

PROPOSED WORKS AT

13 Station Road
Southwold,
Suffolk,
IP18 6AX

PRE-CONSTRUCTION INFORMATION

Construction (Design & Management) Regulations 2015

Principal Designer: Tom North
BSc (Hons) MRICS

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1. INTRODUCTION

The pre-construction information contained within this document has been developed for the project as required under Regulation 8 and 11 of the Construction (Design & Management) Regulations 2015.

2. PROJECT DETAILS

2.1 Description of project & construction work involved

Repairs to chimney flashings, replacement of windows and doors throughout other than front elevation to be repaired and secondary glazing installed, Helifix repairs and repointing to masonry. Structural alterations and replacement of defective elements. Stripping out of premises generally and laying new floor throughout ground floor area. Complete refurbishment including new surfaces, ceiling all linings, joinery, decorations and fitting out.

2.2 Site Address

13 Station Road
Southwold,
Suffolk,
IP18 6AX

2.3 Project Time Scales

Start on site:	October 2020
Completion:	TBC
Contract duration:	10 Weeks

2.4 Mobilisation Period

The minimum time allowed between the appointment of the principal contractor and instruction to commence on site will be 3 weeks.

2.5 Intended Use of the Building on Completion

Private residential

Will the Structure/Building will be used as a Workplace? **Yes/No**

If yes, all designers:

Please ensure that the finished design must take into account the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

2.6 Existing Records & Plans that are available

Description	Location
Asbestos Survey	With tender documents
Drainage plan	With tender documents
Structural Design	With tender documents

2.7 Site Location Map

A plan detailing the location of the building is included within Tender drawing S01.

3. PROJECT CONTACTS

3.1 Client

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

Contact: Lesley Beevor

3.2 Contract Administrator

North & Hawkins Ltd
2 Redwell Street
Norwich
NR2 4SN

Contact: Tom North
Office: 01603 397055
Mobile: 07747 270755
Email: tom@northandhawlinks.co.uk

3.3 Principal Designer

North & Hawkins Ltd
2 Redwell Street
Norwich
NR2 4SN

Contact: Tom North
Office: 01603 397055
Mobile: 07747 270755
Email: tom@northandhawlinks.co.uk

3.4 Principal Contractor

TBA

3.5 Other Designers

Horizon Structures Ltd
1 Yarmouth Rd
Thorpe
Norwich
NR7 0ET

Contact: David Cook

Email: david.cook@horizon-structures.com

4. EXISTING SITE CONDITIONS INCLUDING RESTRICTIONS AND RISKS

4.1 Existing Structure/Site Description

End of terrace Victorian residence, two storey principal property including rear projection. Single storey rear annexe. Small front paved garden and rear enclosed yard. Access to rear yard via gate to shared driveway.

Mains gas, electricity, water and drainage.

4.2 Access to the Site

Public highway.

4.3 Site Boundaries and adjacent Land Use

Private driveway to commercial property to the rear.

4.4 Adjoining Sites (if any)

Residential and offices to rear.

4.5 Location of Existing Services

Gas – front elevation
Electricity – left hand flank wall
Mains water – not identified
Foul drainage – to rear yard and driveway / road.

4.6 Ground Conditions

There was no site investigation report available.

4.7 Existing Health and Safety File Information

None.

4.8 Existing Health Hazards

Environmental Hazards

Contamination	Care will be required whilst removing any hazardous materials. There are no known ground contaminants on the site.
Dust	Works causing excessive dust are to be managed to reduce to a minimum.
Noise	Excessive noise is to be managed.
Waste	Waste Management Plan to be developed by the Principal Contractor/Specialist removal contractor.
Fumes	Care will be required whilst removing any hazardous materials or service installations to ensure that fumes do not occur/leach.

4.9 Weather Conditions

The normal weather conditions that are expected should not have any adverse affect on construction operations.

4.10 Relevant Historical Information

Previous drainage repairs and replacement to the from of the property and possible underpinning / replacement of washed away sub-soils.

5. CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

5.1 Project Safety Goals and Targets

The proposed works are to be carried out maintaining high standards of health and safety onsite, ensuring minimum possible disturbance to nearby businesses and residential homes.

The project is targeted to be completed without any RIDDOR reportable accidents on site. Compliance with applicable health and safety legislation is to be ensured as an absolute minimum.

Carefully plan for and be seen to follow best practice in Covid-19 precautions.

5.2 Activities on or near the Site during the Works

None known.

5.3 Emergency Procedures, Means of Escape, Fire Precautions

Principal Contractor to establish emergency procedures within the working areas that should include system of raising alarm, means of escape, muster point, access for emergency vehicles, details of existing hazardous substances and measures to be taken in case of any suspected exposure and all relevant phone numbers etc.

Appropriate fire precautions and procedures to be established as the works progress which should include a 'permit to work' system for all hot works. Suitable fire extinguishers to be sited in prominent positions within work area.

All contractors and visitors to site to be informed of all emergency procedures as part of site induction system.

5.4 Client Site Restrictions

No particular/specific restrictions have been specified by the Client.

5.5 Arrangements for Planning and Managing the Construction Work

Project meetings will take place at regular intervals. The Construction Phase Plan should detail how the project is to be planned and managed from initial mobilisation to completion, including the hand over of final documentation for the Health and Safety File. Any major changes as the Plan is developed should be communicated to the Principal Designer.

5.6 Communication and Liaison Between Client and Others

A robust system of communication between all members of the project team should be established and maintained throughout the project. Points of contact to be agreed between all parties.

5.7 Arrangements for Site Security and Public Safety

The contractor is to maintain the site boundaries to restrict unauthorised access to the site

Due to the nature of the site, the Principal Contractor is reminded of the standards defined in the HSE publication: HSG 151 'Protecting the Public – Your Next Move'

The Client does not have a current permit to work system. It is advised that the Principal Contractor adopts a permit to work system for all potentially hazardous works.

5.8 Site Transport Arrangement / Vehicle Movement Restrictions

No particular/specific restrictions have been specified by the Client. The site is on the main thoroughfare into / out of Southwold High Street so care must be taken to minimize disruption by controlling deliveries and waste movements.

5.9 Deliveries (unloading) and Storage Areas

No particular/specific restrictions have been specified by the Client.

5.10 Client Designated Confined Areas

No particular/specific areas have been specified by the Client

5.11 Smoking and Parking Restrictions

The worksite is designated as a no smoking area.

The compound area is to be within the rear yard as feasible to use this for storage.

Parking is on the street only.

5.12 Welfare Facilities

The contractor may utilize existing site facilities as long as they exist within the property. As these become stripped out or not provided with hot and cold water, alternative provision is required, anticipated to comprise of a site toilet within the rear yard, which will need to be craned over the boundary wall.

Hand washing provision is required so a temporary hot water point may be required.

5.13 Site Liaison Arrangements

Ongoing Design Changes

In relation to any significant design changes, the Principal Contractor shall inform the Principal Designer of the issues prior to the commencement of any design or construction work.

The Principal Designer will then ensure that the co-ordination of the information between all the relevant designers and the Principal Contractor takes place, with a view to ensuring the prescribed design risk assessment method is applied and all residual significant risks are brought to the attention of the Principal Contractor and evidence of the intended methods to manage the risks are obtained.

Temporary Works

It must be noted that all temporary and false works are defined as 'design work' and subject to CDM Regulations 11 and 18. Design Risk Information and other health and safety related information must be prepared and forwarded to the Principal Designer.

Principal Contractor and/or Contractor's Design Input

Any design work carried out by the Principal Contractor, Contractors and Sub-contractors falls under the CDM Regulations.

Health and Safety File Information

The information for the File should be collected as soon as the works progress on site (details in Section 9). It should be noted that the required information for Health and Safety File must be completed as soon as the works have finished on site. If the

complete File information is not received by the Principal Designer, by latest within one month of the project completion, the incomplete File will be sent to the Client.

6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

6.1 Design Assumptions and Control Measures

See attached tender information.

- 1. Structural Works:** Fully support the structure as works progress using such props and supports as are necessary and follow any sequence of works provided by the structural engineer.
- 2. Asbestos Removal:** Make all operatives aware of the presence of and contents of the Asbestos Survey. Remain alert to the possibility of further asbestos being encountered.
- 3. Removal of floors and ceilings:** Risk of operatives and visitors falling through openings. Provide temporary walk boards as necessary. Ensure all areas de-nailed as work progresses. Provide signage, as necessary. Restrict unauthorized entry,

6.2 Significant Risks Identified During Design

Referring to the Designer Risk Information, site visit notes and enquiries made by the Principal Designer, some significant risks in the project are identified in the attached Designers Risk Assessment.

Identified Significant Risks	Suggested Controls
Working at Height	Any work undertaken at high level is to be undertaken from a suitably constructed work platform or the use of MEWP in accordance with the Work at height Regulations 2005. The use of stepladders is subject to Method Statement/Risk Assessment to justify a safe system of work.
Falls from Height	Consider presence of fragile roof. Edge protection to be provided, fall arrest systems to be considered i.e. the use of safety nets.
Demolition Works	Controlled method of demolishing of walls to be established. All works likely to affect structural stability to be carried out in accordance agreed design principles.
Concrete Saw Cutting/breaking-out	CAT scan to be undertaken prior to any cutting or breaking out of concrete floor. Noise levels to be monitored. Operator to wear suitable PPE for noise level. HAV issues to be considered.

It is important to note that the Designers Risk Assessment only covers some major risks identified at the design stage of the project. The Principal Contractor is advised to consider these risks (along with any other significant risks identified by him) in the Construction Phase Plan and provide details of the control measures (including the list of risk assessments and method statements to be prepared) to eliminate/minimise the risk. Please refer to the Designer Risk Information for further details.

6.3 Materials Requiring Particular Precautions

- None identified

7. **DOCUMENTS AVAILABLE**

- Asbestos Survey

8. CONSTRUCTION PHASE PLAN

The Principal Contractor is required under Regulation 12 of the CDM Regulations 2015 to develop the Construction Phase Plan. The Plan shall follow the format and content of Appendix 3 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)' and prior to commencement a Construction Phase Plan **must** be submitted to include but not limited to:

Description		Details
1	Description of project	Project description, programme, key dates, details of duty holders, extent and location of existing records
2	Management Structure and Responsibilities	Provide site specific details
3	Statement of Health and Safety Objectives	Also to include arrangements for monitoring and review of health and safety performance
4	Liaison Between Parties	Communication, co-ordination and co-operation between all parties on site, frequency of meetings, management of change
5	Consultation With Workforce	Union safety representatives, employee representatives, safety committee
6	Exchange of Design Information	Between Client, Designers, Principal Designer and Contractors on site
7	Selection and Control of Contractors	Assessment of competence and management of Contractors
8	Provision and Exchange of H&S Information to (Sub)-Contractors	Provision of relevant sections of Construction Phase Plan, copy of F10, project specific risks on the project. Also to include arrangements for exchange of H&S information b/w (Sub)-Contractors.
9	Site Security	Controlling access, supervision of visitors, definition of boundaries, controlling entry of unauthorized person on site in particular during off-shift hours
10	Induction	Procedure for workforce and visitors
11	Training for People on Site	Training records, planned training
12	Welfare Facilities	Provide site specific details

13	First Aid	Provide names of First Aiders and details of First Aid Equipment
14	Fire & Emergency Procedures	Provide site specific details
15	Reporting Accidents	To include the RIDDOR reporting and investigation of accidents and incidents including near misses
16	Safety Risks	e.g. delivery and removal of materials and work equipment, services (existing and new), adjacent land use, stability of structures, preventing falls, lifting operations, excavations, traffic routes, working near water, fragile materials, storage of materials, any other significant risks
17	Health Risks	e.g. asbestos removal, contaminated land, manual handling, noise, vibration
18	Risk Assessments	Production and approval of risk assessments (RA), project specific RA prepared and list of RA to be prepared
19	Method Statement	Production and approval of method statements (MS), project specific MS prepared and list of MS to be prepared
20	Site Rules	Provide site specific details
21	Arranging for Monitoring	Internal or external health and safety arrangements for regular site visits, inspections, monitoring and audit
22	H & S File	File layout, format, arrangements for the collection and gathering of information and the storage of information

9. HEALTH AND SAFETY FILE FORMAT AND CONTENTS

The Client, Designers, Principal Contractor and other Contractors are required under the CDM Regulations 2015 to provide the information for the Health and Safety File. The File shall follow the content of paragraph 263 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)'. The suggested File format and contents are as follows:

Information	Details	Responsibility for Providing the
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			Information
1	Project Description	A brief description of the work carried out	Principal Contractor
2	Final Programme and Key Dates*	Final construction programme and/or key dates e.g. when project started, completed and duration	Principal Contractor
3	Parties Involved in the Project*	Details of Client, Design Team, CDB Co-ordinator, Principal Contractor, Contractor and Sub-contractor, Suppliers and Public Utilities Suppliers	Client Principal Designer Principal Contractor
4	Design Information	Key structural principles (e.g. bracing, sources of substantial stored energy – including pre and post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there, design calculations where relevant	All Designers
5	As-Built Records and Information	Architectural, Civil, Structural, Mechanical and Electrical Design and Installation (including plant and equipment and safe access to and from services voids), Steel Work Fabrication, Fire: Strategy, Doors, Compartmentalisation and Escape Routes Drawings and Information	Designers Principal Contractor
6	Significant Services	Nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services etc.	Client M & E Designers Principal Contractor

7	Residual Hazards	e.g. surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services, confined spaces	Client Designers Principal Contractor
8	Hazardous Materials Used	e.g. Lead paint, pesticides, special coatings which could not be burnt off etc.	Designers Principal Contractor
9	Removal and Demolition	Information regarding the removal and dismantling of installed plant, equipment (e.g. any special arrangements for lifting, order or other special instructions for dismantling etc.)	Designers Principal Contractor
10	Cleaning and Maintenance	Health and safety information about equipment provided for cleaning and maintaining the structure	Designers Principal Contractor
11	Notifications and Approvals*	Copies of F10 and other notifications/approvals	Client Principal Designer Principal Contractor
12	Warranties*	Copies of warranties provided by contractors, sub-contractors and suppliers	Client Principal Contractor
13	Operating and Maintenance*	Maintenance procedures including testing for plant and equipment installed and Operation and Maintenance Manuals	Designers Principal Contractor
14	Investigation Reports & Surveys*	Ground Investigation/Soil Investigation Reports, Trial Pit Analysis, UXB Reports, Acoustic Test Results, Ecological Survey Report, Ground Decontamination Certificate etc.	Designers Principal Contractor

15	Test Certificates*	Electrical Installation, Mechanical Installations, Plumbing, Fire Alarm, Emergency Lighting, Lightening Protection System, Lift Commissioning etc.	Principal Contractor
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