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## **PRE CONSTRUCTION INFORMATION**



Millers Dale Refurbishment  
Pre-Construction Information

For; Peak District National Park Authority

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## Document Control Sheet

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### **Documents to be read with:**

- Specification, Schedule of Works & Drawing
- Client Site, Background Info and Contacts
- Form of Tender
- Invitation to tender

## **Introduction**

### **Objectives**

The Pre-Construction Information provides the health and safety focus for the design and construction phase of a project. It sets out to ensure that the design and construction of the works are undertaken in a safe way that complies with current health and safety legislation, in particular the requirements of the Construction (Design and Management) Regulations 2007 and associated Approved Code of Practice.

This information is included as part of the documentation issued to designers and contractors and is to be developed by the successfully appointed Principal Contractor prior to work commencing. No work is to commence until the Principal Contractor's Construction Phase Plan has been assessed for its adequacy.

On receipt of instructions to proceed the Principal Contractor is under a legal duty to administer, implement and update the Construction Phase Plan throughout the contract period as required by changes in design or circumstances.

### **Health & Safety Information**

During the pre-construction phase of a project, the Pre-Construction Information brings together health and safety information obtained from the Client and, where appropriate, Designers and the CDM Coordinator.

The Construction Phase Plan during construction will draw on the Principal Contractor's health and safety policy and assessments. The Pre-Construction Information prepared by the Principal Designer will provide details on the management and prevention of health and safety risks and hazards created by contractors and sub-contractors carrying out their duties. The Construction Phase Plan will continue to provide a co-ordinating mechanism as construction progresses. The Principal Contractor will be required to maintain the Construction Phase Plan up to date for the duration of the Contract.

### **Hazard Identification**

The hazards identified in this Pre-Construction Information are those identified during the initial design stage of the project. Further risk assessments must be prepared by the Principal Contractor.

The hazards identified as a result of these risk management procedures shall be considered by the Principal Contractor during the development of the Construction Phase Plan that shall be submitted for review prior to any works commencing.

The Principal Contractor is required to take appropriate measures to control the risks created by these hazards, and any others he might recognise, and to prepare detailed method statements for managing these aspects of the works throughout the Contract.

## **1.0 Description of the Project**

### **1.1 Project Description and Programme Details**

Millers Dale Station is located on the Monsal Trail adjacent to the main pay and display car park within Millers Dale Conservation Area. The building was once used as the ticket office when the railway was operational. To the side of the station building is an open compound where the septic tank is located. A stone façade with window apertures fronts the compound with the rear being fenced and gated. Attached to the compound is the engine shed which is in an extremely poor state of repair. The roof was removed many years ago leaving the tops of the walls exposed. This had resulted in the top two metres of masonry becoming damaged through vegetation growth and frost. It is now unstable and requires an extensive renovation programme

The building is currently used as a ranger base and a workshop for the Countryside Management Team. Accommodation includes office space, a mess room with a small kitchen and a large workshop incorporating a WC. All of the windows have had the glazed panels replaced with timber boards for security and privacy. Attached are the public toilets which are to remain as existing.

The Authority re-opened the tunnels along the Monsal Trail 5 years ago, linking Bakewell with Blackwell it is now one of the most visited sites in the National Park with a 600% increase in visitor numbers since the tunnels opened.

The lighting for the tunnels is powered from the distribution board located within the existing workshop. This is a single phase supply which will require a three-phase upgrade to accommodate the additional electrical demand from the proposed change of use. This work will be carried out by the Statutory Undertaker.

The property is served by mains water and electric. Disposal of foul water and sewage is to septic tank, rainwater is to ground.

The building appears to be structurally sound.

The Authority wishes to convert the station building into a café. Works will include:

- Strip out of existing fixtures and finishes
- New external windows and doors
- Removal of wall to existing WC
- Erection of blockwork to form new staff WC and café kitchen
- Removal of wall between existing workshop and mess room
- Opening up and possible relining of chimney. Installation of log burner, fire surround and tiled hearth.
- Removal of existing electrics. Rewire
- Installation of containerised wood pellet bio-mass heating system and radiators
- New flooring
- Supply and fit of bespoke POS counter
- Supply and fit new cloakroom suite

- Supply and fit extraction unit in café kitchen

A bat roost has been identified within the roof of the station building. Care should be taken when laying loft insulation and installing services that access points are not obstructed and bats are not disturbed. There are also active House Martin nests attached to the building. Approval has been given for these to be removed once the birds have fledged and the nests are empty.

### **1.1.1 Key dates**

The programme and commencement of work on site is to be agreed between the Employer and the Contractor. It is anticipated that commencement of work on site will be agreed following tender return, commencing in September 2018, with a contract period of approximately 16 weeks.

A minimum of 2 weeks will be required between appointment of Principal Contractor and commencement of work on site.

### **1.1.2 Details of Client, CDM Co-ordinator, Designers and Other Consultants**

***Client:***

Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE

Tel: 01629 816200

***Contract Administrator:***

***Laura Armstrong***

Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE

Tel: 01629 816216

Email: [laura.armstrong@peakdistrict.gov.uk](mailto:laura.armstrong@peakdistrict.gov.uk)

***Designer:***

***Laura Armstrong***

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Aldern House  
Baslow Road  
Bakewell

Derbyshire  
DE45 1AE

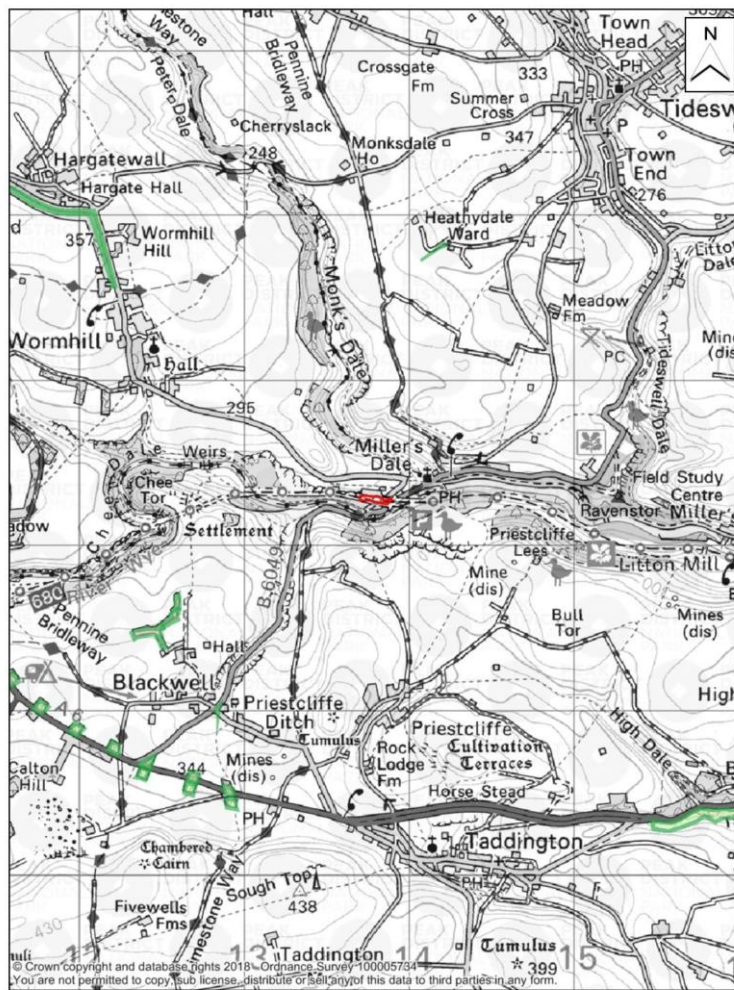
Tel: 01629 816216


Email: [laura.armstrong@peakdistrict.gov.uk](mailto:laura.armstrong@peakdistrict.gov.uk)

**1.2 Location details**

**Millers Dale Station  
Millers Dale  
SK17 8NS**

**1.3 Location Map**



Drawn by:	Hyman Laura	Title:	Millers Dale Station Location plan	 <p><b>PEAK DISTRICT NATIONAL PARK</b></p>
Date:	23 February 2018			
Drawing No:	10804_009			
Scale:	1:25000 at A4			



**1.4 Whether or not the structure will be used as a workplace**

The structure is not to be used as a workplace.

**1.5 The minimum time to be allowed between appointment of the principal contractor and instruction to commence work.**

2 weeks minimum is to be allowed for mobilisation.

**1.6 Extent and Location of Existing Records and Plans**

Reference should be made by the Principal Contractor to the asbestos register held by the Contract Administrator. Also refer to 3.2 of this information.

## **2.0 Client's Considerations & Management Requirements**

**2.1 Structure and organisation**

Contract health and safety is to be managed by the Principal Contractor.

To facilitate the necessary communications required on the project, the Contractor will be appointed as the Principal Contractor and the Contract Administrator and the Principal Designer will facilitate if needed any design reviews to achieve the construction programme. It is expected that the Principal Contractor will have a competent supervisor/manager in attendance at all times during the works.

The Principal Contractor will be responsible for developing the Health and Safety Plan. The Health and Safety File will be produced by the Principal Contractor for assessment by the Principal Designer which will form a record of works carried out and information deemed necessary for future use. This should be issued to the Client/Contract Administrator at or preferably just prior to Practical Completion/Handover for inspection.

**2.2 Planning and management of the construction work, including health and safety goals**

A designated Site Safety Officer is to be appointed by the Principal Contractor.

All persons working on or visiting site works shall be made aware of health and safety procedures by the Principal Contractor who shall maintain a record of all visitors to the site.

High visibility jackets, safety helmets and safety footwear must be worn by all operatives and shall be provided by the Principal Contractor to all visitors to the site. Other Personal Protective Equipment (PPE) shall be worn to suit the task in hand.

The Site shall be kept clean and tidy and spoil and waste shall be removed regularly in accordance with current regulations. Burning of waste material is not permitted. Noise and dust shall be kept to a reasonable minimum by the implementation of appropriate measures, so as not to interfere with the ongoing activities adjacent to the site.

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A designated smoking area will be established by the Client and arrangements will be discussed at the pre-commencement meeting.

Plant and machinery shall be adequately silenced and appropriate for the activity being undertaken.

Large items of plant shall be immobilised when not in use.

The Principal Contractor shall ensure all workers receive site induction training covering; site access & egress routes, site rules, vehicles and storage, emergency and first aid conditions.

Storage will only be permitted within the works site boundary, or as agreed with the Contract Administrator

No alcohol is to be consumed by site workers during normal working hours including rest breaks.

All existing site features that are to remain shall be adequately protected.

### **Project safety goals are as follows**

The Site Manager must have undertaken at least 2 days CDM training within the previous 2 years.

No manual handling of items weighing more than 20kg.

All construction operatives will have received at least 3 hours manual handling training in the preceding 3 years.

The site shall be effectively secured to keep the general public out of danger.

Storage of materials and equipment is to be secured to keep the tenants and general public out of danger.

Collective rather than individual controls shall be established to provide for safe working at height.

All hand-held power tools shall have been assessed for their vibration levels and a management system established to eliminate or reduce Hand Arm Vibration Syndrome risks.

No reversing of vehicles or plant shall be allowed without being controlled by a competent banksman.

The Principal Contractor must carry out a weekly written formal site inspection, copies of which should be sent to the client.

The Contract Administrator can arrange for periodic site health and safety inspections/audits. The principal contractor shall co-operate with any inspector/auditor. This does not absolve the Principal Contractor in any way of his responsibilities with regards to health and safety.

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The Principal Contractor shall maintain records to demonstrate the achievement of the project safety goals.

The Principal Contractor shall maintain a site accident book and shall make this available for inspection. Any incidents/accidents/ill-health that are reportable under RIDDOR shall be notified to the Contract Administrator on the same day as the incident occurred.

### **2.3 Permits and authorisation requirements**

The Client operates a permit to work system for hazardous activities such as hot works, working at height, etc. Permits must be arranged through the Principal Contractor, they will be issued upon completion of an appropriate risk assessment and receipt of relevant method statements.

### **2.4 Emergency procedures and means of escape**

The Principal Contractor must implement an emergency plan which will include means of escape and designated assembly point.

### **2.5 Site rules and other restrictions on contractors, suppliers and others e.g. access arrangements to those parts of the site which continue to be used by the occupants**

See 2.2 and 2.6.

At no time must the general public be put at risk during the works. Suitable pedestrian barriers, or alternatives proposed and approved, must enclose the work and materials storage areas. Site security shall be maintained in the form of 2.4m high "heras" fencing with lockable gates.

Vehicle and plant movements on the site and adjacent to the site in public areas shall be controlled by a competent banksman.

No tools are to be left unattended or unsecured at any time.

Materials shall be kept within secure areas and the amount of materials stored at the site kept to a minimum.

It is the condition of the project that working hours on the site shall be between 08:00 and 17:00, Monday to Friday. Working outside these hours or at weekends or Bank Holidays is at the Principal Contractors discretion, should they feel it necessary to complete the works within the Contract period.

The Principal Contractor is required to keep vehicles and those of staff and sub-contractors to a minimum on surrounding areas.

Smoking will only be permitted in the designated smoking area.

Contractors site access is via the public car park. All deliveries, plant and machinery should use this

access but not obstruct access for vehicular and pedestrian users.

Any other restrictions are to be agreed.

## **2.6 Activities on or adjacent to the site during the works**

The public toilets, car park and trail will remain open throughout the duration of the project. The Contractor must ensure that the site is secured to prevent any public access and that no member of the public is put at risk from site activity. All materials, tools and machinery must be kept within the site compound.

Site personnel will be representing the Authority throughout the project. It is at the discretion of the Principal Designer and Client to dismiss any site persons who's conduct is unacceptable and detrimental to the project.

Existing delivery access, refuse collection and fire tender access etc., to be maintained.

## **2.7 Arrangements for liaison between parties**

Any liaison with adjoining occupiers will be arranged by the Contract Administrator at the request of the Principal Contractor. All contact with the general public and other adjacent parties shall be documented in writing.

## **2.8 Security arrangements**

To be established by the Principal Contractor.

## **2.9 Areas out of bounds or other authorisation requirements for those involved in the project**

Areas not part of the works or welfare provision are out of bounds to the Principal Contractor and his staff unless otherwise agreed with the Client.

## **2.10 Welfare provisions**

The Principal Contractor will provide all necessary welfare facilities for the workforce including toilets, messing, drying, water supply and telephone.

## **2.11 Fire precautions**

Adequate first aid and fire extinguishers should be provided for the duration of the works by the Principal Contractor. Site Induction should include; the first aid arrangements available, their suitability of use and details of how to activate, a description of evacuation procedures and details of how to raise the alarm.

## **2.12 Designated confined spaces**

A permit of work must be in place for any work in confined spaces (although this is not expected for this

project). This can be obtained, if required, from the Contract Administrator.

### **2.13 Smoking and parking restrictions**

Smoking on the site is only permitted in the designated smoking area, to be established by the Contractor. Arrangements will be discussed at the pre-commencement meeting.

Contractor's vehicles are to be parked in the compound or public car park. Contractor's vehicles should not cause any obstruction for other users of the site.

### **2.14 Health and Safety of the Clients Employees or those involved in the project**

The Principal Contractor shall ensure strict adherence with any pre-determined traffic/movement routes, delivery times or restrictions identified at the Contract commencement, and shall implement traffic/route management and safety measures to protect all operatives, vehicles and pedestrians in the vicinity of the works.

Pedestrian access is also to be controlled using appropriate signage.

The Principal Contractor is to ensure subcontractors make adequate provision for the selection of drivers and general vehicle safety.

The Principal Contractor is to develop a fire evacuation procedure. The Principal Contractor shall provide details of First Aid cover on site and the name of the responsible person for fire safety.

The Principal Contractor will be required to liaise closely with the Client and Contract Administrator to ensure that health and safety interfaces between the Client's activities and those of the Principal Contractor are fully understood and adequately addressed in advance of the works being carried out.

The Principal Contractor is required to carry out risk assessments, and to prepare method statements explaining the proposed measures for controlling the risks created by the interface with the existing operations, and for managing these aspects of the works. These are to be included in the Construction Phase Plan.

## **3.0 Environmental Restrictions and Existing On-Site Risks**

### **3.1 Safety Hazards**

#### **3.1.1.1. Boundaries and access, including temporary access**

Access to the site will be off the Millers Dale to Wormhill road. Principal Contractor must provide a facility for all visitors to sign in. Arrangements will be made for emergency access and egress for the duration of the contract.

Also refer to Section 2.6.

#### **3.1.2 Adjacent land uses**

Refer to Section 2.6.

#### **3.1.3 Location of existing services – water, electricity, gas, etc.**

The property is served by mains water and electricity. There is no gas on-site. No guarantee can be given as to the accuracy of the services information, the Principal Contractor shall carry out investigations as appropriate by locating the precise routes of known services prior to any ground works, to ensure that risks from foreseeable health and safety hazards are minimised or eliminated.

#### **3.1.4 Ground conditions**

No site investigation reports are available.

#### **3.1.5 Restrictions on deliveries or waste collection/storage**

7.5t weight restriction for delivery vehicles.  
10'3 height restriction if approaching from Millers Dale.

#### **3.1.6 Previous structural modifications, including weakening or strengthening of the structure**

There are no planned works to the derelict Engine Shed within this project phase. However, the structure is considered dangerous therefore site personnel should not enter the building or store materials within.

#### **3.1.7 Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure**

None known.

#### **3.1.8 Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access**

10'3 height restriction on viaduct if approaching from Millers Dale

## **3.2 Health Hazards**

### **3.2.1 Asbestos, including results of surveys**

Where it is known that asbestos containing materials (ACMs) are present in properties, all relevant information will be attached to the Work Order/Schedule. It shall be the responsibility of the Principal Contractor to ensure that when work is being undertaken on or near ACMs, adequate precautions will have been taken to prevent the accidental release of asbestos fibres and that all persons on site are adequately protected from possible exposure.

If a contractor in carrying out the works should come across a suspected ACM of which there has been no prior warning, the particular work shall cease forthwith and the Contractor shall contact the Contract Administrator for advice before recommencing the work.

### **3.2.2 Existing storage of hazardous materials**

None known.

### **3.2.3 Contaminated land, including results of surveys**

None known.

### **3.2.4 Existing structures containing hazardous materials**

None are identified at this stage but the principal contractor should refer to 1.6 and 3.21.

### **3.2.5 Health risks arising from Client's activities**

None known.

## **4.0 Significant Design and Construction Hazards**

### **4.1 Significant Design Assumptions and Suggested Control Measures**

Residual hazards have been highlighted within the risk assessment. It is the duty of the Principal Contractor to identify all health and safety matters that relate to the works and put forward a proposal for managing these hazards prior to the commencement of relevant works.

The following control measures should be adhered to minimise the risk of injury to Contractors personnel:

- Site security to be maintained.
- Noise and dust levels to be kept low and work within the hours stipulated within the contract documentation.
- No materials or equipment weighing more than 20kg are to be manually handled.
- All construction personnel will have received at least 2 hours manual handling training within the preceding 3 years.
- The site traffic management system will minimise the reversing of vehicles and plant.
- Where it is necessary for vehicles and plant to reverse, this may only be performed under the control of a competent banksman.
- The use of hand-held power tools shall be minimised and where these are necessary the vibration levels shall be assessed to achieve a HAVS exposure level which is less than  $2.5\text{m/s}^2$  over 8 hours.
- No mud, dust or debris shall be allowed to be caused external to the site boundaries.
- Site security shall be maintained in the form of a 2.4m high “heras” fencing.
- No work, especially waste vehicles, shall cause any disruption to the local traffic flow.

### **4.2 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes**

The procedures for the consideration and acceptability of the health and safety implications of contractor prepared designs shall follow the principles of prevention and protection and take into account those issues highlighted in this Pre-Construction Information.

Details of health and safety hazards, which cannot be eliminated, are to be submitted to the Principal Designer, together with the proposals for mitigation or control, in sufficient time to allow adequate consideration by the Principal Designer.

Procedures for dealing with unforeseen events during the project which result in substantial design changes and which might affect the project are as follows:



- The Principal Designer is to be immediately informed by the Principal Contractor of the circumstances relating to the event.
- The health and safety issues arising from any unforeseen occurrence are to be submitted to the Principal Designer as soon as is practicable.
- In the event that any re-design is required, for whatever reason, the health and safety implications of the modified design shall be submitted for consideration to the Principal Designer in due time before execution.
- The Principal Contractor is to confirm the arrangements for monitoring and reviewing the compliance with health and safety issues in the Construction Phase Plan.
- At the Principal Designer's request, the Principal Contractor shall submit amended parts of the Construction Phase Health and Safety Plan for the Principal Designer's review prior to the related construction activities being performed.
- The Principal Contractor shall transmit the minutes of site meetings to the Client and Contract Administrator.
- The Principal Contractor shall inform the Client and Contract Administrator of any unforeseen circumstances.

#### **4.3 Information on Significant Risks Identified During Design (Health and Safety Risks)**

The Principal Contractors designers are to provide information with the design, of where significant risks remain, to ensure that the Principal Designer, other designers and contractors are aware of these risks and can take account of them.

The Contractor should provide specific risk assessments and comprehensive method statements for dealing with issues relating to any works which are to be undertaken.

There are no other significant risks identified at this stage that a competent contractor should not be fully aware of. Refer to 1.6 and 3.2.

The following hazards have been identified that may pose a risk to the health and safety of construction workers and others authorised to be on the Site. The Principal Contractor is required to control the risks from these hazards, and to prepare detailed risk assessments and method statements for managing these aspects of the works.

##### **4.3.1 Identified Hazards**

- Working within a live site
- Working on site adjacent to general public
- Working in the vicinity of live services

- Movement of plant / delivery of materials
- Working at Height, falls, falling materials and tools, access to the roof
- Removal of materials
- Electric Shock
- Demolition of masonry and support walls
- Lifting and handling large structural sections
- Trip hazards
- Working with large expanses of glazing
- Working with unknown materials/Paints/finishes etc
- Noise
- Manual Handling
- Power
- Mobile plant (LEV)

If material is discovered during the Contract that the Principal Contractor considers may be a hazard to the workforce the Client and Principal Designer shall be informed immediately and an appropriate course of action agreed.

#### **4.3.2 Common place hazards**

Commonplace site hazards not identified above are considered to be within the expertise of a competent contractor and must be controlled by normal good site management practice.

#### **4.3.3 Method Statements**

The Principal Contractor will be required to demonstrate by safety method statements incorporating appropriate Safety Management Systems and Procedures, his assessment of the risks to employees and others arising from the above hazards (and any others he might recognise) and how he intends to manage and control these risks.

The Construction Phase Plan and / or method statements shall also include the Contractor's proposed sequencing of the works for consideration and acceptance by the Client. This should include a typical traffic management layout, and the overall proposed phasing of the works.

#### **4.4 Materials requiring particular precautions**

##### **4.4.1 Existing asbestos**

An asbestos site survey is available to the Contractor which details a register of known locations of asbestos. This can be obtained from the Contract Administrator prior to the works commencing on site. ACM's have been identified and must be removed by an approved contractor prior to strip out.

- Asbestos in floor adhesive and acoustic panel beneath sink

##### **4.4.2 Common materials**

Common materials (such as concrete, mortar) and substances and plant fuels used during construction will present health and/or safety hazards. These are considered to be within the experience of a competent contractor, and should be controlled by the application of COSHH procedures.

##### **4.4.3 Unusual or dated materials**

There are no unusual or 'exotic' materials specified to be used in the works at this time.

However all construction materials can pose a hazard unless reasonable care is exercised in their use. The manufacturer's instructions should be followed for the safe storage and use of all materials. Protective clothing appropriate to the task in hand and prevailing site conditions must be worn by all personnel. The Control of Substances Hazardous to Health (COSHH) Regulations require safe handling and safe working practices to be identified by the principal contractor and imposed on direct employees and sub-contractors. Also refer to 1.6 and 3.2.

## **5.0 The Health and Safety File**

### **5.1 Layout and format**

5.1.1 The health and safety file will be presented as one hard copy and one electronic copy. A4 portrait format in clear plastic envelopes and contained in a loose leaf folder.

5.1.2 Electronic documents will be presented in the latest versions of Microsoft Word and AutoCAD.

### **5.2 Content:**

The content of the Health and Safety Plan will be as follows:

- Brief description of the work and outline programme.
- Organisations involved in the project.
- As built drawings.
- Design statements from all designers.
- General details of the construction methods and materials used.

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- Unexpected hazards encountered during construction.
- Location and identification of any services located during the works.
- Residual hazards with regards to maintenance and demolition.
- Details of the structure's equipment and maintenance features.
- Copies of all waste transfer notes.
- Copies of clearance certificates for any hazardous materials encountered.
- Statutory consents - Where conditions are imposed which influence Health and Safety procedures.
- Test and commissioning reports - Include performance figures from sub-contractors tests and consultant checks

Note: This is a general guide and may be added to or reduced as needed for the project.

### **5.3 Delivery**

- 5.3.1 The Principal Contractor shall collate all appropriate information as it becomes available, and this shall subsequently be passed to the Principal Designer for inclusion in the File.
- 5.3.2 The Principal Contractor is urged to implement an early procedure that advises contractors and materials suppliers of the detailed requirements for this record information.
- 5.3.4 The health and safety file will be delivered in electronic form to the Principal Designer within one week of construction completion by the Principal Contractor.
- 5.3.5 The Principal Designer will comment on this draft within one week of submission for the Principal Contractor to complete and formally issue to Principal Designer in hard copy and electronic form within a further two weeks.
- 5.3.6 The Principal Designer will pass the completed health and safety file to the Client.

This Pre-construction information has been prepared by;

L Armstrong  
Property Services  
Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE

From information collected from the client and project designers.

It is approved for issue on behalf of Visitor Services by:

L Armstrong



Pre Construction Information

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Principal Designer/Contract Administrator

Date:

## **6.0 Appendix**

### **6.1 Initial Notification to Health and Safety Executive – Form F10:**

A copy of the initial Form F10 will be supplied prior to commencement on site.

### **6.2 Access Arrangements**

This information has been provided by the Client, the Principal Contractor should ensure that these procedures are adhered to in a safe manner and should provide appropriate risk assessments.

#### **Staff Emergency Evacuation Procedures**

All existing evacuation routes will be maintained and clear throughout the works on site. Contractors shall ensure that all fenced off areas are unlocked at all times of building occupation, contractors have been made aware of the fire escape routes on drawing P2760/AH/015. Staff should exit the building using their usual evacuation routes and assemble at their usual assembly points.

#### **Disabled access in to reception**

Access to the building for people with restricted mobility is rarely required. However, the disabled parking bays will be moved to the point highlighted on drawing P2760/AH/015. A wireless intercom will allow persons requiring disabled access to contact reception from where an escort will be arranged to lead the person(s) through the site in consultation with the contractor's Site Manager.

#### **Deliveries**

For the majority of deliveries, access will be via the reception steps and will not require any special arrangements. Where deliveries cannot be completed via the steps, the access procedure using the intercom as described above will be used.