

PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

FIRE SAFETY WORKS MILTON KEYNES CIVIC OFFICES

At

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INDEX TO CONTENTS

- 1.0 DESCRIPTION OF PROJECT**
- 2.0 CLIENTS ARRANGEMENTS AND REQUIREMENTS**
- 3.0 PRINCIPAL CONTRACTOR'S DUTIES**
- 4.0 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS**
- 5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**
- 6.0 METHOD STATEMENTS**

- APPENDIX A - LOCATION PLANS**
- APPENDIX B - MK COUNCIL – ABESTOS IN COUNCIL BUILDINGS & EXTRACT FROM ASBESTOS MANAGEMENT SURVEY**
- APPENDIX C - REGULATIONS 12 – 14 of CDM REGULATIONS**
- APPENDIX D - DESIGNERS RISK ASSESSMENTS**
- APPENDIX E - SITE COMPOUND LOCATION**

1 DESCRIPTION OF THE PROJECT

1.1 Introduction

This Pre-Construction Information draws together the information obtained from the Client, Designer and the site information provided by the Principal Designer. It provides details on the significant site-specific issues that the Principal Contractor will have to coordinate during the construction phase.

The Construction (Design and Management) Regulations 2015 (CDM2015) requires the Principal Contractor to develop a Construction Phase Plan, outlining how the site is to be managed with regard to health and safety, before work starts on site.

When developing the Construction Phase Plan, the Principal Contractor will identify the hazards and assess the risk for each of the main construction activities including, but not limited to, those hazards identified in the Pre-Construction Information. The Construction Phase Plan is a working document that needs to be kept up to date throughout the construction phase.

The Contractor will be expected to have carried out a site visit in the preparation of his tender. The Preconstruction Information should be read in conjunction with the tender documents/drawings. The Contractor will be deemed to have made full allowance in his prices for complying with the CDM Regulations 2015 and this Preconstruction Information document including appendices.

1.2 Client's Brief

The Client (Milton Keynes City Council) through its cyclical compliance checks has noted a number of shortfalls / breaches within the existing fire compartmentation along with a number of defective fire doors.

The appointed contractor will be provided with electronic copies of the full fire risk assessments along with the building's fire strategy

The project predominantly involves works of the following nature:

- Replacement of fire doors (Estimated 16 doorsets)
- Repairs to existing fire doorsets (replacement / retrofit smoke / combined seals, replacement hinges, minor frame and door repairs etc. – to restore integrity of fire rated doorsets)
- Adaption / extension of existing fire rated partitions - where these have been noted to be incomplete and therefore offer insufficient fire resistance
- Fire stopping of service penetrations through compartment walls - where these have been noted as incomplete, defective or missing
- Contractor / Sub Contractor is to provide fire certification of all works completed ahead of the client's submission for Building Control approval

Additionally,

- Strip out works to the ground floor area formerly leased to National Westminster Bank – these extend to removal of partition walls (a mixture of brick, blockwork and plasterboard walls), removal of suspended ceilings and inset lighting units, strip out of redundant warm air heating ductwork within the ceiling void plus data cabling and power ring removal from partition walls ahead of their dismantling and removal.

Full details of the project can be found within the schedule of works.

Specific Client objectives are to ensure the works:

- conform to Approved Documents A – Q of the Building Regulations.
- deliver effective fire compartmentation to the areas identified for works.
- that the materials used are of the correct quality.
- are carried out with regards to the health and safety of contractors, workers and end users of the property; and
- the project is completed on time, within budget and with works to a high quality.

1.3 Project Location

- Milton Keynes Civic Offices
- 1 Saxon Gate East
- Milton Keynes
- MK9 3EJ

1.4 Principal Contractor

The works are anticipated to be carried out by a single contractor and therefore the contractor will by default be the Principal Contractor as required by the CDM Regulations 2015. The Principal Contractor will be the winning contractor being awarded the contract to carry out the works at the project location noted in 1.3 above. Should Subcontractors be used, the client will appoint both a Principal Contractor and a Principal Designer. The Principal Contractor will be expected to prepare a Construction Phase Plan.

The Principal Contractor will be required to comply with Regulations 12 - 14 and Part 4 of the CDM Regulations 2015 (referred to within Appendix C). In doing so, the Principal Contractor is to plan, manage, monitor and coordinate matters relating to health and safety to ensure that, so far as is reasonably practicable, work is carried out without risks to health and safety.

1.5 Key Dates

Start of works: March 2026
Completion of works: May 2026

Time allowed for Principal Contractor pre-construction planning and mobilisation: *4 weeks*

1.6 Project Directory Including CDM Duty Holders

Client	Milton Keynes City Council Civic Offices 1 Saxon Gate East MK9 3EJ Contact: Janis Stars Tel: 01908 254494 Email: Janis.stars@milton-keynes.gov.uk
Principal Contractor	<i>The Contractor</i> <i>TBC</i>
Principal Designer	Milton Keynes City Council Civic Offices 1 Saxon Gate East MK9 3EJ Contact: Tarlochan Purba

	<p>Tel: 07917592128 Email: Tarlochan.purba@milton-keynes.gov.uk</p>
HSE Local Office	<p>Health & Safety Executive Woodlands Manton Lane Manton Lane Industrial Estate Bedford, Bedfordshire MK41 7LW</p> <p>Tel: 0845 300 9923 Fax: 01234 220633</p>
Local Hospital	<p>Milton Keynes Hospital NHS Foundation Trust Standing Way, Eaglestone Milton Keynes, Buckinghamshire MK6 5LD</p> <p>Emergency Tel: 999, Main switchboard Tel: 01908 660033</p>

1.7 Project Description

The works involve the following: -

- Replacement of fire doors (Estimated 16 doorsets)
- Repairs to existing fire doorsets (replacement / retrofit smoke / combined seals, replacement hinges, minor frame and door repairs etc. – to restore integrity of fire rated doorsets)
- Adaption / extension of existing fire rated partitions - where these have been noted to be incomplete and therefore offer insufficient fire resistance
- Fire stopping of service penetrations through compartment walls - where these have been noted as incomplete, defective or missing
- Contractor / Sub Contractor is to provide fire certification of all works completed ahead of the client's submission for Building Control approval

1.8 Extent and Location of Existing Records and Plans

Floorplans will be provided for the site. Health and Safety Files / Operation and Maintenance Manuals are also available for the building upon request.

The building was subject to an extensive refurbishment in 2016 / 2017 with asbestos removal forming part of the works.

The asbestos management survey for the property extends to 186 pages, we have therefore not included the full document within this PCI. A copy of the full survey will be made available to the successful contractor.

We have included an extract of the full management survey appended to this report for the contractor to assess the likelihood of encountering asbestos material during the works. The successful contractor will be expected to arrange localised R&D / Level 3 Surveys to be conducted (out of hours) ahead of the works commencement date.

1.9 Workplace Regulations 1992

In accordance with the requirements of the CDM Regulations 2015 it is confirmed that the works on completion are to be used as a workplace. This requires the finished design to take account of the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.

1.10 F10 Notification

The Client has not submitted an F10 notification to the HSE.

It is not anticipated that the works will meet the required threshold for notification of a project to the HSE under CDM (2015). Should this change the client will liaise with the Principal Contractor ahead of submitting an F10.

2 CLIENT'S ARRANGEMENTS AND REQUIREMENTS

2.1 Planning and Managing Construction

The Client will appoint in writing if required (where there will be use of sub- contracted labour). The Principal Contractor will be expected to plan, implement, coordinate and manage the construction process.

The Client recognises that it has a legal duty of care towards protecting the health and safety of the staff, construction staff and visitors to the site whilst the construction work is undertaken.

The Client's objectives are to:

1. complete this project with due regard to the welfare of all individuals and without putting at significant risk their health and safety; and
2. ensure that everyone directly involved with the project, and that of others who may be affected by the work are not put at risk.

The Client and Principal Designer have assigned the following safety goals for the project. The Principal Contractor must report these safety goals at all progress meetings.

- Zero reportable incidents/accidents.
- Contractor/Workers inductions completed within 2 hours of arrival on site.
- Documented periodic site safety inspections (every 3 - 4 weeks) undertaken by a competent person.
- Weekly review and update of the construction phase plan.
- Information for the Health and Safety File is gathered from the Contractor(s) and passed to the Principal Designer.

The Principal Contractor is expected to set a high standard of safe working on the site under their control. All Contractors and Workers must be informed of the safe working systems and of the site rules during the induction procedure.

Appropriate personal protective equipment must be provided and worn as directed by the Principal Contractor at all times. All plant; equipment, tools and materials must be suitable for the works. The Principal Contractor is to check with all Contractors and Workers that plant, tools, equipment has been maintained and is suitable for the works.

The construction phase plan initialised at the commencement of the project will continue to be developed and extended as the project develops and will become the specific document setting out the arrangements for securing the health and safety of those carrying out the works and those who may be affected by it.

2.2 Communication

Good communications between Client, Designer, Project Manager, Principal Contractor and Principal Designer are vital for the effective management of all projects. It is especially important when working in an occupied building.

Tarlochan Purba in his roles as Project Manager and Principal Designer will be maintaining day to day communication with the Client department. The Project Manager's role is a key link between the Principal Contractor and Client department. The need for each party to understand each other's issues and priorities is essential.

The Client retains responsibility for all areas not allocated to the contractor or in joint use. The Principal Contractor will be totally responsible for all Health and Safety matters within the work areas in their possession. The successful contractor is to provide and maintain safe security fencing, hoarding, temporary protections, etc. to safely cordon off the working areas.

The Principal Designer will have regular contact with the contractor during the construction phase.

Communication between the Client / Designer / Project Manager / Principal Designer / Principal Contractor will be in the form of regular site meetings / site attendance, emails and telephone. It is expected that daily communications will be ongoing throughout for the duration of the works.

2.3 Timing and Sequence of Appointments

The Client has appointed the Principal Designer in accordance with Regulation 5(1) of the CDM Regulations 2015.

The Client will appoint the Principal Contractor in writing in accordance with Regulation 5(1) of the CDM Regulations 2015 where required (Subcontracted labour scenario). The appointment will be forthcoming once the Client has agreed to proceed with the works following the evaluation of the priced quotations.

3 PRINCIPAL CONTRACTORS DUTIES

3.1 Contractors Duties

The Principal Contractor is to note the requirements set out in regulation 16 of the Construction (Design and Management) Regulations 2015: Requirements on and powers of Principal Contractor.

The Principal Contractor is to be fully aware at all times of their responsibilities under the regulations and must implement the requirement of the regulations in full.

The Principal Contractor must comply with all relevant statutory requirements and all guides, codes of practice and publications on health and safety published by the Health and Safety Executive.

Outlined below is a summary of the contractor's key duties:

- Develop, implement and maintain the Construction Phase Health and Safety Plan.
- Arrange for competent and adequately resourced contractors to carry out the work where it is sub-contracted.
- Ensure the co-ordination and co-operation of all contractors.
- Obtain from contractors the main findings of their risk assessments and details of how they intend to carry out any high-risk operations.
- Ensure that all contractors have information about risks on site.
- Ensure that operatives on site have been given adequate training.
- Ensure that contractors and all operatives comply with any site rules which may have been set out in the health and safety plan, or which subsequently may be required as the health and safety plan develops.
- Monitor health and safety performance.
- Ensure that all operatives are properly consulted and informed on Health and Safety matters.
- Make sure only authorised persons are allowed on to the site.
- Display the notification of the project (if applicable) to the Health and Safety Executive (this is available from the Principal Designer on request).
- Pass information to the Principal Designer for the health and safety file.

The health and safety plan for the construction phase is to be developed by the Principal Contractor. It is the foundation upon which the health and safety management of the construction phase needs to be based.

The Principal Contractor is to develop the health and safety plan so that it:

- a) incorporates the approach to be adopted for managing health and safety by everyone involved in the construction phase.
- b) includes any assessments prepared by contractors under the Management of Health and Safety at Work Regulations 1992 (See CDM regulation 19(1)(b)) and other legislation.
- c) incorporates the common arrangements (including emergency procedures and welfare); these may be imposed by the Client or developed by the Principal Contractor.
- d) includes arrangements for fulfilling the principal contractor's duties specified under the CDM regulations (2015).

- e) includes reasonable arrangements for monitoring compliance with health and safety law.
- f) includes, where appropriate, rules for the management of the work for health and safety; and
- g) can be modified as work proceeds according to experience and information received from the contractors (CDM regulation 19 (1) (b) and (e)).

The Construction Phase Health and Safety Plan should be developed as far as possible **before** the construction work starts, particularly the procedures and arrangements which are applicable to the generality of the construction phase and early work packages.

The health and safety plan **must** be kept under review and modified to anticipate or reflect changing circumstances and the standards achieved as the construction work progresses.

The Principal Contractor is to promptly provide the Principal Designer with any information which:

- a) is in the possession of the Principal Contractor or which could be obtained by making reasonable enquiries of a contractor (sub-contractor), and
- b) it is reasonable to believe Principal Designer would include in the health and safety file in order to comply with the requirements of CDM regulation 14.

3.2 Welfare Arrangements

The Principal Contractor must provide his own welfare facilities i.e. rest area, office etc which are to be located in the site compound as shown withing Appendix E. The welfare facilities shall comply with Schedule 2 of the CDM Regulations 2015.

The Principal Contractor will be permitted to the offices WC facilities and, therefore, the site welfare set u will not be expected to include for toilets or toilet waste connections, the contractor must leave all facilities in a clean and tidy (or as found).

The Client will provide free of charge to the Principal Contractor the use of an electrical small power supply. Additionally, the Client will provide free of charge to the Principal Contractor the use of water if / where required.

3.3 Site Security

The Principal Contractor is to ensure security of the building is to be maintained at all times.

The Principal Contractor is to ensure all Workers and sub-contractor's wear clear, visible identification at all times when on site. Workers are encouraged to wear corporate clothing (i.e. with the company name/logo printed on them).

The Principal Contractor is required to have a signing in/out register for those working and visiting the Principal Contractor's site. The Contractor must take reasonable measures to ensure that no unauthorised persons have access to work areas. Only people who are explicitly authorised by the Principal Contractor should be allowed access to the work areas. Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training.

The Contractor will be responsible for the security of their materials/tools on site

3.4 DBS / CRB Checks

The Client requires that **all** contractors, sub-contractors, workers and the Principal Contractor's office staff who need to visit site (e.g. Contracts Manager, QS, etc) must be standard DBS checked.

The Principal Contractor is to provide the client with DBS numbers along with proof of ID prior to the works starting when requested.

3.5 Working Hours

Due to the nature of the works, the working hours / programming of the works will need to be discussed and agreed with the Project Manager. It is considered that approximately 50% of out of hours working will be required.

The sequence of works and timings are the Contractor's responsibility to programme.

3.6 Permits to Work

The Client does not operate a permit to work system at the relevant sites, however, in the absence of adequate control from the Client, it will be the Principal Contractor's responsibility to establish a safe system of work using permit to work systems which can be readily understood and operated by the Project Manager.

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a 'Method Statement'. The permit-to-work requires declarations from the people authorising the work and carrying out the work.

Where necessary it requires a declaration from those involved in shift handover procedures or extensions to the work. Finally, before equipment or machinery is put back into service, it will require a declaration from the permit originator that it is ready for normal use.

3.7 Fire Precautions and Emergency Procedures

All workers and contractors are required to adhere to the Principal Contractor's requirements for Fire and Emergency Evacuation Procedures. All workers, site visitors, centre designated staff and contractors will be inducted by the Principal Contractor on arrival onto site.

The Contractor is to provide a klaxon or alarm bell on site for the duration of the works. The site will evacuate if the fire alarm sounds. Should anything happen on the site, the Contractor's site supervisor or a designated person shall activate the nearest klaxon or alarm bell and call the emergency services. Maintain full access to the fire exit routes of the building. Keep all fire escape routes and exits clear. Do not store combustible materials or locate skips where they could endanger life or property.

The following information must be communicated down to the workforce on the project and displayed on the fire and emergency plan:

- All Contractors, Workers and site visitors must sign in and out daily in the Principal Contractor's own site register located in the site office. The site register is to be managed by the Principal Contractor's site supervisor or his representative. Upon hearing the alarm, the site supervisor is to take the site register book with him to the muster point.
- The muster point for all Contractors and Workers is to be notified to the Principal Contractor at the prestart meeting. The position of the muster point is to be displayed in the site office and rest area.

The Contractor must provide adequate first aid facilities and sufficient numbers of first aiders based on an assessment of the risk of injury and ill health on site. The site supervisor must be a trained First Aider.

Develop emergency procedures before construction works starts and to cover other emergencies such as the discovery of asbestos. The Contractor shall display all developed emergency procedures in the site office and rest area. All Contractors and Workers must be kept informed at all times of any changes to the emergency procedures.

Burning on site is not permitted.

3.8 Smoking

In accordance with the Smoke-free (Premise and Enforcement) Regulations 2006, smoking is not permitted in the working areas or site accommodation at any time.

Do not smoke where this can be seen by the general public. Make arrangements for those persons who do smoke, to do so within designated smoking areas or beyond the site boundaries.

Do not drop cigarette ends on the pavement. The Contractor is to provide a bin for smokers to discard of their cigarette ends.

3.9 Parking

The client will not be providing free parking during the works, the contractor must, therefore, arrange for parking at their own cost.

3.10 Occupied Buildings

The buildings will be occupied / in use for the duration of the works

3.11 Site Rules

Site specific rules that the Client has imposed on the Principal Contractor are no smoking, no bare bodies or foul language, and, **all** Contractors, Workers and site visitors must sign in/out of the site register located in the Principal Contractor's site office.

The Client recognises that there will be a certain amount of noise in carrying out the works. Similarly, the Control of Noise at Work Regulations 2005 (the Noise Regulations) places legal duties on the Contractor to ensure that workers and subcontractors are protected from noise.

Noise shall be subject to the following requirements:

Total Noise Levels at Control Stations				
Period	Hours	Noise Leq Measured at Control Station	Period of Hours which Leq is Application	Maximum sound level measured at control station
Monday – Fridays	07.00-18.00	70 dB	12	85 dB
Saturdays	07.00-18.00	70 dB	6	85 dB
Sundays	07.00-18.00	65 dB	6	75 dB
All unattended Plant Outside Normal Working Hours	By prior arrangement only	60 dB	6	75 B

The Principal Contractor is required to formulate his own site rules which must be displayed on site in the rest area and site office. A copy of the site rules must be enclosed within the Construction Phase Plan.

3.12 Health and Safety File

It is the Principal Designer's responsibility to prepare the Health and Safety File, however, assistance is sought from the Principal Contractor. The Principal Contractor is required to collect all information, which is beneficial to those who will be involved in the future maintenance of the property- this will include;

- Contractor details,
- Any hazards associated with the materials used (e.g. hazardous substances, lead paint, special coatings which should not be burnt off, etc),
- Details of products used and manufacturers details for fire doors and door closers
- Cleaning and maintenance instructions.
- Obtain and retain copies of guarantees and warranties, register with the manufacturer's and hand over to the Employer.

The Client has requested that the Health and Safety information is delivered electronically.

3.13 Format

The information for the Health and Safety File shall be presented in a White A4 four ring binders with transparent pockets on the front and spine for the inclusion of heading sheets. Each volume should be indexed and divided, and an overall index should be provided to cover all volumes. **This will be provided by the Principal Contractor to the Principal Designer for checking and completion.**

Drawings should be provided in clear plastic pockets bound into the document and each binder should include a heading page indexed by volume number from volume number two consecutively onwards. Volume one will be used for the Health and Safety File master document, which will be completed by the Principal Designer. Each volume should include, preferably at the front, a section summarising all the residual risks in that volume relevant to cleaning, future works, maintenance, dismantling or demolition. Additionally, the contractor shall supply all information electronically.

3.14 Contents

The content of the file will be specific to the project as will the information provided. The typical contents for a project of this nature shall be set out as follows:

Contractors Requirements

- Items relevant to the Health and Safety of those who may maintain, clean, demolish or carry out any future alterations after completion of the project.
- Maintenance instructions and guidance produced by specialist contractors and suppliers.
- Specialist sub-contractors 'Record' or 'As Built' drawings if they were required to 'Design' their work or components.
- Statement confirming if or if not hazardous materials / waste were discovered during the course of the works. Safe disposal certificates are required.

Principal Designers Requirements

- Brief description of the work and the reason why the works were carried out.
- Local Authority Approvals.
- 'As Built' drawings, show variations to the construction drawings, description of materials used and indication of their location, finishes and their locations including colours etc.

3.15 Information not required

- Builders merchant receipts.
- COSHH information for cement, white spirit, silicone mastic, or any other general construction material.
- Operating and Maintenance Manuals. These are to be forwarded to the Principal Designer for checking and forwarding to the Client department.
- CITB certificates for employees training.
- Manufacturers technical literature.
- Pre-Tender Health and Safety Plan.

3.16 Delivery Information

The information required from the Principal Contractor shall be delivered to the Clients premises for the attention of the appointed Principal Designer.

4 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 HEALTH HAZARDS

4.1.1 Asbestos

A full Asbestos management plan will be made available where required to the successful contractor.

If any material is suspected to contain asbestos, the Principal Contractor is to make immediate contact with the Project Manager / Principal Designer who will attend site to advise further.

Where the presence of further asbestos is suspected or possible, the Principal Contractor must report back to the Client and secure the area if possible. Even when intrusive surveys have been carried out it is not possible to state categorically that there is no asbestos within a building. Always be vigilant. Take special care when opening up to trace or run services. Where the presence of asbestos is suspected or possible, the Principal Contractor must report back to the Client and Principal Designer and secure the area if possible. Even when intrusive surveys have been carried out it is not possible to state categorically that there is no asbestos within a building. Always be vigilant. Take special care when opening up.

4.1.2 storage of Hazardous Materials

The Client is not aware of any stored hazardous materials in the site/working areas other than normal day to day cleaning chemicals.

The Principal Contractor should not come into contact with such materials. If a material is suspected to be hazardous, the Principal Contractor is to make immediate contact with the Principal Designer / Project Manager who will attend site to advise further.

4.1.3 Contaminated Ground

The buildings / sites are not known to have been constructed on contaminated ground.

4.2 SAFETY HAZARDS

4.2.1 Existing Services

Electric, gas, data and water services within the site will remain live during the works.

The contractor is to arrange for their own electrical contractor to ensure that services are isolated when these fall within the working area and that this must be with the minimum of downtime to circuits that are shared with non-project works areas

4.3 OTHER HAZARDS

4.3.1 Boundaries and Access to Site

The entry and exit point for construction related traffic will be discussed at the pre start meeting.

The site speed limit on the site is restricted to 5MPH whilst the local roads speed limit is restricted to 30MPH.

The Principal Contractor is to ensure security of the building is to be maintained at all times.

4.3.2 Adjacent Land Uses

The site is located within Milton Keynes City Centre and in an area of mixed residential and commercial property / retail

4.3.3 Restrictions on Deliveries, Waste Collections or Storage

The works and car parking must take account of access by the emergency services.

The Principal Contractor shall provide a site plan showing where and how it is intended to accept deliveries of materials / plant / equipment for each stage of the works. Additionally, the Principal Contractor will detail the routes that the materials will be moved around the perimeter of the building to their point of use. This drawing must be included in his Construction Phase Health and Safety Plan.

All materials etc. shall be carefully stored prior to use in an area that can be maintained secure outside of working hours.

All large contractor deliveries and any operations involving the reversing of vehicles must be supervised by a trained signaller/banksman. Deliveries shall be timed and pre-arranged where possible. Lorries shall be walked into the site.

The Principal Contractor must ensure that all operatives and delivery drivers are informed of these restrictions before arrival on site. Prohibit deliveries during the construction works peak times but recognise that some vehicles will arrive in restricted periods. Decide on the best way of dealing with them in advance.

4.3.4 Traffic and Vehicle Movements

The use of large HGV's to deliver materials and collect waste should be avoided. The surrounding estate roads are restricted to 30MPH speed limit.

The Principal Contractor shall be responsible for providing a satisfactory Traffic Management Plan which shall be included in the Construction Phase Health and Safety Plan. Pedestrian and vehicular access routes exist on and around the site. Where possible these should be separated by a physical barrier. The entry and exit point for construction related traffic is via the main gates and onto the Centre's car parking area. The site speed limit is 5MPH whilst the local estate roads speed limit is restricted to 30MPH.

The Principal Contractor shall ensure that all construction vehicles have an unobstructed safe access/egress to and from the site, together with good all-round visibility. The Principal Contractor shall ensure that the site operatives, site visitors and the general public are adequately protected from being struck by moving vehicles.

The principal contractor will be responsible for ensuring compliance with all Local Authority / Department of Transport Requirements.

4.3.5 Health Risks Arising from Client's Activities

We have not been made aware of any health risks arising from client's activities.

5 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.1 Suggested Work Methods, Sequences, etc.

The sequence of works is the Contractor's responsibility. The Contractor will be expected to produce and issue a construction programme prior to the commencement of the works.

5.2 Arrangements for Coordinating Ongoing Designs

Where necessary the Principal Contractor will liaise with the design team regularly to keep abreast of ongoing design work. Construction and design team meetings will be held at regular intervals throughout the duration of the project. The Designer / Principal Designer will co-ordinate all design work and will notify the Principal Contractor who will review the Construction Phase Health and Safety Plan and implement changes as required. The Client must be kept informed of all design changes as the changes may have an impact on the structure, site or management/running of the Centre.

5.3 Significant Risks Identified During the Design

The Contractor shall provide detailed proposals in his Construction Phase Health & Safety Plan of his methods for dealing with: -

- Movement of Vehicles – in and accessing / leaving the site
- Plant / machinery / power tools
- Managing deliveries
- Managing Sub-contractors
- Demolition / dismantling (brick, block and plasterboard partitions up to 4.00m in height
- Slips, trips and falls,
- Site Security
- Working upon / within occupied premises,
- Manual Handling
- Working at height – partition wall, suspended ceiling and ceiling void services removal
- Working at height – fire stopping works
- Lifting Operations – new British Gypsum *shaftwall* partition system
- Noise
- Dust
- Glassfibre Insulation
- Protection of tradespersons, employer's staff and the public whilst works are ongoing.

Designers risk assessments are available in full within Appendix D of this document.

5.4 Hot Works

Hot Works are not accepted on Milton Keynes Council's sites without full method statements being prepared in advance and the issue of a hot works permit by the Project Manager

Hot works are not expected to form part of these works.

6 METHOD STATEMENTS

6.1 METHOD STATEMENTS

General Guide to Contents

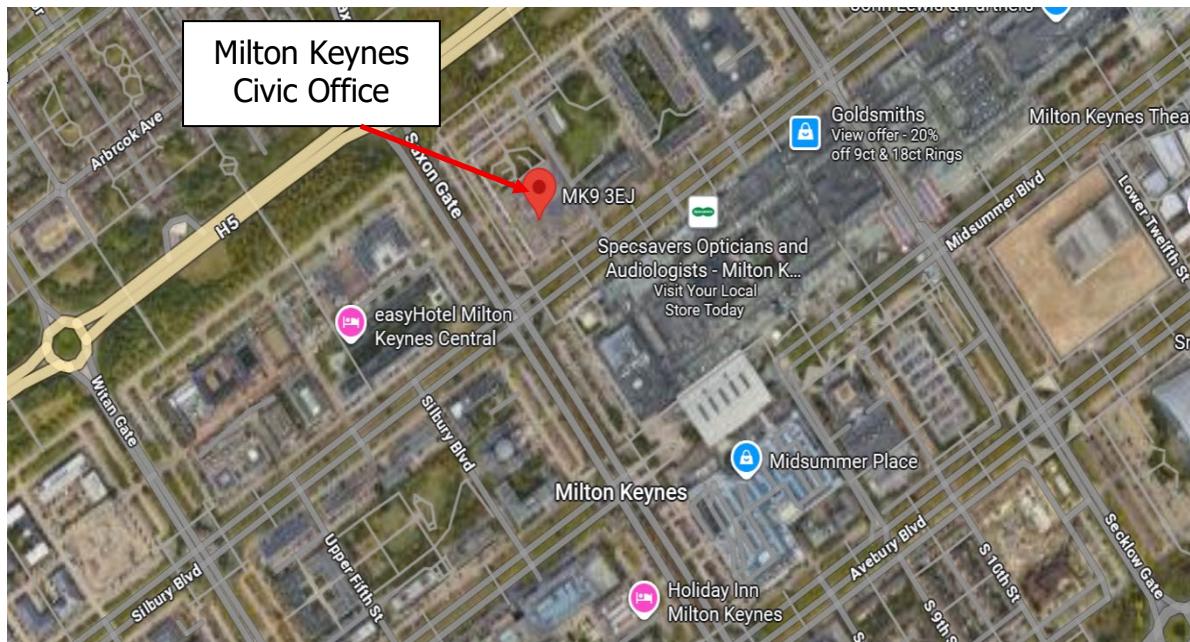
(For Asbestos work, see The Control and Management of Asbestos Regulations 2012 and the associated Approved Codes of Practice)

Method Statements should include the following information:

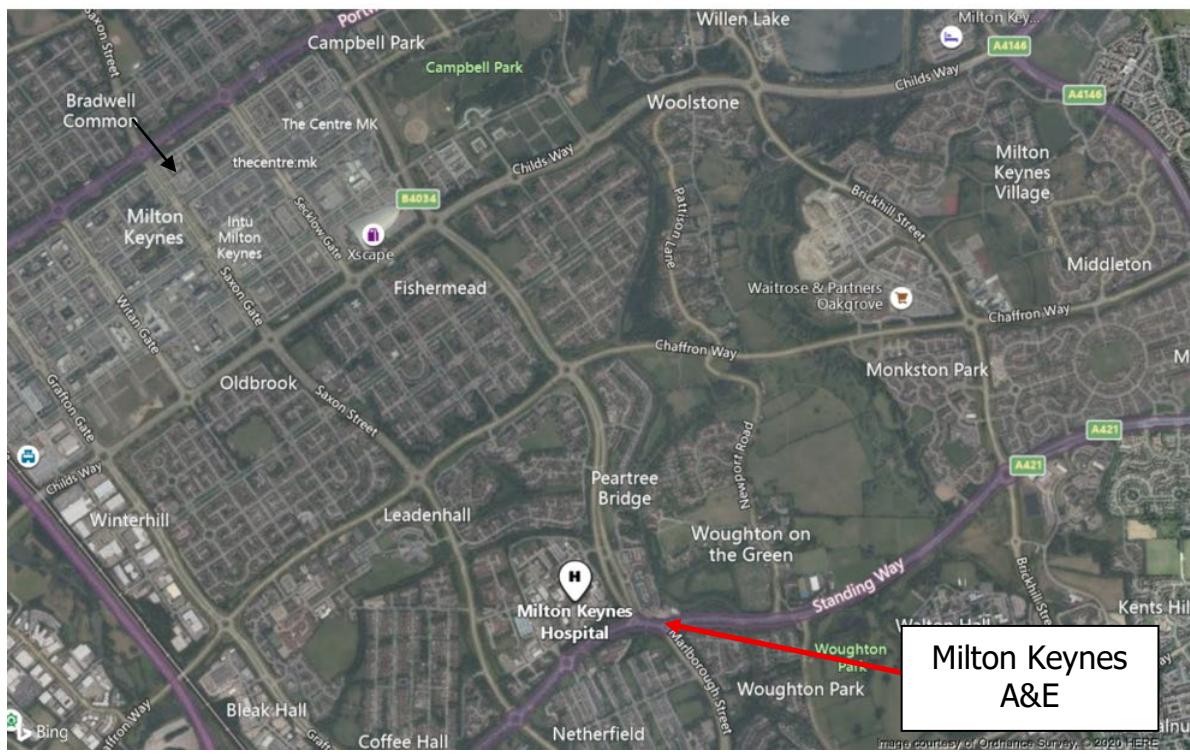
1. The item of work.
2. The location, including access and site boundary.
3. Duration of the works, including key stages.
4. Safety arrangements required.
5. Personnel involved – numbers, skills, training and PPE requirements.
6. Briefing arrangements for site personnel affected by the Method Statement.
7. Resources to be used (plant and machinery).
8. Detail of how the work will be carried out, including drawings and/or explanation, and necessary scaffolding/ladders and arrangements for erection and dismantling temporary works.
9. Detail of temporary works required.
10. Risks identified with proposed method of control.
11. Emergency arrangements – fire, injury etc.

APPENDIX A

LOCATION PLANS



PROJECT SITE - LOCATION PLAN



MILTON KEYNES HOSPITAL – A&E – LOCATION PLAN

APPENDIX B

ASBESTOS IN COUNCIL BUILDINGS

1. THE COUNCILS POLICY

In recognising its duties under the Health & Safety at Work, etc. Act 1974 and the Control of Asbestos at Work Regulations 2012, Milton Keynes Council will: -

- Identify all those premises for which it is the duty holder under the Control of Asbestos at Work Regulations and in those premises.
- Ensure management surveys (for definition see section 2 of this document) for asbestos containing materials (ACM's) have been undertaken.
- Ensure an annual inspection is made of any ACM's.
- Ensure that the asbestos survey information is provided to anyone who may disturb identified ACM's
- Before any work which disturbs the fabric of the building in areas where the management survey was not intrusive, ensure a Refurbishment and Demolition survey (for definition see section 2 of this document) is undertaken.
- Take action to maintain any ACMs at or below the overall risk level stated in the asbestos survey.
- Ensure staff with responsibility for ACM's are appropriately trained.
- Maintain central records of ACM's of those sites where it is the duty holder.

2. DEFINITIONS

- ACM's – Asbestos Containing Materials.
- HSE – Health and Safety Executive.
- CHST – Corporate Health & Safety Team.

Duty Holder - The person or organisation that has the main responsibility for maintenance or repair of non-domestic premises and common parts of domestic premises. The duty holder may be the owner or, where there is an explicit agreement, such as a tenancy agreement or contract, the duty holder may be the occupier or the landlord, sub-lessor or managing agent. It may also be the tenant. Where there is a tenancy agreement or contract, the extent of the duty will depend on the nature of that agreement. In some circumstances, the duty to manage may be shared.

If so, the duty holders should co-operate to make sure that the risk from asbestos is managed appropriately.

Management Surveys – Are carried out to locate as far as reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Refurbishment and demolition surveys – are carried out prior to any refurbishment or demolition work being undertaken. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM's in the area to be refurbished or the whole building if it's to be demolished. The survey will be fully intrusive and involves destructive inspections, as necessary, to gain access to all areas, including those that may be difficult to reach.

For further information on "Management and Refurbishment / Demolition surveys see the HSE document titled "Asbestos The Survey Guide"

3. INTRODUCTION

Asbestos was widely used in the past by the construction industry. Products such as cement sheets, roof panels, ceiling tiles, ceiling coatings and PVC floor tiles may all contain asbestos. It is likely that any building erected before 1995 will have at least some ACM's.

There are not expected to be ACM's present in buildings constructed after 2000.

The mere presence of asbestos in a building is not a health risk. It will only become a risk to health if asbestos fibres are released into the air and inhaled.

4. LEGISLATION

There is a long history of legislation concerning asbestos in the UK. The current legislation is the "Control of Asbestos Regulations 2012". These regulations require identification of any ACM's, and plans to control any risks associated with the ACM's.

5. POLICY IMPLEMENTATION

Actions by Corporate Health & Safety Team

Asbestos surveys have previously been undertaken by MKC. The results of these surveys are held electronically by the Corporate Health & Safety Team ("CHST"). These surveys were conducted prior to publication of "Asbestos: The Survey Guide" in 2010. However, they can be considered to be "Management Surveys" as described in that document.

During the operating year 2010/11 CHST completed visits to those properties not part of the housing portfolio or the corporate property account. Revised asbestos survey logs were issued to local management following each visit.

CHST will monitor progress with annual inspections of ACMs using the "Managers Health and Safety Checklist" or the "Statutory Premises Checklist for Schools."

These checks do not apply to property in the Housing Revenue Account or commercially leased properties. (See 6.1 below.)

CHST will maintain a master record of sites with ACMs not covered by the Housing Revenue Account or the Corporate Properties Account.

CHST can assist with training of staff who are to undertake annual inspections of ACM's.

NOTE. The asbestos surveys include an algorithm which is used to describe the overall risk from any asbestos.

6. ACTIONS BY SERVICE GROUP

Public Access Service Group Corporate Property Account

MKC may have duties in properties within the Corporate Property Account. Our duties will depend on the nature of the lease. The duty holder is defined in Regulation 4 of the Control of Asbestos at Work Regulations.

This service group will ensure they meet any asbestos duties we hold in relation to premises in this account.

This service group will maintain a master record of ACMs in those properties in the Corporate Property Account.

Community Wellbeing (with respect to housing portfolio)

This service group will ensure that Management Surveys for asbestos are conducted in all common areas of the housing stock. This includes lobbies, hallways, lifts, plant rooms, garage blocks etc.

Following such surveys management plans to control any risks identified in the management surveys will be prepared and implemented. The service group will arrange annual inspections of ACM's in common areas.

The Control of Asbestos at Work Regulations do not apply to domestic premises. However, they will apply to any work undertaken in those premises.

The service group will, before allowing work to commence in our housing stock, arrange for any asbestos present to be identified and appropriate information to be passed to any contractor.

MKC may have duties in properties within the HRA account which are not domestic premises or common areas (e.g. shops etc.) Our duties will depend on the nature of the lease. The duty holder is defined in Regulation 4 of the Control of Asbestos at Work Regulations.

<http://www.hse.gov.uk/pubns/books/l143.htm>

This service group will maintain a master record of ACMs in those properties in the Housing Revenue Account.

Service Group Duties (Except Housing Portfolio)

Service groups will liaise with CHST to confirm that any of their service group sites for which MKC is the duty holder have asbestos management surveys and any necessary action is complete. (Note that in Academy, Foundation and Voluntary Aided schools the school governing body is the duty holder not MKC.)

Service group will make arrangements from April 2011 for annual inspections of ACM's in premises. Further details of annual inspections are given below.

These inspections form part of the work plan for managers as laid out in the Health and Safety manual

[http://staffintranet/home/health-safety/corporate- health-safety-manual](http://staffintranet/home/health-safety/corporate-health-safety-manual)

Service groups via local managers or client officers will advise CHST of any asbestos removal so that the central records can be updated.

Service groups via local managers or client officers will before allowing any work which disturbs the fabric of the building in areas where the management survey was not intrusive ensure that a "Refurbishment and Demolition Survey" is undertaken.

Service groups via local managers or client officers will ensure any relevant asbestos information is made available and relevant precautions taken before any work commences which may disturb that asbestos.

NOTE TO CLIENT OFFICERS

Some Asbestos can only be undertaken by a licensed contractor. Other work while it may not require a licensed contractor may still require notification to the HSE. The flow-chart at appendix 1 illustrates this. If there is any doubt about which category work falls into CHST should be consulted. Full details are provided at the link below.

<http://www.hse.gov.uk/pubns/guidance/a0.pdf> <http://www.hse.gov.uk/pubns/books/l143.htm>

7. ANNUAL INSPECTIONS

An annual inspection of ACM's is not the same as a survey. It does not require a qualified surveyor or the taking of samples.

The inspection will require a visual check of all ACM's identified in the survey log. The current surveys include a layout drawing showing the location of any asbestos and a description.

The inspection will confirm that any ACM's are still as described in the survey and have not become damaged or deteriorated.

Example:

The survey may describe ceiling tiles as containing asbestos and being in good condition. The inspection would check the ceiling tiles are still in good condition and undamaged.

The survey may report "low risk" asbestos gaskets in a boiler. If the boiler has not been disturbed, then the asbestos will still be low risk. (The information on asbestos should of course be made available before anyone does work liable to disturb the ACM's.)

There is currently a standing training course entitled "Asbestos Awareness and Management"; staff who have attended this course will be more than competent to undertake annual inspections.

The results of any inspection must be recorded. A simple name, date and signature will suffice if the asbestos is still as described in the survey.

If damage or deterioration has occurred (e.g. breakage of external asbestos cement sheet) then this will need to be noted and the relevant management notified for action.

8. EMERGENCY ARRANGEMENTS

In the case of accidental release of asbestos fibres (as a result of careless remedial work, vandalism, fire or any other unforeseen event), the following actions must be carried out:

- The incident **must be reported to the CHST**.
- All work must cease, and the potentially contaminated area must be locked or otherwise sealed off.

9. REFERENCES

The duty holder for controlling risk from asbestos is defined in Regulation 4 of the Control of Asbestos Regulations 2012. If there is any doubt as to who the duty holder is the Corporate Health and Safety Team should be contacted for advice.

10. FURTHER INFORMATION

The following documents may also be useful.

- L143 The Control of Asbestos at Work regulations 2012
- HSG 264 Asbestos the survey guide.
- INDG 227 Managing Asbestos in buildings

The above documents can be downloaded from the HSE website. The web address is: www.hse.gov.uk

For information about the duty to manage asbestos, see HSE's asbestos web pages at
www.hse.gov.uk/asbestos/index.htm

For information about working with asbestos see www.hse.gov.uk/asbestos/essentials/index.htm

Disposal of Asbestos Containing Materials

The person responsible for any work involving the removal of asbestos, should also ensure the asbestos is disposed of in a controlled manner.

The asbestos must be accompanied with a Hazardous Waste Consignment note. This needs to be completed in full.

Note it is a three-page document and each page needs to be on a separate piece of paper.

To ensure this they should ensure the contractor undertaking the work is authorised to carry the waste. The carrier could produce a current Waste Carriers licence, or the manager could check Public Registers on the Environment Agency Website.

If a significant quantity of asbestos containing materials is being produced, over 500Kgs, then the premises the waste is being generated from also needs to be notified to the Environment Agency and a premises code allocated.

The Standard Industry Classification, European Waste Catalogue and Hazard Codes are available from the Health and Safety Team.

The producer needs to ensure carriers and consignors parts of the form are completed before the materials are taken from the premises, unless there are multiple loads.

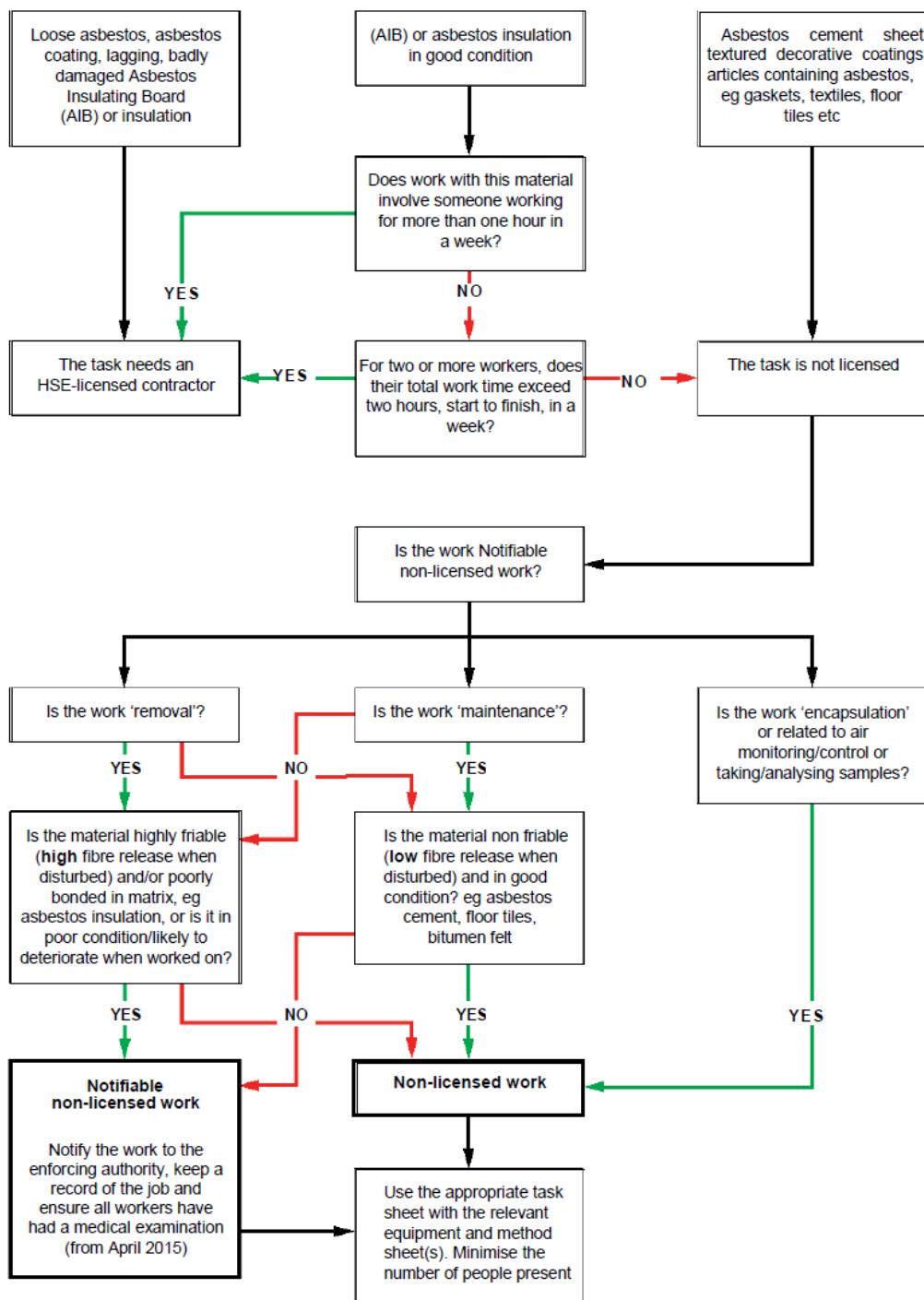
Asbestos should be double bagged, and the openings taped to ensure the fibres are contained. Any PPE used during the removal of the asbestos should also be double bagged and treated as contaminated.

A copy of the transfer note signed, dated and timed by the carrier should be retained by the producer and held as a record for three years.

The Corporate Health and Safety Team should be informed to enable them to update the asbestos log for the premise.

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work:





Asbestos Refurbishment/Demolition Survey for
eBrit Services Ltd
at
Milton Keynes Civic Offices
One Saxon Gate
Milton Keynes
Buckinghamshire
MK9 3EJ



atac



0369

The contents of this report has been examined for accuracy and is authorised by:

Print Name: Paul Couzens Signature: Couzens Date: 07/11/2016

Project Number: 20161017-PC01-REFURB

Printed: 10/11/2016 By: AC&MS Ltd (Asbestos Consultancy & Management Services). Using Multibase software.



AC&MS Ltd (Asbestos Consultancy & Management Services)

Names and Addresses

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SS8 0QY

Contact: Ashley Robinson
Phone: 01268 685886 Fax:

Instructing Party:

eBrit Services Ltd
Enterprise House
Kings Road
Canvey Island
Essex
SS8 0QY

Contact: Ashley Robinson
Phone: 01268 685886 Fax:

Site Full Name:

Milton Keynes Civic Offices
One Saxon Gate
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MK9 3EJ

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Surveyor (s)
Paul Couzens

AC&MS Ltd (Asbestos Consultancy & Management Services)	Project Number:	20161017-PC01-REFURE
	Survey Date:	17 October 2016
	Printed On:	10 November 2016
	Page:	Page 1 of 1

TABLE OF CONTENTS

SECTION 1	Executive Summary
SECTION 2	Survey Techniques
SECTION 3	Survey Objectives
SECTION 4	Survey Recommendations
SECTION 5	Assessment Matrix
SECTION 6	Survey Caveat
SECTION 7	Survey Notes
SECTION 8	Excluded Areas
SECTION 9	Asbestos Register
SECTION 10	Drawing Information
SECTION 11	Survey Drawings
SECTION 12	Schedule Building Materials (Non-Asbestos)
SECTION 13	Material Assessment (Photo)
SECTION 14	Bulk Identification Report

SECTION ONE

EXECUTIVE SUMMARY

AC&MS Ltd (Asbestos Consultancy & Management Services)

Executive Summary

General Information:

AC&MS Ltd (Asbestos Consultancy & Management Services) were instructed by eBrit Services Ltd to undertake a Asbestos Refurbishment/Demolition Survey to identify asbestos containing materials at the following site.

Milton Keynes Civic Offices

This survey was carried out by Paul Couzens & Andy Robson on the 17th - 25th October 2016.

See below for full list of areas inspected

Asbestos Key:- Licenced Asbestos Material Non-Licenced Asbestos No Asbestos

Area	Accessed	Comments	Asbestos
Second Floor			
External Upper Roof	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
External Lower Roof	Yes	No Asbestos Detected in this room/area.	No
Second Floor Mezzanine			
Vent Room 1	Yes	No Asbestos Detected in this room/area.	No
Vent Room 2	Yes	No Asbestos Detected in this room/area.	No
Vent Room 3	Yes	No Asbestos Detected in this room/area.	No
Vent Room 4	Yes	No Asbestos Detected in this room/area.	No
Plant Room	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Second Floor			
Vent Room 1	Yes	No Asbestos Detected in this room/area.	No
Vent Room 2	Yes	No Asbestos Detected in this room/area.	No
Vent Room 3	Yes	No Asbestos Detected in this room/area.	No
Vent Room 4	Yes	No Asbestos Detected in this room/area.	No
Vent Room 5	Yes	No Asbestos Detected in this room/area.	No
Vent Room 6	Yes	No Asbestos Detected in this room/area.	No
Vent Room 7	Yes	No Asbestos Detected in this room/area.	No
Plant Room	Yes	No Asbestos Detected in this room/area.	No
Lift Lobby 1	Yes	No Asbestos Detected in this room/area.	No
Office 1	Yes	No Asbestos Detected in this room/area.	No
Storage Area 1	Yes	No Asbestos Detected in this room/area.	No
Office 2	Yes	No Asbestos Detected in this room/area.	No
Office 3	Yes	No Asbestos Detected in this room/area.	No
Office 4	Yes	No Asbestos Detected in this room/area.	No
Office 5	Yes	No Asbestos Detected in this room/area.	No
Storage Area 2	Yes	No Asbestos Detected in this room/area.	No
Kitchen 1	Yes	No Asbestos Detected in this room/area.	No
Projector Room	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 1	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
		Survey Date:	17 October 2016
Site Address:	Milton Keynes Civic Offices. One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 1 of 7

Evidence Room	Yes	No Asbestos Detected in this room/area.	No
Store 1	Yes	No Asbestos Detected in this room/area.	No
Secure Room	Yes	No Asbestos Detected in this room/area.	No
Lobby 1	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Service Riser 1	Yes	No Asbestos Detected in this room/area.	No
Service Riser 3	Yes	No Asbestos Detected in this room/area.	No
Service Riser 2	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 2	Yes	No Asbestos Detected in this room/area.	No
Stairwell 1	Yes	No Asbestos Detected in this room/area.	No
The Bronte Suite	Yes	No Asbestos Detected in this room/area.	No
Lobby 2	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 2	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Meeting Room 3	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 4	Yes	No Asbestos Detected in this room/area.	No
Office 6	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Comms Room 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 5	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 6	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 7	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 8	Yes	No Asbestos Detected in this room/area.	No
Kitchen 2	Yes	No Asbestos Detected in this room/area.	No
Kitchen 3	Yes	No Asbestos Detected in this room/area.	No
Store 2	Yes	No Asbestos Detected in this room/area.	No
Lobby 3	Yes	No Asbestos Detected in this room/area.	No
Stairwell 2	Yes	No Asbestos Detected in this room/area.	No
Store 3	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 3	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 4	Yes	No Asbestos Detected in this room/area.	No
Service Riser 6	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 5	Yes	No Asbestos Detected in this room/area.	No
Store 4	Yes	No Asbestos Detected in this room/area.	No
Office 7	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 9	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 10	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 11	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 12	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 13	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
		Survey Date:	17 October 2016
Site Address:	Milton Keynes Civic Offices, One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 2 of 7

Meeting Room 14	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 15	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 16	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 17	Yes	No Asbestos Detected in this room/area.	No
Store 5	Yes	No Asbestos Detected in this room/area.	No
Fire Escape	Yes	No Asbestos Detected in this room/area.	No
Stairwell 3	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 4	Yes	No Asbestos Detected in this room/area.	No
Lobby 4	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 3	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 3	Yes	No Asbestos Detected in this room/area.	No
Service Riser 7	Yes	No Asbestos Detected in this room/area.	No
Service Riser 8	Yes	No Asbestos Detected in this room/area.	No
Service Riser 9	Yes	No Asbestos Detected in this room/area.	No
Office 8	Yes	No Asbestos Detected in this room/area.	No
Kitchen 4	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 13	Yes	No Asbestos Detected in this room/area.	No
Store 6	Yes	No Asbestos Detected in this room/area.	No
Lobby 5	Yes	No Asbestos Detected in this room/area.	No
Cupboard 1	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Cupboard 2	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Stairwell 4	Yes	No Asbestos Detected in this room/area.	No
Store 7	Yes	No Asbestos Detected in this room/area.	No

First Floor

Office 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room A	Yes	No Asbestos Detected in this room/area.	No
Meeting Room B	Yes	No Asbestos Detected in this room/area.	No
Disabled Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Store 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room C	Yes	No Asbestos Detected in this room/area.	No
Meeting Room D	Yes	No Asbestos Detected in this room/area.	No
Kitchen 1	Yes	No Asbestos Detected in this room/area.	No
Kitchen 2	Yes	No Asbestos Detected in this room/area.	No
Lobby 1	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 1	Yes	No Asbestos Detected in this room/area.	No
Stairwell	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Service Riser 1	Yes	No Asbestos Detected in this room/area.	No
Service Riser 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 3	Yes	No Asbestos Detected in this room/area.	No
Store 2	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
		Survey Date:	17 October 2016
Site Address:	Milton Keynes Civic Offices. One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 3 of 7

Office 2	Yes	No Asbestos Detected in this room/area.	No
Office 3	Yes	No Asbestos Detected in this room/area.	No
Meeting Room E	Yes	No Asbestos Detected in this room/area.	No
Meeting Room F	Yes	No Asbestos Detected in this room/area.	No
Meeting Room G	Yes	No Asbestos Detected in this room/area.	No
Meeting Room H	Yes	No Asbestos Detected in this room/area.	No
Meeting Room I	Yes	No Asbestos Detected in this room/area.	No
Meeting Room J	Yes	No Asbestos Detected in this room/area.	No
Meeting Room K	Yes	No Asbestos Detected in this room/area.	No
Meeting Room L	Yes	No Asbestos Detected in this room/area.	No
Balcony	Yes	No Asbestos Detected in this room/area.	No
Stairwell 2	Yes	No Asbestos Detected in this room/area.	No
Comms Room 1	Yes	No Asbestos Detected in this room/area.	No
Office 4	Yes	No Asbestos Detected in this room/area.	No
Registrars Office	Yes	No Asbestos Detected in this room/area.	No
Interview Room	Yes	No Asbestos Detected in this room/area.	No
Leader of the Council	Yes	No Asbestos Detected in this room/area.	No
Members Services	Yes	No Asbestos Detected in this room/area.	No
Mayor's Office	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 2	Yes	No Asbestos Detected in this room/area.	No
Lobby 2	Yes	No Asbestos Detected in this room/area.	No
Stairwell 3	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 4	Yes	No Asbestos Detected in this room/area.	No
Service Riser 5	Yes	No Asbestos Detected in this room/area.	No
Cleaners Cupboard 1	Yes	No Asbestos Detected in this room/area.	No
Circulation 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 1	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 2	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 3	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 4	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 5	Yes	No Asbestos Detected in this room/area.	No
Meeting Room 6	Yes	No Asbestos Detected in this room/area.	No
Circulation 2	Yes	No Asbestos Detected in this room/area.	No
Members Lounge	Yes	No Asbestos Detected in this room/area.	No
The Conservatory	Yes	No Asbestos Detected in this room/area.	No
Servery	Yes	No Asbestos Detected in this room/area.	No
Stairwell 4	Yes	No Asbestos Detected in this room/area.	No
Circulation 3	Yes	No Asbestos Detected in this room/area.	No
A.V Room	Yes	No Asbestos Detected in this room/area.	No
Kitchen 3	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
		Survey Date:	17 October 2016
Site Address:	Milton Keynes Civic Offices. One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 4 of 7

Kitchen Store	Yes	No Asbestos Detected in this room/area.	No
Cupboard 1	Yes	No Asbestos Detected in this room/area.	No
Showers	Yes	No Asbestos Detected in this room/area.	No
Disabled Shower	Yes	No Asbestos Detected in this room/area.	No
First Aid Room	Yes	No Asbestos Detected in this room/area.	No
Service Riser 6	Yes	No Asbestos Detected in this room/area.	No
Circulation 4	Yes	No Asbestos Detected in this room/area.	No
Store 4	Yes	No Asbestos Detected in this room/area.	No
Store 5	Yes	No Asbestos Detected in this room/area.	No
Store 6	Yes	No Asbestos Detected in this room/area.	No
Store 7	Yes	No Asbestos Detected in this room/area.	No
Quiet Room	Yes	No Asbestos Detected in this room/area.	No
Meeting Room M	Yes	No Asbestos Detected in this room/area.	No
Meeting Room N	Yes	No Asbestos Detected in this room/area.	No
Meeting Room O	Yes	No Asbestos Detected in this room/area.	No
Elections Office	Yes	No Asbestos Detected in this room/area.	No
Meeting Room P	Yes	No Asbestos Detected in this room/area.	No
Kitchen 4	Yes	No Asbestos Detected in this room/area.	No
Store 8	Yes	No Asbestos Detected in this room/area.	No
Office 5	Yes	No Asbestos Detected in this room/area.	No
Lobby 3	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 3	Yes	No Asbestos Detected in this room/area.	No
Service Riser 9	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 3	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 3	Yes	No Asbestos Detected in this room/area.	No
Service Riser 7	Yes	No Asbestos Detected in this room/area.	No
Service Riser 8	Yes	No Asbestos Detected in this room/area.	No
Stairwell 5	Yes	No Asbestos Detected in this room/area.	No
Meeting Room Q	Yes	No Asbestos Detected in this room/area.	No
Council Chamber	Yes	No Asbestos Detected in this room/area.	No
Chair Store	Yes	No Asbestos Detected in this room/area.	No
Lab	Yes	No Asbestos Detected in this room/area.	No
Ground Floor			
Reception	Yes	Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Lobby 1	Yes	No Asbestos Detected in this room/area.	No
Waiting Area	Yes	No Asbestos Detected in this room/area.	No
Security Office	Yes	No Asbestos Detected in this room/area.	No
Interview Room 1	Yes	No Asbestos Detected in this room/area.	No
Interview Room 2	Yes	No Asbestos Detected in this room/area.	No
Interview Room 3	Yes	No Asbestos Detected in this room/area.	No
Circulation 1	Yes	No Asbestos Detected in this room/area.	No
Office 1	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
Site Address:	Milton Keynes Civic Offices. One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Survey Date:	17 October 2016
Printed On:		Site Description:	10 November 2016
			Page 5 of 7

Meeting Room 1	Yes	No Asbestos Detected in this room/area.	No
Office 2	Yes	No Asbestos Detected in this room/area.	No
Office 3	Yes	No Asbestos Detected in this room/area.	No
Kitchen 1	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 1	Yes	No Asbestos Detected in this room/area.	No
Circulation 2	Yes	No Asbestos Detected in this room/area.	No
Stairwell 1	Yes	No Asbestos Detected in this room/area.	No
Stairwell 2	Yes	No Asbestos Detected in this room/area.	No
Lobby 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 1	Yes	No Asbestos Detected in this room/area.	No
Service Riser 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 3	Yes	No Asbestos Detected in this room/area.	NR
Female Toilet 1	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 2	Yes	No Asbestos Detected in this room/area.	No
Understairs Cupboard	Yes	No Asbestos Detected in this room/area.	No
Facilities 1	Yes	No Asbestos Detected in this room/area.	No
Facilities 2	Yes	No Asbestos Detected in this room/area.	No
Facilities Officer	Yes	No Asbestos Detected in this room/area.	No
Circulation 3	Yes	No Asbestos Detected in this room/area.	No
Printing Room	Yes	No Asbestos Detected in this room/area.	No
Circulation 4	Yes	No Asbestos Detected in this room/area.	No
Loading Bay	Yes	No Asbestos Detected in this room/area.	No
Caretakers	Yes	No Asbestos Detected in this room/area.	No
Workshop	Yes	No Asbestos Detected in this room/area.	No
Corridor 1	Yes	No Asbestos Detected in this room/area.	No
Cleaners Cupboard 1	Yes	No Asbestos Detected in this room/area.	No
Stairwell 3	Yes	No Asbestos Detected in this room/area.	No
Corridor 2	Yes	No Asbestos Detected in this room/area.	No
Tank Room	Yes	No Asbestos Detected in this room/area.	No
Plant Office	Yes	No Asbestos Detected in this room/area.	No
Plant Room 1	Yes	Non Notifiable Asbestos Detected in this room/area. See Material Assessment Record.	Yes
Link	Yes	No Asbestos Detected in this room/area.	NR
Boiler Room	Yes	No Asbestos Detected in this room/area.	No
Print Store 1	Yes	No Asbestos Detected in this room/area.	No
Print Lobby	Yes	No Asbestos Detected in this room/area.	No
Print Store 2	Yes	No Asbestos Detected in this room/area.	No
Tele Comms	Yes	No Asbestos Detected in this room/area.	No
Switch Room	Yes	No Asbestos Detected in this room/area.	No
Store 1	Yes	No Asbestos Detected in this room/area.	No
Understairs Store	Yes	No Asbestos Detected in this room/area.	No
Gas Room	Yes	No Asbestos Detected in this room/area.	No
New Comms Room	Yes	No Asbestos Detected in this room/area.	No

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
		Survey Date:	17 October 2016
Site Address:	Milton Keynes Civic Offices, One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 6 of 7

I.T Store	Yes	No Asbestos Detected in this room/area.	No
First Floor			
Store 9	Yes	No Asbestos Detected in this room/area.	No
Ground Floor			
Lift Motor Room	Yes	No Asbestos Detected in this room/area.	No
Air Con Room	Yes	No Asbestos Detected In this room/area.	No
Mail Room	Yes	No Asbestos Detected in this room/area.	No
Office 4	Yes	No Asbestos Detected in this room/area.	No
Office 5	Yes	No Asbestos Detected in this room/area.	No
Store 2	Yes	No Asbestos Detected in this room/area.	No
Store 3	Yes	No Asbestos Detected in this room/area.	No
Circulation 5	Yes	No Asbestos Detected in this room/area.	No
Male Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Female Toilet 2	Yes	No Asbestos Detected in this room/area.	No
Service Riser 4	Yes	No Asbestos Detected in this room/area.	No
Electric Cupboard 3	Yes	No Asbestos Detected in this room/area.	No
Service Riser 5	Yes	No Asbestos Detected In this room/area.	No
Service Riser 6	Yes	No Asbestos Detected in this room/area.	No
Circulation 6	Yes	No Asbestos Detected in this room/area.	No
Mail Room	No	No access was gained to this room/area. Presume Asbestos Containing Materials Present.	Yes
Safe Room	No	No access was gained to this room/area. Presume Asbestos Containing Materials Present.	Yes
All Floors			
Passenger Lift	No	No access was gained to this room/area. Presume Asbestos Containing Materials Present.	Yes
Goods Lift	No	No access was gained to this room/area. Presume Asbestos Containing Materials Present.	Yes

Client Name:	eBrit Services Ltd	Project Number:	20161017-PC01-REFURB
Survey Date:			17 October 2016
Site Address:	Milton Keynes Civic Offices. One Saxon Gate, Milton Keynes, Buckinghamshire, MK9 3EJ	Printed On:	10 November 2016
		Site Description:	Page 7 of 7

APPENDIX C

STATUTORY INSTRUMENTS

2015 No. 51

The Construction (Design and Management) Regulations 2015

PART 3

Health and safety duties and roles

Construction phase plan and health and safety file

12.—(1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up.

(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.

(3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—

- (a) pre-construction information obtained from the client;
- (b) any information obtained from designers under regulation 9(3)(b).

(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

(5) During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

(6) The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

(7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

(8) If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.

(9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

(10) At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

STATUTORY INSTRUMENTS

2015 No. 51

The Construction (Design and Management) Regulations 2015

PART 3

Health and safety duties and roles

Duties of a principal contractor in relation to health and safety at the construction phase

13.—(1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

(2) In fulfilling the duties in paragraph (1), and in particular when—

(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and

(b) estimating the period of time required to complete the work or work stages,

the principal contractor must take into account the general principles of prevention.

(3) The principal contractor must—

(a) organise cooperation between contractors (including successive contractors on the same construction site);

(b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and

(c) ensure that employers and, if necessary for the protection of workers, self-employed persons—

(i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4; and

(ii) where required, follow the construction phase plan.

(4) The principal contractor must ensure that—

(a) a suitable site induction is provided;

(b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and

(c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.

(5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

STATUTORY INSTRUMENTS

2015 No. 51

The Construction (Design and Management) Regulations 2015

PART 3

Health and safety duties and roles

Principal contractor's duties to consult and engage with workers

14. The principal contractor must—

- (a) make and maintain arrangements which will enable the principal contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- (b) consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;
- (c) ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information—
 - (i) the disclosure of which would be against the interests of national security;
 - (ii) which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;
 - (iii) relating specifically to an individual, unless that individual has consented to its being disclosed;
 - (iv) the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or, where the information was supplied to the principal contractor by another person, to the undertaking of that other person;
 - (v) obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.

APPENDIX D

Designers Risk Assessments

Project: Fire Safety Works to MKCC Civic Offices

Site: Milton Keynes Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ



Risk Ref.	Hazard	Who might be harmed and how	Risk rating without controls	Controls	Action by	Risk rating with controls
1	Slips, trips and falls	All workers might suffer sprains or fractures if they trip over waste or materials used for construction.	High	<ul style="list-style-type: none"> Good housekeeping maintained at all times. Waste disposed of into skips. Neatly stack/store construction materials. Safety footwear provided to all workers and contractors Safe route to work areas agreed with Principal Contractor based on Construction Phase Plan. 	Principal Contractor Site Supervisor Sub Contractor	Low
2	Welfare / First aid	Good facilities help prevent illness and immediate on-site attention if a worker is injured.	High	<ul style="list-style-type: none"> Principal Contractor to have / arranged use of facilities on site by the time works starts, to include: <ul style="list-style-type: none"> - Hot/cold running water, soap, towels, washbasins; - Canteen with kettle, etc. - First aid equipment; - Principal Contractor to arrange cleaning; - Principal Contractor to appoint a trained first aider. 	Principal Contractor Site Supervisor	Low
3	Work on occupied premises	Site Workers, Staff members the general public injured by lack of procedures when working in close proximity	High	<ul style="list-style-type: none"> The compound area is to be heras fenced off and the project manager kept informed daily of what works will be carried out All working areas should be segregated using plastic barriers to alert staff and civic visitors that the area is a construction site Workers must make sure that no unauthorised persons access the site working area. 	Principal Contractor Site Supervisor Sub Contractor	Low
4	Site security against malicious trespass	Site Workers, Staff members and the general public could be injured by explosion or control failure.	High	<ul style="list-style-type: none"> All equipment / plant to be locked away / secured overnight All equipment that it is not possible to lock away overnight should be checked over prior to use each day 	Principal Contractor Site Supervisor Sub Contractor	Low

Designers Risk Assessments

Project: Fire Safety Works to MKCC Civic Offices

Site: Milton Keynes Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ



Risk Ref.	Hazard	Who might be harmed and how	Risk rating without controls	Controls	Action by	Risk rating with controls
5	Manual Handling	Site Workers could suffer muscle and / or skeletal injuries by incorrect lifting techniques	High	<ul style="list-style-type: none"> Site workers to be trained in correct manual handling techniques Planning of works should be conducted to limit / minimise manual handling of heavy materials where possible - Where it is necessary to lift heavy materials the contractor should prepare a method statement for this and ensure this is shared and understood by all workers Area adjacent to working area should be barriered off if this is still in use by staff. Additionally, install safety signage to inform site visitors, workers and contractors of 'adjacent works' Site supervisor should carry out an independent risk assessment for higher risk works. Workers to wear gloves and loose fitting clothing, avoid constrictions around neck and wrists. 	Principal Contractor Site Supervisor Sub Contractor	Low
6	Access to / from the compound / works site	Site Workers, Staff members and the general public if struck by a moving vehicle	High	<ul style="list-style-type: none"> Observe the 5mph speed restriction on the site. Provide traffic management plan to segregate pedestrians from construction vehicles. Trained banksman to escort construction vehicles onto and off site. No reversing out of the site. 	Principal Contractor Site Supervisor Sub Contractor	Low
7	Noise	Site Workers, Staff members and the general public by continuous exposure to loud noise	High	<ul style="list-style-type: none"> Agreement to be reached with the project manager regarding duration and times to carry out any noisy works Ear defenders to be worn by all workers when carrying noisy works. Method statement to be prepared for any noisy works ahead of commencement 	Principal Contractor Site Supervisor Sub Contractor	Low

Designers Risk Assessments

Project: Fire Safety Works to MKCC Civic Offices

Site: Milton Keynes Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ



Risk Ref.	Hazard	Who might be harmed and how	Risk rating without controls	Controls	Action by	Risk rating with controls
8	Dust	Site Workers, Staff members and the general public from inhalation of dust	High	<ul style="list-style-type: none"> Dust suppression / control required when mixing material (Spray hose) Staff to wear dust masks when working with powder products. Stored materials that could generate dust to be covered with a tarpaulin overnight and when not in use to limit dust travel. 	Principal Contractor Site Supervisor Sub Contractor	Low
9	Substances Hazardous to Health	Site Workers if concrete / cement residue is left on skin for extended periods	High	<ul style="list-style-type: none"> Correct PPE attire to be worn Spillages to be cleaned up immediately (see data sheets for material for correct methodology) Staff to clean off cement / concrete residue from skin 	Principal Contractor Site Supervisor Sub Contractor	Low
10	Use of power tools and plant	Contractors / staff members could be injured by untrained contractors using power tools.	High	<ul style="list-style-type: none"> Operatives should be trained in the correct use of all power tools used on site. Area adjacent to working area should be barriered off if this is still in use by staff along with safety signage to inform site visitors, workers and contractors of 'adjacent works'. Workers to wear gloves and loose-fitting clothing, avoid restrictions around neck and wrists. 	Principal Contractor Site supervisor Sub Contractor	Low
11	Working in close proximity to Asbestos Material	Contractors / staff members / general public.	High	<ul style="list-style-type: none"> Operatives should be fully briefed as to identification of possible asbestos containing material – An asbestos survey has been provided with this document. All work involving asbestos containing material must be carried out by trained / licensed operatives with a clear risk assessment agreed in advance by the client. 	Principal Contractor Site Supervisor Sub Contractor	Low

Designers Risk Assessments

Project: Fire Safety Works to MKCC Civic Offices

Site: Milton Keynes Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ



Risk Ref.	Hazard	Who might be harmed and how	Risk rating without controls	Controls	Action by	Risk rating with controls
12	Asbestos	All workers could be harmed if exposed to asbestos.	High	<ul style="list-style-type: none"> Contractor's staff should be trained in the identification and hazards of working with asbestos. If asbestos is identified and it needs to be removed then removal and disposal should be in accordance with the Control Asbestos Regulations 2012. Access to hazardous areas should be restricted. Air monitoring should be undertaken after the removal of asbestos. All asbestos waste to be placed in sealed containers labelled 'ASBESTOS'. All waste to be transported to a licenced refuse disposal site by a registered carrier. 	Principal Contractor Site Supervisor Sub Contractor	Low
13	Working at height	Serious injury could occur if a worker falls or if materials fall on workers / public / staff below the area.	High	<ul style="list-style-type: none"> Safe means of access to the working areas to be provided. Time spent working off step ladders should be limited Use of working platforms/scaffolds with two guardrails and toe boards. (where the working platform is in excess of 1.5m from ground level). Area below working locations should be cordoned /fenced off – No access. Only workers assigned to the task should be in the working area. Erect safety signage to inform site visitors, workers and contractors of 'overhead working'. 	Principal Contractor Site Supervisor Sub Contractor	Low

Designers Risk Assessments

Project: Fire Safety Works to MKCC Civic Offices

Site: Milton Keynes Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ

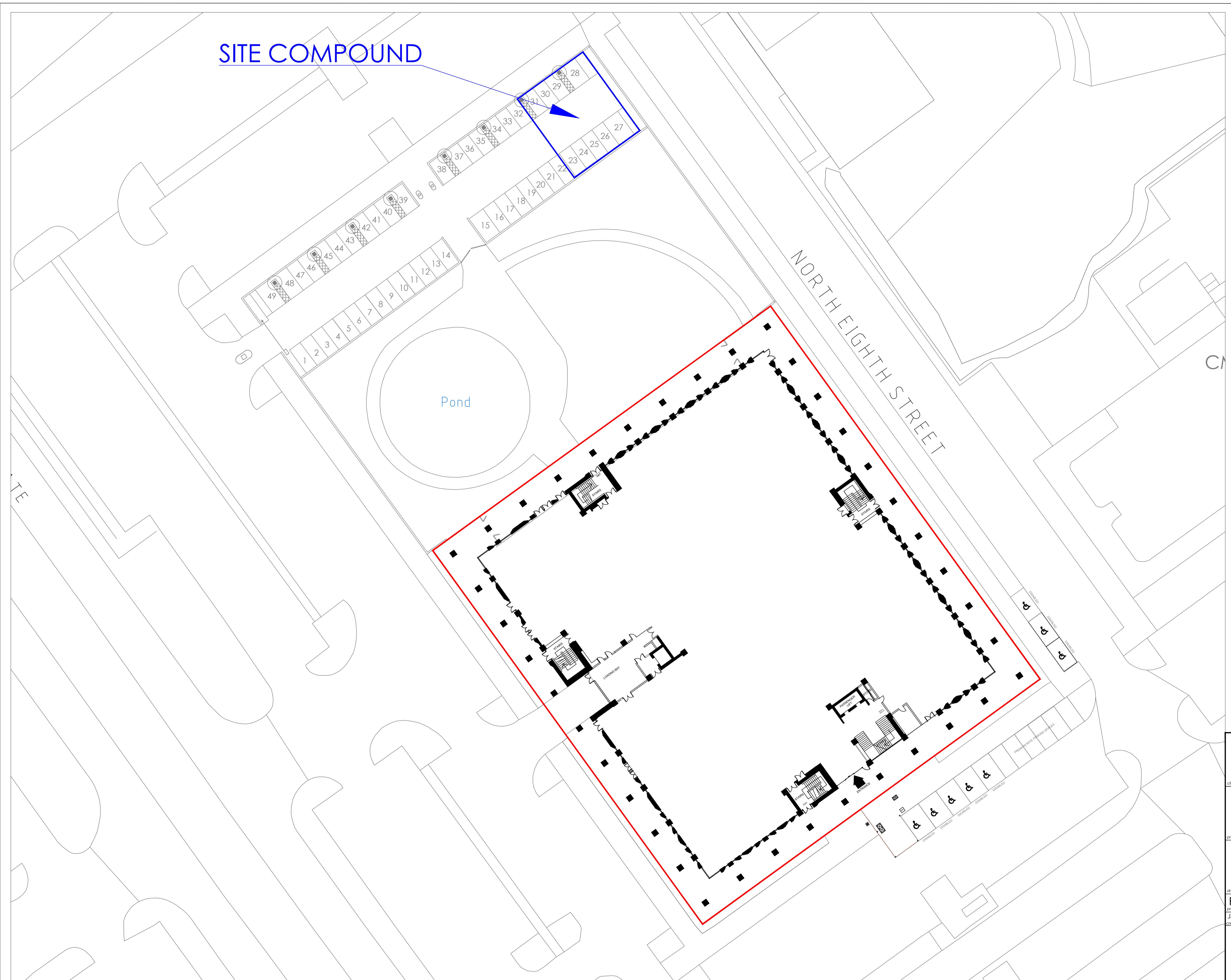


Risk Ref.	Hazard	Who might be harmed and how	Risk rating without controls	Controls	Action by	Risk rating with controls
14	Electrical cables	Workers may be harmed by electrocution.	High	<ul style="list-style-type: none"> Survey the area for any live cables ahead of breaking out partitions Qualified electrical contractor to disconnect and reconnect electrics where this is necessary to carry out the works. Systems to be tested and certified before use. 	Principal Contractor Site supervisor Sub Contractor	Low
15	Glasswool insulation	Manual handling of glass wool mineral insulation by workers may cause irritants to come into contact with workers eyes, skin or to be inhaled or ingested	Medium	<ul style="list-style-type: none"> Avoid unnecessary handling of unwrapped insulation. Use sharp hand tools and avoid power tools when cutting Provide disposable facemasks conforming to EN 149 Class FFP1 or FFP2 Workers to wear gloves and loose-fitting clothing, avoid constrictions around neck and wrists Provide goggles conforming to BE EN 166 when working above head height and in restricted spaces. 	Principal Contractor Site Supervisor Sub Contractor	Low
15	Fragile materials	Workers might be harmed falling through suspended ceilings.	High	<ul style="list-style-type: none"> Area below working locations should be cordoned / fenced off – No access. Do not walk or stand on plasterboard ceilings. Inform workers / contractors of fragile materials. 	Principal Contractor Site Supervisor Sub Contractor	Low

APPENDIX E

SITE COMPOUND

POST OFFICE AREAS



MILTON KEYNES CITY COUNCIL
PROPERTY & FACILITIES

Client

CIVIC OFFICES

project

GROUND FLOOR
POST OFFICE AREAS

drawing

FWP	drawing no.	-
project no. JS	scale 1:300	rev. @A1