



Client-Side Risk Assessment – Extension Works

Project:	Community Centre Extension (Section 3.1)	Contract Administrator:	The Bazeley Partnership (TBP)
Site address:	Fore Street, Boscastle, PL35 0AU	Assessment date:	4 th November 2025
Principal Contractor:	Dingle Construction Ltd (to provide CPP + RAMS)	Review frequency:	Weekly during works or after any incident/change

Purpose: This assessment manages Centre-side risks to the public, users, neighbours and volunteers. The Principal Contractor remains responsible for all construction H&S control measures via the CPP/RAMS under CDM 2015.

1) Responsibilities & interfaces

- Client representative / site liaison (BCRC): Ross Yates (or delegate)
- Principal Contractor (PC): Dingle Construction – responsible for CPP, RAMS, inductions, site controls, subcontractor management.
- Contract Administrator (CA): TBP – chair progress meetings, review RAMS/CPP, issue instructions.
- Arboricultural supervision (as needed): Steve Evans, Tree Investment.
- Planning/heritage context: Adjacent to a Scheduled Monument – stop-work & notify protocol if finds occur.


2) Site rules for Centre users (summary)

- Obey all site segregation, fencing and signage.
- No public access to works area.

- Observe temporary parking changes and LGV/HGV movements (car park may be constrained).
- Keep to signed pedestrian routes; children must be supervised.
- Report issues to mail@boscastlecommunitycentre.co.uk or Trustee on duty

3) Risk register (Centre/public focused)

#	Hazard / Issue	Who's at risk	Existing controls	Further actions required	Resp.	L	S	RAG
1	Public interface with construction (unauthorised access)	Users, visitors, volunteers	Heras fencing/hoarding, clear signage, locked gates, supervised deliveries	Daily fence checks; maintain clear sight lines; incident log	PC	2	4	■
2	Vehicle movements (HGVs/plant) in shared car park	All site users	Banksman; timed deliveries; cones/barriers; notices to car-park permit holders	Publish weekly delivery windows on website/noticeboard	PC/BCRC	2	4	■
3	Restricted parking / egress constraints	Neighbours, users	Pre-advice letters; web updates; alternative on-street guidance	Temporary cones/signs on heavy delivery days	BCRC	3	2	■
4	Trips/slips from mud, debris migration	Public, staff	Wheel wash/boot scrapes; regular sweeping; mats at entrances	Weather-triggered cleaning rota; spill kits at access points	PC	2	3	■
5	Noise, dust, vibration affecting activities	Users, neighbours	Programme noisy works off-peak; dust suppression; close doors	Weekly look-ahead to groups; offer time swaps if needed	PC/BCRC	2	3	■

#	Hazard / Issue	Who's at risk	Existing controls	Further actions required	Resp.	L	S	RAG
6	Fire risk (hot works, stored materials)	Everyone on site	Hot-works permit system; extinguishers; no-smoking	Coordinate test alarms; confirm muster points for Centre users	PC/BCRC	2	5	
7	Utilities interfaces (power, water, drainage)	Centre operations	Isolation permits; locate services; as-built info	48-hr notice of any planned shut-downs; backup kettles/urns	PC/BCRC	2	4	
8	Tree Protection (TPO/RPA) non-compliance	Ecology, planning condition	Install TPF/ground protection per AMS; toolbox brief	Arboriculturist site check pre-excavation; photo evidence	PC/Arb	1	4	
9	Heritage / archaeology (adjacent Scheduled Monument)	Programme, compliance	Stop-work protocol; contact Cornwall Archaeological Unit if finds	Brief all operatives; keep finds log; photo/document any discovery	PC	1	5	
10	Temporary removal of external fire escape doors during construction work to south elevation and solar installation	Workers/public	Main hall internal and street facing exit remain available throughout the works	Temporary escape signage and briefing to all users and contractors; No obstruction to main hall exits or internal escape routes	PC/BCRC	1	5	
11	Manual handling during hall operations	Volunteers/users	Tidy storage; relocation plan for stored items	Provide trolleys, handling guidance posters	BCRC	2	2	
12	Information gaps/miscomms	All parties	Regular meetings; email bulletins	Single source of truth web page + foyer noticeboard	TBP/BCRC	2	3	
13	Out-of-hours security	Public/property	Secure compound; lighting	Agree who to contact if alarms triggered	PC/BCRC	2	3	
14	First aid & incident response	Public	PC first-aiders and kits; Centre kit	Display emergency contacts; accident book at reception	PC/BCRC	1	4	

L (Likelihood) & S (Severity) scored 1–5. RAG = residual risk colour after controls.

4) Communications & inductions

- **Pre-start notice** to all user groups, neighbours, carpark permit holders.
- **On-site induction** (PC) for all operatives; **briefing** for Centre representatives.
- **Weekly look-ahead:** PC → BCRC & TBP (deliveries, noisy works, any shutdowns).
- **Public updates:** Centre foyer board + website project page.
- **Complaints/issues:** Log and respond within 2 working days (BCRC logs; PC action).

5) Emergency arrangements

- **Muster point(s):** Centre car park
- **Nearest A&E / MIU:** Derriford (Trauma Centre) / Treliske (Nearest A&E) / Stratton (MIU 24 hours)
- **Emergency contacts displayed on site fencing and foyer:**
 - PC Site Manager: Luke Dingle / 07376118045
 - TBP CA: Tim Simmons / 01288355557
 - BCRC Liaison: Ross Yates / 01840219565

6) Planning, environmental & specific protocols

- **Arboricultural Method Statement & TPF:** install and maintain; record checks.
- **Heritage protocol:** stop-work & notify if archaeological finds encountered.
- **Waste & recycling:** PC to provide SWMP approach; no waste stored where public access.
- **Branding/compliance:** UKSPF/CLUP signage and photo evidence of progress.

7) Insurance & notifications

- **PC insurance:** PL min £5m, EL £10m (copies before start).
- **BCRC insurance:** notify insurer of contract start, contractor control of works area, contract sum ~£97k, contract period/date.
- **Zero-rated VAT certificate:** BCRC to issue to contractor before first invoice (retained on file).

8) Monitoring & review

- **Regular** site walkover (PC & BCRC), minutes with actions.
- **Near-miss/incident reporting:** immediate to PC + BCRC; review controls same day.

- **Formal review points:** start, mid-project, pre-handover.

Sign-off

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| • Client (BCRC): | Ross Yates - Trustee |
| | <i>R. Yates</i> |
| | 08/11/2025 |
| | Luke Dingle |
| • Principal Contractor (acknowledged): | <i>Niki Muskett</i> |
| | 10/11/2025 |
| | Tim Simmons |
| • Contract Administrator (TBP): | <i>TSimmons</i> |
| | 16/11/2025 |
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