be discovered during the course of the works the Principal contractor shall inform immediately the Principal Designer and the Employer.

4.0 THE DESIGN

4.1 Description

The roof replacement works is on a 'like for like' basis.

4.2 Details of potential risks

The Principal Contractor is required to provide proposals for dealing with all specific risks with a health and safety implication during the works. These details will form the developing Construction Phase Plan. The following requires consideration and is not an exhaustive list. Contractors will develop proposals/method statements, as circumstances require in conjunction with the Principal Designer:

- (i) Works adjacent to existing occupied building
- (ii) Works adjacent to live services
- (iii) Working at height
- (iv) Works to any underground areas
- (v) Movement/installation of heavy materials
- (vi) Control of deliveries to site
- (vii) Control of access/egress to site due to restricted and busy roadways & other construction activities being carried out in the building
- (viii) Control of demolition and required working practices

All works can be completed in the confined of the site and the site is as clear as possible to provide working space for the execution of the works.

In conjunction with the necessary risk assessments the Principal Contractor should operate a permit to works system to manage the works and also any identified risk. This is to ensure all operatives are clear of what the risks are and the scope of their works they should be undertaking including any PPE requirements,

5.0 CONSTRUCTION MATERIALS

5.1 Health Hazards from Construction Materials

The Contractor is to provide COSHH Assessments for all materials subject to control prior to their use on site.

5.2 Special Precautions for Material Use

Where hazardous substances of a type or quantity likely to be injurious to health are stored, handled, used or produced as a result of the Principal Contractor's activities, the Principal Contractor must take all necessary steps to ensure that the exposure of all persons to these substances is kept to a minimum, and in any case below the exposure limits quoted in the latest issue of Environmental Health Guidance Notes.

Hazard information and health risk assessment sheets for the substance in question, as required by the Control of Substances Hazardous to Health Regulations, shall be provided to the Client at least seven days in advance of any work being carried out. An indication for each substance of the total quantity to be stored which shall not be greater than is necessary for the work location and disposal facilities must also be provided.

Containers must be adequately labelled with the name of the contents and must be suitable for containing particular material. Activities must be conducted in such a manner to ensure that the health and safety operatives or any other person is not put at risk.

Containers of chemicals or chemically based materials shall not be used improperly i.e. as doorstops, counterweights, line makers, etc.

5.3 Special Precautions for Processes

The Principal Contractor shall ensure that all requirements to control the noise, vibration and dust levels and other potential nuisances which may create a health and safety hazard produced by his operations on site are strictly complied with.

5.4 Prevention of Noise and Hearing Conservation

The Principal Contractor shall comply with BS 5228: 1997 Code of Practice for Noise Control on Building and Demolition Sites and all amendments thereto, and the Noise at Work Regulations. In addition, every effort must be made to ensure that noise does not disrupt present occupiers, neighbours, passers-by or the public at large.

In respect of Noise Hazard Areas, the Principal Contractor shall ensure that all his personnel and the personnel of his sub-contractors wear the appropriate ear defenders whilst within the work area as necessary.

5.5 Dust Prevention

The Principal Contractor shall take all necessary precautions to prevent dust, which is a hazard to health and safety, arising from the works.

6.0 LABOUR

6.1 Competency of workforce & subcontractors

The Principal Contractor shall ensure all operatives on site employed or subcontracted hold the appropriate qualifications and should record and have copies of all certificates such as PASMA, CSCS, etc.

6.2 Induction

All labour and persons entering the site should be induced by the Principal Contractor highlighting the risks required on site at the time.

6.3 Site Management – SMSTS & SSSTS

The Principal Contractor shall ensure that the site manager for the project holds minimum of Site Management Safety Training Scheme (SMSTS) qualification or other similar qualification demonstrating their training and competence to carry out the role.

Any site supervisors working with the site manager should hold Site Supervisor Safety Training Scheme (SSSTS) qualification or other similar qualification demonstrating their training and competence to carry out the role.

6.4 Construction Skills Certification Scheme (CSCS)

All operatives will need to hold the required CSCS card for their role on site. Should site Visitors not hold an appropriate CSCS card, they should be escorted around the site during their visit by an appropriate trained operative.

6.5 Health & Safety Training, Monitoring and Enforcement

Within the Construction Phase Plan the Contractor shall include their internal processes of how Health & Safety will be monitored, recorded and implemented. There are various processes which can be adopted such as Card Systems and the like to ensure that health and safety of everyone on site is managed, monitored and if required is enforced.

An important aspect of Health and safety is Behaviours Safety Training. The Principal Contractor is to provide details in the construction phase plan on how site operatives, subcontractors and visitors are monitored and training provided as necessary for behavioural training. This is to ensure that the processes in place are adequate to ensure as practical the health and safety of everyone for the works.

7.0 SITE WIDE CONDITIONS

7.1 Access and Egress

Access and egress to the site area will be from public highways utilising the existing access to the site. All details regarding control of the activities / contractor vehicles to be included in the Construction Phase Plan. There will be a requirement to co-ordinate deliveries to suit the restrictions around the site to ensure that all access and egress doesn't impede the works and works being carried outside the CDM area.

7.2 Location of storage

Details of the contractor's storage are to be included in the Principal Contractors Construction Phase Health and Safety Plan. Generally, welfare facilities, accommodation and storage should be situated to allow maximum security and comply with the Construction (Design & Management) Regulations 2015.

7.3 Unloading/Loading

General loading/unloading is to avoid any obstruction on surrounding public roadways and/or vehicle routes taking into account the local constraints. All details to be included in the Construction Phase Plan as to loading and unloading of materials.

7.4 Traffic/Pedestrian Routes

Segregated pedestrian routes must be clearly defined. Temporary signage, lighting and barriers, etc. must be erected and maintained by the Principal Contractor to ensure the safety of operatives, clients, staff, and the general public throughout the construction programme. All details to be reviewed and updated as the project progresses.

7.5 Parking

The Principal Contractor is to take into consideration that the site location area and the impact on the residents. At any time when parking it should be considerate to other road users, residents, tenants, pedestrians, etc., when parking the contractor's vehicles, with an aim to minimise disruption.

7.5 Other works on site

There is not expected to be other works carried out by the Employer at the same time of these works.

7.6 Hours of Work

To be between 8.30am and 6pm Monday to Friday.

8.0 SITE RULES

The Principal Contractors site rules shall apply to this project together with the following:

- 8.1 All visitors to the site will be required to report to the Principal Contractor and shall not be permitted to move about any of the sites unattended.
- 8.2 The Principal Contractor must establish emergency procedures in the event of a fire or accident and must familiarise his employees, his sub-contractors and their employees and his suppliers with fire safety and first aid arrangements and those of the Clients.

8.3 Arrangements with Statutory Bodies

The Principal Contractor shall promptly inform the Client and Principal Designer in writing; of all arrangements he makes with the Statutory Bodies with regard to the execution of the works and health and safety matters. He shall provide the Client and Principal Designer with copies of all Correspondence between himself and the Statutory Bodies, shall give the Client and Principal Designer adequate notice of all meetings he has with Statutory Bodies so that the Client and Principal Designer may attend and shall provide the Client and Principal Designer with copies of all minutes of meetings with the Statutory Bodies.

- 8.4 All contractors working on site must understand the site rules and site management procedures.
 - 8.5 All operatives to wear appropriate PPE as deemed necessary for the works being carried out. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.
 - 8.6 Site manager to ensure that any person using machinery or equipment holds the appropriate operating certification necessary or, as a minimum is adequately instructed/trained.
 - 8.7 All accidents must be reported and entered in the accident book held by the Principal Contractor. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be reported to the Principal Designer and Client on a weekly basis and will include accidents, near misses, time lost and follow up investigations. The information should also identify Contractors involved.
 - 8.8 The telephone number for the nearest hospital to be available on the site.
 - 8.9 Only qualified scaffolders to erect adjust and dismantle scaffold. Scaffold must be checked at regular intervals.
 - 8.10 Project signboards to be displayed at all times during construction to provide contact telephone numbers in case of emergency i.e. contact outside normal hours.
 - 8.11 No smoking on site except in prescribed area.
 - 8.12 Eating and drinking other than in designated areas is forbidden.
 - 8.13 The Site manager must ensure that all method statement and risk assessments have been received and reviewed prior to the start of the particular activity and that the relevant operative has read and signed the relevant method statement / risk assessment.
 - 8.14 The site manager must monitor the works on site to ensure that all activities are being carried out in accordance with the relevant risk / method statements.
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8.15 Electrical Supplies and Equipment (including Portable Equipment)

Electrically powered hand tools and equipment should be of the low reduced voltage (110V) type, operated via transformers that are centre tapped to earth. Special authority from the Supervising Officer is required before 230V equipment can be used and in all such instances this equipment will be fed via the residual current circuit breaker.

If it is necessary to carry out the work in any place where there is a possibility of persons coming into contact with electrical equipment which is live, or could become live, such work may not commence until permission has been given. Permission may be given only by the Client. Only the Client or his nominated representative can authorise a competent person to switch off and electrically isolate equipment.

Electrical equipment and systems used or installed by the Principal Contractor must be suitable for its intended use and must be constructed, protected, used and maintained in accordance with statutory requirements.

8.16 Security

The Principal Contractor is responsible for security of the sites and is required to erect fences, barriers and hoarding sufficient for this purpose. The Principal Contractors should include with the Construction Phase Plan procedures for securing material left on the sites overnight to prevent loss or damage to the individual sites and neighbouring properties.

8.17 Pollution Control

The Principal Contractor is responsible for the removal of all waste materials, spoil, rubble, etc. arising from their work activities, including any wastes produced by their own chemicals or chemically based materials irrespective of the quantity.

Toxic, harmful and high flammable wastes must be disposed of in accordance with the Control of Pollution (Special Waste) Regulation 1980. Asbestos must be dealt with in accordance with the relevant statutory regulations.

Oils, solvents, or chemicals must not be disposed of down existing drains. Care must also be taken to ensure that sand, soil, cement or other building waste is not washed down drains or sewers. Any cases of contamination and spillage must be reported immediately to the Client.

8.18 Lighting within the Existing Building

The Principal Contractor will be required to provide adequate lighting within the CDM site to enable the works to be carried out.

8.19 Publicity

The Principal Contractor shall not take photographs, write articles for publication or cause to be issued or provide information for any publications or any advertisement, upon any subject or commodity used in connection with the Works without the consent of the Client.

9.0 CONTINUING LIAISON

9.1 Procedure for Changes

Health and Safety implications of continuing or significant changes in design to be reviewed by Principal Designer upon receipt of proposals from Designers. Health and Safety implications of design changes to be regularly reviewed at project meetings. (Agenda to have item for CDM matters added)

To facilitate these changes the following will also apply:

- each appointed designer shall be advised to the Principal Designer as soon as possible;
 - the Principal Contractor shall ensure that any designer appointed by him shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options;
 - each element of design shall be developed by the designer on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling. If required, the Principal Designer shall be provided with evidence of the competency of the personnel carrying out the work and of the risk of assessment themselves;
 - each element of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the design itself.
 - non-design generated works/site developments which had not/could not have been envisaged, necessitating a revised approach, must be evaluated by the Designer(s) from a health and safety risk assessment before implementation.
 - the designer's resolution of any such unforeseen circumstances must be submitted to the Principal Designer to ensure compliance with the regulations before implementation.
 - the Principal Contractor shall be required to update, amend and modify as necessary the detailed Construction Phase Plan to address any health and safety risk associated with individual design elements developed during the work, so that at all times the Contractor's Plan may be considered suitable and sufficient.
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10.0 DESIGNERS RISK ASSESSMENTS

- 10.1** The Principal Contractor should assess as necessary designer risk assessments in respect of the proposed design this includes methods of works, sequencing of works and appropriate risk and method statements.

11.0 PROJECT NOTIFICATION

Project notification to the HSE for the form F10 will be submitted immediately on appointment of the Principal Contractor. The project is notifiable as it will last longer than 30 days or will exceed 500 person days. This will be submitted by the employer / client or the Principal Designer on their behalf.

12.0 DEVELOPMENT OF THE CONSTRUCTION PHASE PLAN

In developing the Construction Phase Plan sufficiently to allow commencement of the works on site and in accordance with the CDM Regulations 2015, the Principal Contractor must set out his methods for managing, controlling and monitoring the health and safety aspects of the project. The Plan should include information on the following topics where relevant to the proposed works and be reviewed by the Principal Designer a minimum seven days prior to commencement on site.

1. Description of Project

A description of the works should be provided together with programme details and any key dates. Other information required in this section includes details of the project team and extent and location of existing information relevant to health and safety.

2. Management of the work

The management structure and responsibilities of the various members of the project team, whether based at site or elsewhere.

The health and safety standards to which the project will be carried out. These may be set in terms of statutory requirements or higher standards that the Client may require circumstances.

Arrangements for:

- ❖ Regular liaison between parties on site
 - ❖ Consultation with the workforce
 - ❖ Exchange of design information between Client, designers, Principal Designers and contractors on site.
 - ❖ Handling design changes during the project
 - ❖ Selection & control of contractors
 - ❖ Exchange of health & safety information between contractors
 - ❖ Site security
 - ❖ Site induction
 - ❖ On site training
 - ❖ Welfare facilities & first aid
 - ❖ Reporting & investigation of accidents and incidents including near misses
 - ❖ Production and approval of risk assessments and written systems of work
 - ❖ Site rules (including drug and alcohol policy)
 - ❖ Fire and emergency procedures
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3. Arrangements for controlling significant site risk

a) safety risks including:

- ❖ Delivery and removal of materials including waste and work equipment
- ❖ Dealing with statutory services
- ❖ Accommodating neighbours on adjacent land
- ❖ Stability of structures during construction
- ❖ Preventing falls
- ❖ Work with or near fragile materials
- ❖ Control of lifting operations
- ❖ Maintenance of plant & equipment
- ❖ Work on excavations
- ❖ Work on wells, underground earthworks and tunnels
- ❖ Work on or near water
- ❖ Work involving diving
- ❖ Work on caisson or compressed air working
- ❖ Work with explosives
- ❖ Segregation of vehicles and pedestrians
- ❖ Storage of materials
- ❖ Any other significant risks

b) health risks including:

- ❖ Removal of asbestos
- ❖ Contaminated land
- ❖ Manual handling
- ❖ Use of hazardous substances
- ❖ Reducing noise and vibration
- ❖ Work with ionising radiation
- ❖ Exposure to UV radiation (from the sun)
- ❖ Any other significant risks

4. Health and Safety File

The Health & Safety File must be prepared by the Principal Contractor with the assistance of all parties and the contents should be agreed by the Principal Designer. From the commencement of the project the layout and format of the document will be agreed together with the arrangements for the collection, gathering and storage of information. The File will be generally similar to Phase 1 works and will be required at Handover of each individual property.

13.0 THE HEALTH AND SAFETY FILE

At practical completion of each property and in accordance with the CDM Regulations 2015 the Principal Contractor shall produce a Health and Safety File to be handed to the Client for safe keeping and future use. ***The File is a record of health and safety information relevant to any future construction work (Reg. 20, 2e.)*** To enable the production of the file assistance is required from all parties.

The following main contents page sets out typical information requirements.

TYPICAL HEALTH AND SAFETY FILE CONTENTS

SECTION 1 REFERENCE INFORMATION

- Description of the Works
- Residual Hazards (asbestos, contaminated land, etc.)
- Key Structural Principals (safe working loads, bracings, pre or post tensioning, etc.)
- Hazardous Materials (special coatings which should not be burnt off, etc.)
- Relevant information on removal/dismantling plant and equipment
- Health and safety information on equipment for cleaning & maintenance

SECTION 2 STATUTORY AND OTHER SERVICES

- Information on the location, markings and type of services
- Emergency telephone numbers for Utility providers

SECTION 3 AS-BUILT RECORD INFORMATION

- As-Built drawings of the structure
 - As-Built drawings of plant and equipment
 - Information on means of escape, safe access/egress to voids, fire doors, etc.
-