

24021- Llangollen Museum, Parade Street, Llangollen, LL20 8PW

Rev 0- 04.04.24

Health and Safety File Covering Letter

Summary of the project and works.

See following pages- DRM1

Details of the project team

See following pages- DRM1

Residual Hazards (Risk registers)

See DRM4, drawings and 'Pre-Construction Information and H&S Risk Assessment'. This is not a complete list, other risks may still exist and need to be highlighted by the Principal Contractor as they become apparent.

Any Hazards that have not been eliminated through the design and construction processes and how they have been addressed

See accompanying 'Pre-Construction Information and H&S Risk Assessment'. Principal Contractor to provide Method Statement and Risk Assessment as required.

Key structural principles and safe working loads for floors and roofs

See Structural Engineers Drawings and Calculations.

Hazardous materials (any special coatings)

Principal Contractor to provide Method Statement and Risk Assessment as required.

Plant replacement strategy

Sufficient space/ access to be allowed for replacement and management of plant as required.

Cleaning and maintenance Strategy

Window cleaning, rooflight cleaning (internally and externally) aco drain and rainwater gutters to be cleared- Use scaffolding and where appropriate ladders that are securely fastened.

For this project, the rooflights will be removed. None to be replaced.

The gutters will need clearing and maintenance, space around building is not sufficient for ladders, therefore scaffolding will be required to clear gutters.

Location of significant Services

Identified where possible. Further site investigation to be carried out by Principal Contractor prior to commencement of works. If unknown services are found, work is to stop and Method Statement produced to ensure safe working in co-ordination with Statutory Authorities as required. Approvals to be in place with required Statutory Authorities (such as Welsh Water) prior to commencement of works.

Operation and maintenance manuals

Principal Contractor to collate and add to file through the course of the works.

As-built drawings.

Principal Contractor to create/ request revisions as required to drawing package issued to tender.

Health and Safety File can be made into a hard copy, the Pre-Construction Information has been provided digitally via e-mail to client, designers and contractor (no online sharing platform used due to the nature of the project and clients). Contractor to ensure that the format of the file moving through the construction phases is such it can be shared easily with all required parties and all updates/ revisions shared as required. Upon completion the completed Health and Safety file is to be provided to the clients either digitally or as a hard copy by the contractor.

Temporary works design to be completed by specialists.

DRM1

Project description

Type (new build, refurbishment, asset management, decommissioning/demolition etc).

Scope of work. Location/environment. Anticipated project cost etc.

The proposal is for the replacement of the existing roof and roof covering at the Museum. The existing roof is failing which has resulted in internal damage. The existing roof detailing/connections with parapet perimeter is not robust and simply recovering the roof will not provide a long term solution. The proposals allow for the required replacement of the roof structure, covering and upgraded insulation to the roof as part of the works to conform with Building Regulations Approved Document Part L. Existing Structure

The existing structure has been carefully examined and assessed by the Chartered Structural Engineer Mr D. Hodgson. The 16 sided shape of the building has resulted in an unusual structural arrangement which includes a high level cast 'in-situ' reinforced concrete perimeter beam that cannot easily be replaced without significant demolition and reconstruction of the existing building. Therefore, structural solutions have been developed to work with the existing building structure as far as possible. It is proposed to retain this perimeter beam which provides a set level to work upwards from when exploring roof improvement options.

Who will lead on behalf of the client, what are the functional & operational requirements, expected standards of H&S, F10 requirements, approach to late design changes, H&S file format etc.?

F10 Form to be issued by client or Principal Contractor. To be confirmed by client. The H&S File will be digital, there are no online Drop Box or equivalent systems currently proposed to be used (unless this is chosen to be introduced by client/ principal contractor). E-Mail will allow for recorded sharing of information, all interested parties to be copied into e-mails.

Project timescales

What are the key stages from concept to handover and how long (approximately) will they last?

Are they achievable?

To be confirmed.

Allow sufficient time for safe working.

Lottery funding required and this brings associated timeframes, **safe working is the priority.**

Significant risks

(What are the project specific, unusual, not obvious, hard to manage H&S risks)

(Include schedule 3 (L153) – work involving particular risks; major temporary works;
stability considerations; site logistics/sequencing, fire safety etc.)

See accompanying drawings and DRM 4 within this document.

Overhead wires

Working from height

Large structural members

High tension wire concealed within building structure to be removed

Close by pedestrian footpath, main road and bus stop

Careful deconstruction of existing roof

Careful reinstatement of new roof structure

Pre-construction information requirements

(Existing site and project information to be provided by the client)

(Refer to Appendix 2 (L153); Address significant risk issues only – see above)

Asbestos report required

Drainage survey required

Project Leadership

(Who are the main duty-holders?)

	Organisation	Lead contact	Contact details
Client	Llangollen Museum	Dave Crane	
Principal designer	Scott Architecture	Scott Desert	07973117032
Principal contractor	TBC	TBC	TBC
Other designers	Hodgson Structural Design	Dave Hodgson	As per accompanying information
Other contractors			
Other stakeholders	Council owned building	TBC by Llangollen Museum	TBC by Llangollen Museum

Comments: - *(expand on relationships/duty-holders where necessary)*

Procurement strategy

(How will the project team be assembled?)

(Forms of contract being considered; early contractor involvement; advanced works; design and build)

Traditional Process (not design and build). Early contractor involvement to assist with the development of these proposals (Team Roundhouse)

JCT Contract (TBC between client and contractor, along with any funding parties who may have specific requests)

Communication strategy

(How will key H&S messages be identified and disseminated to the workforce?)

(Team meetings; induction process; visual tools/BIM; use of mobile phone, e-mails etc.)

<p>TBC by Contractor</p> <p>E-mails currently proposed for communication. There are no online Drop Box or equivalent systems currently proposed to be used (unless this is chosen to be introduced by client/principal contractor). E-mail will allow for recorded sharing of information, all interested parties to be copied into e-mails.</p>

DRM2

Ref.	Item	Action Owner/Notes	Status
A1	Site investigation & remediation		
	Services/Utilities/Statutory Authorities (Location and Capacities) possible diversions and or need for new infrastructure e.g., sub-station. (Gas/water/ electricity/ Sewers/Telephone/Cables/ Drainage condition) Note	Drainage Survey to be carried out. Contractor to investigate all electrical, water, gas etc service locations prior to commencement of works.	
	Underground Features (Tunnel/Mining/Fracking)		
	Archaeology		
	Desktop Study/ Photographic survey/Initial site visit report		
	Excavations/ Burial site survey		
	Laser Survey/ Sub scan Survey/Cloud		
	Structural Survey / Condition Survey		
	Noise/Acoustic Survey		
	Air Quality Survey		
	Environmental Assessment Survey		
	Flood Risk Assessment		
	Geotechnical Survey (bore holes/trial pits-existing features and foundations)		

	Contamination (Pathogens/Anthrax/ Volatile Organic Compounds [VOCs] /Radon/ Methane)		
	Lead Paint Survey		
	Unexploded Ordnance (UXO) Report		
	Quality of incoming water		
A2	Surrounding environment		
	Ordnance Survey		
	Historical Maps		
	Other Town Planning Applications		
	Aerial Photographs		
	Historic Photographs		
	Boundaries / Land Ownership		
	Land Registry Plan		
	Ownership Deeds/Easements/Covenants		
	Rights of Way		
	Party Wall Matters	N/A	
	Rights of Light	N/A- building is lowered in height	
	Listed Building – Historic England Listing Description		
	Local Development Framework/Local Plan		
	Land Use Zones		
	Conservation Areas		
	View Corridors to Landmarks		
	Height Restrictions		
	National Parks		
	Areas of Outstanding Natural Beauty (ANOB)		
	Green Belt		
	Refuse Collection Strategy		
	Sites of Special Scientific Interest (SSSI)		
	Local Byelaws		
	Topographic Survey - Measured Survey/Land Survey – Features		
	Airfield aircraft approach envelopes		
	Planning Portal applications		
A3	Site Clearance and demolition		
	Asbestos (Demolition/ground)	See accompanying report	
	Arboriculture (Tree) Survey – Tree Preservation Orders/Clay Shrinkage/Clay Heave/Root Protection Zones Note: BS 5837 (2012)		

	Ecological Survey (protected species/bat roosts/ snails/slow worms)	Quote received, planning application will confirm if required	
	Structural survey/assessment	Completed by Hodgson Structural Design	
A4	Access (onto and within site)		
	PTAL (Public Transport Accessibility Level) Rating		
	Transport Survey		
	Parking Survey		
A5	Site Layout		
	Existing Record Drawings from Client		
	Drawings (List of Drawings or refer to a Schedule of Drawings)		
	Existing Health & Safety File (CDM) from Client (Buildings completed or altered since 1995)	Nothing supplied by client	

DRM3

Significant Risk/ Issue No.	Significant CDM Issues/ Description of Significant Risk * Generic issues to be avoided
1.0	Site Environs and Site Establishment (incl. local features, transport corridors, pedestrian flow, welfare provisions, vehicular access, site storage, unloading, crange etc) See drawings, pedestrian pavement, main road and bus stop within close proximity
2.0	Site Enabling (incl. demolitions, de-contamination, remediation, temp. works etc.) Method Statement required from Contractor- demolition at high level required
3.0	Existing Building and Services (incl. above and below ground features, adjoining properties, party wall issues etc) Drainage Survey to be carried out. Contractor to investigate all electrical, water, gas etc service locations prior to commencement of works. Overhead lines present, need to co-ordiante works with Statutory Authorities to ensure safe working.

4.0	Structural Works (incl. permanent, temporary & demolition requirements)
	See Hodgson Structural Design Information Temporary Support Design required and to be completed and installed by competent person, ensure fitness for purpose.
5.0	Heavy Component Movement (incl. large, heavy, and awkward components, method of vertical and horizontal movement for delivery storage & placement)
	Method Statement Required. Both installation of and removal of heavy structural members required.
6.0	Off-site & On-site Manufacturing and Assembly (incl. prefabricated, modular, hand installed etc)
	TBC with Contractor.
7.0	Safe working at height strategies (e.g. significant roof access, high ceilings, etc.)
	Method Statement required from Contractor.

8.0	Health Issues (eg: excessive, dust, MSD, HAV, noise minimisation manual handling vibration)
	Method Statement required from Contractor.
9.0	Services design and new equipment (e.g. location and construction issues)
	Existing heating/ ventilation systems to be investigated and reinstated as required. Method Statement required from Contractor.
10.0	Plant Replacement (e.g. future access issues)
	None proposed
11.0	Plant, plantrooms services + riser access and Maintenance strategy
	No alterations proposed, protect as required. Method Statement required from Contractor.
12.0	Access for cleaning maintenance and replacement.
	For this project, the rooflights will be removed. None to be replaced. The gutters will need clearing and maintenance, space around building is not sufficient for ladders, therefore scaffolding will be required to clear gutters.
13.0	Phasing requirements (e.g. site, construction, occupation, etc.)
	None, works to be completed prior to hand over.
14.0	External works
	Make good as required following proposed works. Including ramp and staircase as required.

DRM4

This is formed of the General Arrangement Drawings- see accompanying Drawing Issue Sheet.