

**City of York Council**



**Ex Lowfield School**

**Demolition of Buildings**

**Health and Safety File**  
**Issue 1**

**15<sup>th</sup> June 2010**

## **Introduction to the Health and Safety File**

This Health and Safety File has been compiled by Cyril Sweett as the CDM Co-ordinator, from information provided by others including designers and the Principal Contractor, in accordance with Regulations 17 and 20(2)(e) of the Construction (Design and Management) Regulations 2007 and includes information which seeks to assist those carrying out future work on the property. Cyril Sweett does not accept any responsibility for the technical accuracy of any documents provided by others, nor does Cyril Sweett have any liability or responsibility for the design of the project, specification of materials or methods of construction.

This Health and Safety File is not, and does not, replace or represent the Building Manual or Operating and Maintenance Manuals, although cross referencing may be made as appropriate. Please refer to the other documentation for further construction information.

The Health and Safety File is essential to ensure that use of the building, ongoing maintenance or future alteration of the premises can be undertaken safely. This document must be retained on the premises and kept up to date to inform anyone carrying out maintenance or construction work.

The owner of this site needs to ensure the file is available for inspection to anyone who needs to see it such as designers, during the development of further designs or alterations, CDM Co-ordinators preparing for construction work or Principal Contractors and contractors preparing to carry out or manage future work.

The file must be revised following further construction work, replacement of plant or equipment or otherwise as appropriate. Existing or new information about the premises that is current and accurate should be included when revising the file.

For notifiable projects, future CDM Co-ordinators will be responsible for ensuring the necessary additions and amendments are made.

For non-notifiable projects, there is no duty to prepare a health and safety file. However, there are duties on both contractors and designers to supply information about the works that have affected the structure. This duty should be established prior to appointment of the above. This information should be used to create or update the Health and Safety File for the building.

If part of the structure is leased out, arrangements need to be made for the Health and Safety file to be made available to leaseholders such as tenants. In some cases, the file might best be transferred to the leaseholder during the lease period. In other cases, it may be better for the Client to keep the file, but tell leaseholders it is available.


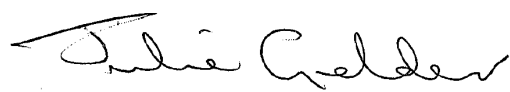
The Health and Safety File should be passed to the person who acquires that building and they should be made aware of the nature and purpose of the file.

---

## contents

- 1.0 Project Information**
- 2.0 Residual Hazards**
- 3.0 Key Structural Principles**
- 4.0 Hazardous Materials**
- 5.0 Information Regarding the Removal or Dismantling of Installed Plant and Equipment**
- 6.0 Health and Safety Information about Equipment Provided for Cleaning and Maintenance of the Structure**
- 7.0 The Nature, Location and Marking of Significant Services**
- 8.0 Fire Strategy**
- 9.0 As-Built Drawings and Information**
- 10.0 Additional Information**

### Quality Procedure

Author	Maria Robinson	Date	15/06/2010
Author's signature			
Reviewed by	Julie Gelder	Date	15/06/2010
Reviewer's signature			

## Register of further works

The Client has a duty to maintain and update the Health and Safety File, as further works are carried out.

Details of any future amendments and additions should be recorded in this section.

Entry no.	Date completed	Work description	Health and safety file identification ref	Health and safety file locations
1				



## 1 PROJECT INFORMATION

General details of the construction project, and its main contributors, are included in this section of the Health and Safety File.

## 1.0 Project Information

### 1.1 Project

The project involved the demolition of all buildings down to ground floor slab level at Ex Lowfield School Site located on Dijon Avenue York YO24 3DD.

### 1.2 Scope of works

- Disconnection of services
- Asbestos removal
- Demolition of building
- Site clearance

### 1.3 Project directory

	Contact
<b>Client</b> City Of York Council Asset and Property Management City Finance Centre, PO Box 31 Library Square York YO1 7DU  <b>Project/Contract Administrator</b> City Of York Council Property Services – Facilities Management  at the address above	Tel: 01904 553355 Fax 01904 553424       Tel: 01904 553411 Fax 01904 553424
<b>Principal Contractor</b> DSR Demolition Limited Urner House 63 Psalters lane Holmes Rotherham S61 DL	Tel: 01709 551800 Fax 01709 555437
<b>CDM Co-ordinator</b> Cyril Sweett Limited Cyril Sweett Tower North Central 9th Floor, Merrion Way Leeds LS2 8PA	Tel: 0113 244 2069 Fax: 0113 290 6530



## 2 RESIDUAL HAZARDS

**Details of any relevant residual hazards, and how they have been dealt with, have been included in this section of the Health and Safety File.**

No residual hazards have been identified that are to be managed by the Client.





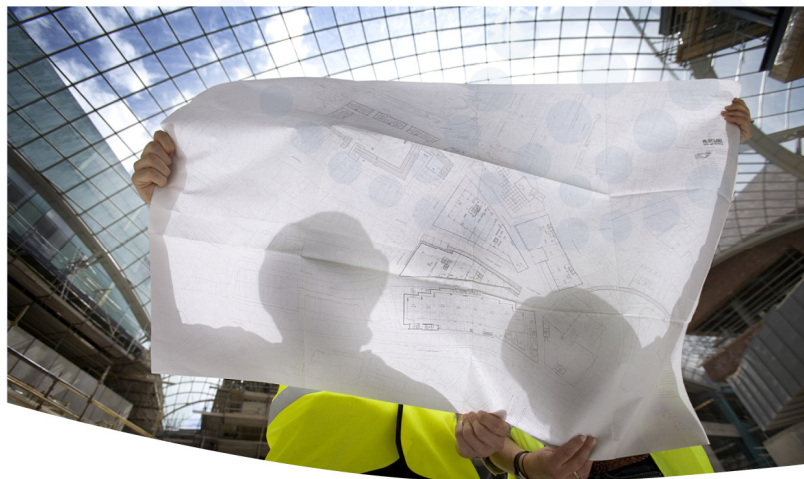
### 3 KEY STRUCTURAL PRINCIPLES

**This section includes details of relevant structural principles. The structure should not be altered without first consulting a qualified architect or structural engineer.**

Not applicable as no structures remain on the site  
Please note that the foundations have been left insitu.

For the historical information on the building please refer to York High School floor plan drawing and the disk with historical information included in section 9.3 of this file.

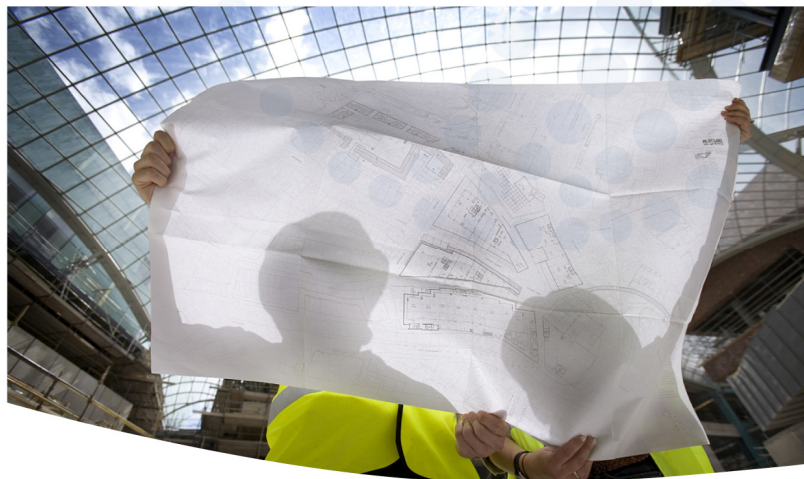




## 4 HAZARDOUS MATERIALS

**Details of any materials in the structure that could be hazardous to those undertaking future work to the building have been included in this section.**

No hazardous materials have been retained on site upon completion of the demolition. For Certificate of Reoccupation please refer to section 9.2.



## **5 INFORMATION REGARDING THE REMOVAL OR DISMANTLING OF INSTALLED PLANT AND EQUIPMENT**

**Any relevant information on how plant and equipment installed in the building can be removed has been included in this section.**

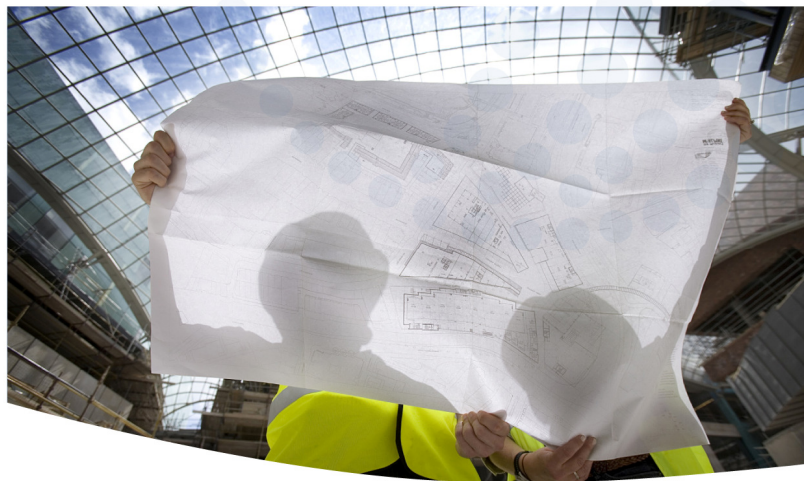
This section is not applicable to this construction project.



## 6 HEALTH AND SAFETY INFORMATION ABOUT EQUIPMENT PROVIDED FOR CLEANING AND MAINTENANCE OF THE STRUCTURE

Details of equipment provided for cleaning and maintenance, and any recommendations on how the structure can be cleaned and maintained safely, has been included in this section.

This section is not applicable to this construction project.



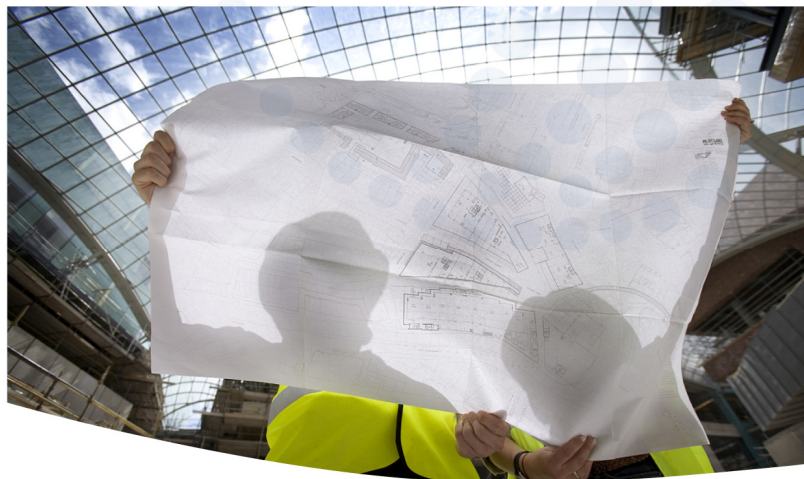
## **7 THE NATURE, LOCATION AND MARKING OF SIGNIFICANT SERVICES**

## 7.0 The Nature, Location and Marking of Significant Services

The following information on disconnection of services has been included in this section.

All services have been isolated.

Item	Description/Comments
<b>Electrical</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	No confirmation of electrical services disconnection certificate has been provided,  Historic Information
<b>Gas</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	NE/18.05.09/SC022/143321  No confirmation of gas services disconnection certificate has been provided.
<b>Water/ Drainage Plan</b> Isolation is undertaken on instruction of York City Council during the initial stages of the project.	B091938/JN 1 of 2 B091938/JN 2 of 2  No confirmation of services disconnection certificate has been provided.
<b>Telephone Connection</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	8761/NNHC/09  No confirmation of services disconnection certificate has been provided.



## 8 FIRE STRATEGY

**This section contains information relating to the fire safety aspects of the completed building.#**

This section is not applicable to the demolition part of the construction project.





## 9 AS-BUILT DRAWINGS AND INFORMATION

This section contains record information of the construction project



## **9.0 As-Built Drawings and Information**

The following drawings have been provided by the design team to represent the as built construction.

### **9.1 Drawings**

### **9.2 Certificates**

### **9.3 Historical Information**

## 9.1 Drawings

DWG No	Description
Site Plan	0429/09A

## 9.2 Certificates

Item	Description
Certificate of Reoccupation	BLL/5223/03 13/11/2010
Consignment note	ALCO 62DSR 82 10/02/2010
Consignment note	ALCO 62DSR 82 23/02/2010
Consignment note	ALCO 62DSR 01 25/02/2010

### **9.3 Historical Information**



## 10 ADDITIONAL INFORMATION

**This section contains useful additional information on the construction project, but is not a requirement for the Health and Safety File.**

## 10.0 Additional Information

Included in this section is the following additional useful information that is project specific, but is not required for the Health and Safety File.

Survey	Findings
Location of Demolition Spoil Heap	See site plan included in section 10.1.
Asbestos Survey	Removed. See Certificate of Reoccupation in section 9.2.
Waste Consignment Notes	See documents included in section 10.3.

### 10.1 Location of Demolition Spoil Heap

### 10.2 Asbestos Survey

### 10.3 Waste Consignment Notes

## **10.1 Location of Demolition Spoil Heap**



## **10.2 Asbestos Survey**

### **10.3 Waste Consignment Notes**

**City of York Council**



**Ex Lowfield School**

**Demolition of Buildings**

**Health and Safety File**  
**Issue 1**

**15<sup>th</sup> June 2010**

## **Introduction to the Health and Safety File**

This Health and Safety File has been compiled by Cyril Sweett as the CDM Co-ordinator, from information provided by others including designers and the Principal Contractor, in accordance with Regulations 17 and 20(2)(e) of the Construction (Design and Management) Regulations 2007 and includes information which seeks to assist those carrying out future work on the property. Cyril Sweett does not accept any responsibility for the technical accuracy of any documents provided by others, nor does Cyril Sweett have any liability or responsibility for the design of the project, specification of materials or methods of construction.

This Health and Safety File is not, and does not, replace or represent the Building Manual or Operating and Maintenance Manuals, although cross referencing may be made as appropriate. Please refer to the other documentation for further construction information.

The Health and Safety File is essential to ensure that use of the building, ongoing maintenance or future alteration of the premises can be undertaken safely. This document must be retained on the premises and kept up to date to inform anyone carrying out maintenance or construction work.

The owner of this site needs to ensure the file is available for inspection to anyone who needs to see it such as designers, during the development of further designs or alterations, CDM Co-ordinators preparing for construction work or Principal Contractors and contractors preparing to carry out or manage future work.

The file must be revised following further construction work, replacement of plant or equipment or otherwise as appropriate. Existing or new information about the premises that is current and accurate should be included when revising the file.

For notifiable projects, future CDM Co-ordinators will be responsible for ensuring the necessary additions and amendments are made.

For non-notifiable projects, there is no duty to prepare a health and safety file. However, there are duties on both contractors and designers to supply information about the works that have affected the structure. This duty should be established prior to appointment of the above. This information should be used to create or update the Health and Safety File for the building.

If part of the structure is leased out, arrangements need to be made for the Health and Safety file to be made available to leaseholders such as tenants. In some cases, the file might best be transferred to the leaseholder during the lease period. In other cases, it may be better for the Client to keep the file, but tell leaseholders it is available.


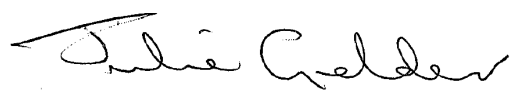
The Health and Safety File should be passed to the person who acquires that building and they should be made aware of the nature and purpose of the file.

---

## contents

- 1.0 Project Information**
- 2.0 Residual Hazards**
- 3.0 Key Structural Principles**
- 4.0 Hazardous Materials**
- 5.0 Information Regarding the Removal or Dismantling of Installed Plant and Equipment**
- 6.0 Health and Safety Information about Equipment Provided for Cleaning and Maintenance of the Structure**
- 7.0 The Nature, Location and Marking of Significant Services**
- 8.0 Fire Strategy**
- 9.0 As-Built Drawings and Information**
- 10.0 Additional Information**

### Quality Procedure

Author	Maria Robinson	Date	15/06/2010
Author's signature			
Reviewed by	Julie Gelder	Date	15/06/2010
Reviewer's signature			

## Register of further works

The Client has a duty to maintain and update the Health and Safety File, as further works are carried out.

Details of any future amendments and additions should be recorded in this section.

Entry no.	Date completed	Work description	Health and safety file identification ref	Health and safety file locations
1				



## 1 PROJECT INFORMATION

General details of the construction project, and its main contributors, are included in this section of the Health and Safety File.



## 1.0 Project Information

### 1.1 Project

The project involved the demolition of all buildings down to ground floor slab level at Ex Lowfield School Site located on Dijon Avenue York YO24 3DD.

### 1.2 Scope of works

- Disconnection of services
- Asbestos removal
- Demolition of building
- Site clearance

### 1.3 Project directory

	Contact
<b>Client</b> City Of York Council Asset and Property Management City Finance Centre, PO Box 31 Library Square York YO1 7DU  <b>Project/Contract Administrator</b> City Of York Council Property Services – Facilities Management  at the address above	Tel: 01904 553355 Fax 01904 553424       Tel: 01904 553411 Fax 01904 553424
<b>Principal Contractor</b> DSR Demolition Limited Urner House 63 Psalters lane Holmes Rotherham S61 DL	Tel: 01709 551800 Fax 01709 555437
<b>CDM Co-ordinator</b> Cyril Sweett Limited Cyril Sweett Tower North Central 9th Floor, Merrion Way Leeds LS2 8PA	Tel: 0113 244 2069 Fax: 0113 290 6530



## 2 RESIDUAL HAZARDS

**Details of any relevant residual hazards, and how they have been dealt with, have been included in this section of the Health and Safety File.**

No residual hazards have been identified that are to be managed by the Client.

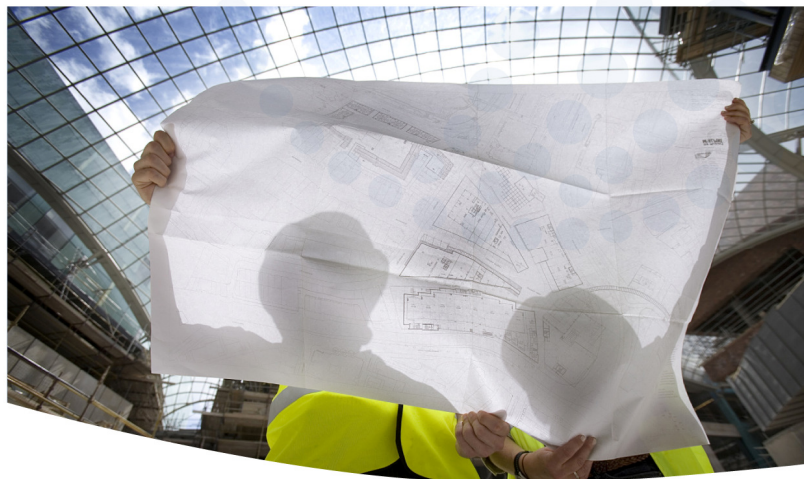


### 3 KEY STRUCTURAL PRINCIPLES

**This section includes details of relevant structural principles. The structure should not be altered without first consulting a qualified architect or structural engineer.**

Not applicable as no structures remain on the site  
Please note that the foundations have been left insitu.

For the historical information on the building please refer to York High School floor plan drawing and the disk with historical information included in section 9.3 of this file.



## 4 HAZARDOUS MATERIALS

**Details of any materials in the structure that could be hazardous to those undertaking future work to the building have been included in this section.**

No hazardous materials have been retained on site upon completion of the demolition. For Certificate of Reoccupation please refer to section 9.2.



## 5 INFORMATION REGARDING THE REMOVAL OR DISMANTLING OF INSTALLED PLANT AND EQUIPMENT

**Any relevant information on how plant and equipment installed in the building can be removed has been included in this section.**

This section is not applicable to this construction project.

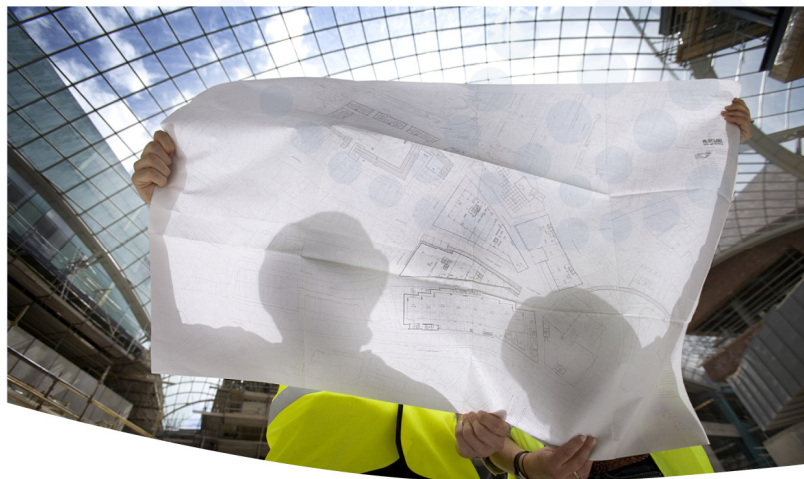


## 6 HEALTH AND SAFETY INFORMATION ABOUT EQUIPMENT PROVIDED FOR CLEANING AND MAINTENANCE OF THE STRUCTURE

Details of equipment provided for cleaning and maintenance, and any recommendations on how the structure can be cleaned and maintained safely, has been included in this section.

This section is not applicable to this construction project.





## **7 THE NATURE, LOCATION AND MARKING OF SIGNIFICANT SERVICES**



## 7.0 The Nature, Location and Marking of Significant Services

The following information on disconnection of services has been included in this section.

All services have been isolated.

Item	Description/Comments
<b>Electrical</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	No confirmation of electrical services disconnection certificate has been provided,  Historic Information
<b>Gas</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	NE/18.05.09/SC022/143321  No confirmation of gas services disconnection certificate has been provided.
<b>Water/ Drainage Plan</b> Isolation is undertaken on instruction of York City Council during the initial stages of the project.	B091938/JN 1 of 2 B091938/JN 2 of 2  No confirmation of services disconnection certificate has been provided.
<b>Telephone Connection</b> Isolation is undertaken on instruction of York City Council prior to commencement of demolition.	8761/NNHC/09  No confirmation of services disconnection certificate has been provided.



## 8 FIRE STRATEGY

**This section contains information relating to the fire safety aspects of the completed building.#**

This section is not applicable to the demolition part of the construction project.



## 9 AS-BUILT DRAWINGS AND INFORMATION

This section contains record information of the construction project

## **9.0 As-Built Drawings and Information**

The following drawings have been provided by the design team to represent the as built construction.

### **9.1 Drawings**

### **9.2 Certificates**

### **9.3 Historical Information**

## 9.1 Drawings

DWG No	Description
Site Plan	0429/09A

## 9.2 Certificates

Item	Description
Certificate of Reoccupation	BLL/5223/03 13/11/2010
Consignment note	ALCO 62DSR 82 10/02/2010
Consignment note	ALCO 62DSR 82 23/02/2010
Consignment note	ALCO 62DSR 01 25/02/2010

### **9.3 Historical Information**



## 10 ADDITIONAL INFORMATION

**This section contains useful additional information on the construction project, but is not a requirement for the Health and Safety File.**



## 10.0 Additional Information

Included in this section is the following additional useful information that is project specific, but is not required for the Health and Safety File.

Survey	Findings
Location of Demolition Spoil Heap	See site plan included in section 10.1.
Asbestos Survey	Removed. See Certificate of Reoccupation in section 9.2.
Waste Consignment Notes	See documents included in section 10.3.

### 10.1 Location of Demolition Spoil Heap

### 10.2 Asbestos Survey

### 10.3 Waste Consignment Notes

## **10.1 Location of Demolition Spoil Heap**

## **10.2 Asbestos Survey**

### **10.3 Waste Consignment Notes**