

Guidelines for Construction Works on Tregonhawke Cliff, Whitsand Bay, Military Road, Cornwall, PL10

(Freehold chalets within land owned and managed by TCCOA)

These guidelines have been prepared with a view to providing essential information to contractors/sub-contractors/building companies and their employees, to ensure compliance with health and safety regulations and TCCOA rules whilst working on Tregonhawke Cliff. It is recommended that contractors and chalet owners have a site meeting with TCCOA directors before works commence, to ensure everyone understands the constraints of working on the cliff and how any difficulties might be overcome.

- 1. Risk Assessment** – The company/contractor/sub-contractor/employer should make a suitable and sufficient assessment of:
 - (a) Any health and safety risk to any person not in their employment but arising out of or in connection with their access and construction on the cliff.
 - (b) Any health and safety risk to which any employee is exposed whilst working or accessing the cliff.
 - (c) The company/contractor/sub-contractor should have adequate Public Liability Insurance and a copy should be provided to the secretary of TCCOA.

- 2. Planning the Works** – Make a plan and provide a copy to TCCOA by gathering as much information about the project and project site before works begin to ensure safety during construction phase. Information that should be sought:
 - (a) The location of any underground services.
 - (b) Presence of electrical conductors, underground and/or overhead (advice from the relevant authority should be sought before works commence.)
 - (c) Ground conditions.
 - (d) Access requirements via tracks and footpaths owned by TCCOA Ltd.
 - (e) Other activities going on near the site that may have effect on access to or construction on the site.

- 3. Organising the Works** – Responsibilities regarding health and safety between different stakeholders should be clearly defined:
 - (a) Between client, contractor, sub-contractor and TCCOA.
 - (b) By proper co-ordination on site between all relevant parties as defined above.

- 4. Access Requirements on the Cliff**
 - (a) Any company/contractor/sub-contractor working on the cliff must contact the TCCOA secretary to obtain access requirements.
 - (b) Limited vehicular access is permitted with a 4x4 wheel drive vehicle on the main path from the locked gate at the Cliff Top Café to the top of the main beach path. Access will only be permitted by obtaining a temporary permit from TCCOA, for which a charge is made. Access is permitted for loading/unloading materials and waste only. Speed limits are in force and must be strictly adhered to; this is a main public walk through, where pedestrians do have priority and their health and safety is paramount.

- 5. Site Boundaries and Public Safety**

The construction site must have appropriate fencing and public safety notices, to prevent unauthorised persons accessing the site.

6. Site Tidiness

- (a) The site should always be kept tidy.
- (b) All materials/waste should be safely stored and secured to prevent damage or injury to the public or nearby properties. Tregonhawke can experience high winds at all times of the year and therefore materials and waste that are left insecure could cause damage or injury. Any damage or injury caused by any materials, waste or debris will be the responsibility of the contractor.
- (c) No materials, debris, earth or rocks shall be dumped and/or left on TCCOA land. It is the responsibility of the contractor in the first instance to ensure that all materials, waste, debris, earth and rocks are removed from the cliff. If the contractor fails to remove the aforementioned materials/waste, the chalet owner will become responsible for the removal. **Tregonhawke has areas of high-risk landslip and subsidence that can be badly affected by both excavations and additional surface materials.** A copy of the full geo-engineers' survey carried out by the John Grimes Partnership for TCCOA Ltd has been provided to all chalet owners and should be available to contractors; please contact the TCCOA secretary if a further electronic copy is required.

7. Excavations

- (a) A site survey carried out by a land surveyor is advisable for all excavations on the cliff prior to works commencing.
- (b) Locate and identify all utility services such as electrical, water and sewerage in the area before excavation commences. (Please note, due to the nature of the cliff other chalets may have utility services that run under/through the site you are working on.)
- (c) Rocks, plants and trees on TCCOA land must not be removed unless prior permission has been granted in writing by TCCOA. Permission will only be granted if the removal is to limit the health and safety risk to other chalets or the public and appropriate remedial works are undertaken at the end of the construction work.
- (d) Excavation slopes and/or supporting systems must be inspected daily for erosion or deterioration.
- (e) Do not place or move any load or equipment near the edge of any excavation or close to the cliff edge where it could cause collapse and thereby endanger other chalets or members of the public.

8. Fire Safety – Lighting of fires is prohibited at all times.

9. Storage Areas and skips – An application may be made to locate a skip on the TCCOA parking areas by Military Road, for which a charge will be levied if the application is agreed. Storage of building or waste materials elsewhere on TCCOA land is only permitted when agreed in writing by TCCOA Ltd. Such permission will only be given when the directors are satisfied that the location is suitable and can easily be restored to its previous natural state on completion of the works, and a charge will be made. It will be the contractor's responsibility to return the area to its natural state.

TCCOA encourages good working relations with companies/contractors working on the cliff and contact details can be provided for our Operations Director, Ben Crane, who lives and works on the cliff. Ben has a wealth of knowledge and can be your point of contact to provide you with advice and further guidelines as deemed necessary throughout the construction. All emails should be addressed to the Secretary, Nicky Roberts: nicky-roberts@tccoa.co.uk