



Three Rivers District Council

# WATERSMEET EXTERNAL ROOF ACCESS

## PROJECT INITIATION DOCUMENT (P.I.D. Lite)

<b>Project Sponsor</b>	Ray Figg
<b>Project Manager</b>	Ross Peteffer
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<b>Author</b>	Josh Sills

# Project Initiation Document (P.I.D. Lite)

## Document Control

### Document Change History

Version	Status (Draft or approved)	Date issued	Comments / Reason For Change
2	Draft	02/10/19	Technical amendments
3	Final	03/10/19	RF comments
4	Final (Revision)	18/11/19	Revised proposal following feedback from Lead Member

### Distribution

Name	Position	Organisation/ Service
Ross Peteffer	Property Surveyor	Property Services
Gary Cook	M&E Engineer	Property Services
Tracy Langley	Facilities Manager	Property Services
Ray Figg	Head of Community Services	Community Services

### Approval

Name	Position	Date approved
Ray Figg	Head of Community Services	03/10/19

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## 1 Introduction

### 1.1 Purpose of the document

The Project Initiation Document (Lite) consolidates information required regarding the fundamental aspects of the project and is the basis against which the project is evaluated and prioritised.

- Why is this project important
- What will the project do, what outcomes will be delivered, what are the success factors and risks
- How much will it cost, what resources are required

*\*\* This document is a “lite” version of the full Project Initiation Document (PID) required when initiating the project fully. The full PID contains additional information.*

- *How will the project be implemented, how will it be managed*
- *When will the project be implemented*
- *Who will be involved and who will be impacted*

**NOTE:** When a PID is recommended to Council and approved as part of the budget setting process, the relevant Chief Officer will be deemed to have the necessary Delegated Authority to enter into any contract in respect of the project and within the budget agreed.

## 1.2 Executive Summary

- 1.2.1 Watersmeet's roof requires regular access for maintenance of temperature control and ventilation plant, solar panels, fuse board and inverters, and satellite dish. The only existing access is via a vertical ladder, on the outside of the building. This is unsafe for carrying tools and equipment and it has been identified that a more suitable means of access is required.
- 1.2.2 The ventilation equipment for the venue is located in a room on the roof accessed via a vertical ladder in an internal room through the boiler room. This access is regularly required for maintenance by staff and contractors. Improvements to this access route were highlighted as a high priority recommendation in the recent Fire Risk Assessment by Healthy Building International Ltd (HBI) that this should be addressed by providing an alternative means of escape in the event of a fire in the boiler room.
- 1.2.3 Following the request from Cabinet Management Board to revisit the proposed costs and project objectives the recommendation is for an external staircase to be constructed on the exterior of Watersmeet to allow safer roof access, and an external door from the ventilation plant room with a second external staircase leading to ground level.
- 1.2.4 The original project costs were estimated to be £55,750 +VAT. However following a quotation for the proposed works and revised approach, the project costs have been reduced to £46,250 +VAT.

## 1.3 Project Objectives

- 1.3.1 To enable safe access to Watersmeet's roof for maintenance operatives.
- 1.3.2 To provide safe ingress and egress from the roof plant room (currently accessed by vertical ladder through boiler room)
- 1.3.3 To ensure that temperature controls and adequate ventilation are sustained throughout the building.

## 1.4 Current issues and priorities

- 1.4.1 Currently the roof is accessed via a vertical ladder located in Daybreak Nursery's playground (the leased area). A new staircase access will allow safer access from a location not in the leased area. The issues with a vertical ladder is that often tools and other items of plant equipment are required for maintenance work and carrying them up the vertical ladder is unsafe.
- 1.4.2 The ventilation plant room is accessed via a vertical ladder in a room in the boiler room. This is the only access to the ventilation equipment and in the event of a fire in the boiler room, would mean the person carrying out the work could become trapped with no escape route. The external door and staircase would mean the ventilation plant room could be accessed without the need to pass through the boiler room, and via a staircase rather than a vertical ladder, significantly reducing the safety risks to any workers.

## 1.5 Implications of project not being complete

- 1.5.1 The current roof access and ventilation plant maintenance access has been identified as being a high priority recommendation by the recent Fire Risk Assessment carried out by Healthy Buildings International Ltd (HBI).
- 1.5.2 For roof access the implication for the Council if the project is not carried out would be additional regular costs of hiring access equipment to safely access the roof.
- 1.5.3 For ventilation plant room access the implication for the Council is, that if there were a fire in the boiler room whilst someone was in the plant room they would have no means of escape. This access is required to maintain the ventilation equipment, and access is required several times per year.

## 2 Business Case

### Why should this project be undertaken?

- For the safety of staff and contractors carrying out essential building maintenance.
- To ensure that plant and equipment can be regularly maintained to sustain adequate heating, cooling and ventilation throughout Watersmeet.
- To avoid disturbing Daybreak Nursery's (tenant) activity.
- An easier and safer roof access was recommended in the February 2016 Watersmeet Condition Survey prepared by CSJ Associates Limited as a health and safety measure.

### How will project success be measured?

- By providing safe and easy access to Watersmeet's roof for essential maintenance work on a regular basis.
- By providing an emergency exit route for staff and contractors working in the ventilation plant room.
- By providing a safe way to carry tools and material to Watersmeet's roof for any maintenance work.

### 2.1 Project Definition

- 2.1.1 Apply for planning permission to install an external staircase at the side of Watersmeet by the access road opposite Basing House including a lockable gate at the bottom to restrict roof access.
- 2.1.2 Install an access walkway, external staircase and door from the ventilation plant room to ground level on East side of Watersmeet.

### 2.2 Outputs and Outcomes

#### Outputs

- To eliminate the potentially catastrophic health and safety risk of a person being trapped in the ventilation plant room in the event of a fire in the boiler room whilst carrying out maintenance work
- To eliminate the similar high level of risk of staff or contractors falling off the vertical ladder when accessing Watersmeet's roof
- To reduce the risk of tools or material being dropped when injury being caused by carrying items up a vertical ladder

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## Outcomes

- Safer access to Watersmeet roof for maintenance ensuring a regular maintenance schedule is achieved, providing a reliable and comfortable building environment to customers and staff.

## **2.3 Benefits**

2.3.1 The benefits of this project are by providing a safer working environment for staff and maintenance contractors whilst carrying out essential maintenance work. There are several pieces of equipment that are located on the roof including the air conditioning, ventilation equipment and solar panels.

2.3.2 The Council would be acting on high priority recommendations from a recent Fire Risk Assessment.

## **3 Project Costs**

### **3.1 One off project costs**

<b>Item</b>	<b>Cost</b>
Project Management	(in house)
Procurement	(in house)
Planning Application	£250
Building Control Costs	£500
Ventilation Plant Room Electrics and Alarm	£3,000
Ground Works Survey & Asbestos Inspection	£1,500
Staircases manufacture and installation	£32,000
Mechanical, electrical cabling and service pipe allowances	£9,000
<b>Total</b>	<b>£46,250</b>

Ongoing costs would be circa £1,000 every 5 years for repainting of the staircase that could be met by existing revenue budgets.

### **3.2 Financial viability**

3.2.1 The improvements in safety will be realised immediately reducing the risk of potential accidents, and improving the safety of staff and contractors. Alternative options pose greater financial cost such as hiring mobile access equipment or relocating equipment that requires maintenance. Therefore this is the most cost effective solution.

3.2.2 The ongoing costs of maintenance are low at just £1,000 every five years.

### **3.3 Resources and skills**

3.3.1 Project management, and procurement can be carried out by in house staff team using the Council's Procurement Manager, Watersmeet Venue Manager, Watersmeet Building & Technical Manager and the Council's Property Surveyor.

3.3.2 The manufacture and construction of both the staircases and doorway would need to use the appropriate contractor and the work would need to be procured.

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Has the project been agreed by the Head of ICT?

Yes	
No	X

### 3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	
No	X

If yes, please provide brief details of the EIA...

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Has an [Equality Impact Assessment](#) been undertaken for this project?

Yes	
No	X

If yes, what are the outcomes and how do these link to the project?

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### 3.5 Data Protection Impact Assessment (DPIA)

Has a [Data Protection Impact Assessment](#) be completed for this project?

Yes	
No	X

If yes, please attach a copy

If no, why not?

\_\_\_\_\_ N/A \_\_\_\_\_

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### 3.6 Risks

#### [Risk Management Strategy](#)

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Falling from vertical ladder	Death, broken limbs	Suitable footwear, cage around ladder	Provide alternative access	High
Dropping tools from vertical ladder	Impact injury	Use tool belt, hoist heavy items up	Provide alternative access	Medium
Trapped in ventilation shaft	Death	Second person on	Provide escape route	High

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	watch		
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Very Likely ----- Likelihood ----- Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Low	Low	Medium	High	
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
----- Impact -----> Unacceptable				

- Impact Score**
- 4 (Catastrophic)
  - 3 (Critical)
  - 2 (Significant)
  - 1 (Marginal)

- Likelihood Score**
- 4 (Very Likely (≥80%))
  - 3 (Likely (21-79%))
  - 2 (Unlikely (6-20%))
  - 1 (Remote (≤5%))