



PRE CONSTRUCTION INFORMATION

FOR

BOILER REPLACEMENT AND BMS UPGRADE

AT

**Medbourne Pavilion
Pascal Drive
Medbourne
Milton Keynes
MK5 6LS**

M&E Consulting Engineer

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Client

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Notice

HEATON D&E PROJECT NO.: 1351
SPECIFICATION: Pre-Construction Information
AT: Medbourne Pavilion, Pascal Drive, Medbourne, MK5 6LS
FOR: Boiler Replacement and BMS upgrade

Document history

Issue Purpose	Issue Date	Prepared by	Reviewed by	Approved by
For Information	January 2019	E Heaton	E Heaton	E Heaton

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1. Description of Project

1.1. Project Description And Programme Details

1.1.1. The project

Name: Replacement of the boiler plant and upgrade of BMS
Nature: M&E refurbishment.

1.1.2. Nature of construction work to be carried out

The works include replacement of the existing boiler and associated plant within the plant room along with the upgrade of the BMS.

Key dates

Planned start: February 2019

Planned duration: 4 weeks.

1.1.3. Minimum time allowed between the appointment of principal contractor and instruction to commence work on site

2 weeks+

1.2. Details of client, designer, cdm consultant and other consultants

1.2.1. Name of employer

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB

1.2.2. Client

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB
Tel: 01908 502808

1.2.3. Project Officer

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB
Tel: 01908 502808. Email: Medbournepm@shenleychurchend-pc.co.uk
Contact: Jane Webb

1.2.4. Principal Designer

Heaton Design & Engineering, 14 Church Green, Witney, Oxon. OX28 4AW
Tel: 01993 357337. Email: edward@heatonde.co.uk
Contact: Edward Heaton

1.2.5. CDM Consultant

Heaton Design & Engineering, 14 Church Green, Witney, Oxon. OX28 4AW
Tel: 01993 357337. Email: edward@heatonde.co.uk
Contact: Edward Heaton

1.2.6. Local Contact

Jane Webb
Email: Medbournepm@shenleychurchend-pc.co.uk
Tel: 01908 502808
Mobile:

1.2.7. Will the structure be used as a work place

(in which case, the finished design will need to take account of the relevant requirements of the workplace (health, safety and welfare) regulations 1992)

Yes.

1.2.8. Extent and location of existing records and plans

Limited record information has been made available.

2. Client's considerations and management requirements

2.1. Planning and managing the construction work, including any health and safety goals for the project

1. Comply with the provisions of the Construction (Design and Management) Regulations 2015.
2. Protect the health and safety of people working on the project, and others who may be affected by their activities. Avoid deaths and injuries.
3. Comply with the safety procedures as agreed with Department Administrators when working inside the existing buildings.

2.2. Communication and liaison between client and others

4. Regular Progress Meetings: Health and Safety should be an ongoing item for review, recorded with actions to ensure that items are progressed. The following organisations should be represented as relevant:

Shenley Church End Parish Council, Principal Contractor.

5. Submit the construction phase health and safety plan developed from the Pre-construction information to the UES before the proposed date for start of construction work. The UES (Principle Designer) in conjunction with the CDM Consultant will advise the Employer in writing that in his view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

2.3. Welfare provision

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing.

6. Site accommodation: Plant room
7. Toilet facilities: Existing WC's within the building.

2.4. Health and safety of the client's employees or customers or those involved in the project

8. Planning restrictions, which might affect health and safety: Not applicable.
9. Scaffolding and Working at Height:
It is currently deemed that scaffolding is not required within these works.
Comply with The Work at Height Regulations if scaffolding is deemed as required.
10. Power tools: Protect all power tools and extension leads by means of a 30mA RCD. Do not use extension leads carrying in excess of 110 volts. Ensure all electrical equipment has up-to-date test certificates.

11. Temporary lighting and power: Provide suitable temporary lighting and power to allow the work to be undertaken safely. The UES will supply a temporary point.
12. Working beyond the site: Where work is required to work in areas beyond his site, agree defined 'Working Areas' with the relevant Administrators.
13. Additionally, where access is needed for service connections etc. outside these designated areas identify the extent of this and prepare a statement in order that details of safe working may be agreed with the management of Medbourne Pavilion. Keep clean at completion of each working day and clear debris immediately after drilling etc. Erect safety warning signs as required.
14. 08:00 to 17:00 Monday to Friday. Authorisation is required from Shenley Church End Parish Council for works beyond these times. Some timing restrictions may be in place for noisy works (TBC).
15. Radios: No radios/personal stereos/other audio equipment within the site.
16. Record of persons on site: Maintain a complete list of all persons engaged in the works, noting daily attendances, arrivals and departures so as to ensure an accurate record of persons on site is immediately available in the event of an emergency roll call. Include all visitors to the site. Contractors staff must display identity information at all times whilst at Pascal Drive.
17. Erect as required by the Works, including a general warning sign at the building entrance and in the various working area.
18. Noise and vibration: Keep to a minimum.
19. Dust: Ensure that this is kept to a minimum.
20. Injury to adjoining occupants and passers-by due to material movements/other building work: Protect these people from potential risk by good housekeeping and safe working methods.
21. Rubbish/debris: Remove and clear the site on a regular basis

2.5. Site hoarding requirements

22. Separate the construction work from the users of the building and public. Barriers to use to separate internal works within corridors and rooms. Roof protection is to be installed were require to allow safe access to the plant room and removal and installation of materials. Any external works including possible crane use will have to be assessed and appropriate controls put in place.

2.6. Site transport arrangements or vehicle movement restrictions.

23. Access and deliveries to be arranged by the principal contractor. There is limited parking within the site.

2.7. Permit-to-work systems

24. Hot work: will be subject to a 'permit to work' system Provide a Method Statement for ALL Hot Work to be undertaken

2.8. Fire precautions

25. Fire escapes/emergencies: Maintain clear escape routes from existing doors, external routes and vehicle under pass.
26. Fire safety: Take measures to ensure that the building operations, including periods when the site is shut, do not compromise the fire safety of the existing occupants or buildings.

2.9. Emergency procedures and means of escape.

27. It may be necessary for emergency repairs to be undertaken from the Contractors site. Shenley Church End Parish Council management will liaise with the Contractor to agree a safe working method.
28. Contractors escape routes: Maintain routes and train operatives.

2.10. Areas designated as out of bounds or for authorised access only.

29. Areas outside the Contract area.

2.11. Any areas the client has designated as confined spaces.

30. None known although there is limited space within the roof space for carrying out the tank removal / bypass works.

2.12. Smoking and parking restrictions.

31. Smoking: No smoking within the site including e-cigarettes
32. Parking: There is limited parking available on site (tbc).

3. Existing on-site risks

3.1. Boundaries and access, including temporary access

33. Boundaries: As shown on tender drawings.

34. Contractor's access to the site:

From Pascal Drive.

35. Access must be maintained to the car park at all times. Access to the boiler room to be maintained.

36. Location of unloading, layout and storage areas:

Unloading will be in the car park and storage within the plant room.

37. Vehicles approaching or leaving this area must be properly supervised and the drivers of all vehicles made aware of the congested nature of the site generally.

38. Pedestrian routes/fire escapes:

39. Keep the routes safe, protected, signed and lit.

40. The building is used for residential purposes and will remain in use throughout the contract.

3.2. Restrictions on deliveries or waste collection or storage.

41. Arrange delivery times to avoid conflict with building users.

3.3. Adjacent land uses

42. None

3.4. Storage of hazardous materials

43. None

3.5. Location of existing services

44. Electrical:

All electric circuits within the immediate site area will be isolated/made safe before the job starts. Further services could be present on site. Exercise due caution when working.

Control of the electrical dangers will be assigned to the Principal Contractor as set out in the tender documents.

45. Mechanical:

Mechanical services within each site area may be isolated/disconnected before work starts.

Available records of existing mechanical services installation will be issued to the Principal Contractor. Further services could be present on site and the Contractor shall exercise due caution when working.

46. Drainage:
Existing known drainage is shown on the tender drawings.
47. Water:
A temporary supply will not be required.
48. Other services: N/A

3.6. Ground Conditions

Including contamination, gross instability, possible subsidence or underground obstructions.

49. Concrete slab, no known structural issues.

3.7. Existing structures – stability, or fragile materials

Including special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions, or instability problems

3.8. Previous structural modifications

50. Not known.

3.9. Fire damage, ground shrinkage, movement or poor maintenance.

51. Not Known

3.10. Difficulties relating to plant and equipment in the premises.

52. Following a Refurbishment and Demolishment survey, the existing flue has been identified as asbestos concrete. The removal of this flue is to be arranged by Shenley Church End Parish Council.

3.11. Health and safety information contained in earlier design.

53. N/A

4. Health Hazards

4.1. Asbestos, including results of surveys

54. Medbourne Pavilion was built in 2009 and as such there are no known asbestos containing materials within the building.

If during the progress of the works the Contractor becomes aware of the presence of material thought to contain asbestos he must stop work and immediately inform the Shenley Church End Parish Council representative Jane Webb – 01908 502808 / Medbournepm@shenleychurchend-pc.co.uk.

55. Shenley Church End Parish Council rules on asbestos:
Make all on-site representatives, operatives and sub-contractors aware of the very strict rules, which must be followed in the event of the discovery, during the works, of materials, which could contain asbestos.

If any material is encountered which is thought to be asbestos, the work in the area must stop and the Shenley Church End Parish Council representative contacted. Steps must be taken to prevent the spread of suspect materials.

If the material is confirmed to contain asbestos then its removal or encapsulation must be preceded by an Asbestos Meeting and must be carried out in strict accordance with Shenley Church End Parish Council Policy and other relevant legislation.

The site will not be declared safe for work to resume until it has been inspected by a competent person and a count of airborne fibres shown the level to be safe.

4.2. Existing storage of hazardous materials

56. None

4.3. Contaminated land, including results of surveys

57. Not relevant

4.4. Existing structures hazardous material

Aware

4.5. Health risks arising from client's activities

58. Ensure the contract area is defined and separated from routes and rooms used by building users.
59. Be aware of existing service routes throughout the site.
60. There are no other known construction projects around the building
61. Contractor should be constantly aware of the building users.

5. Significant Design and Construction Hazards

5.1. Design assumptions and control measures

62. SIGNIFICANT HAZARDS OR WORK SEQUENCES IDENTIFIED BY THE DESIGNERS WHICH CANNOT BE AVOIDED OR DESIGNED OUT AND BROAD INDICATIONS OF THE PRECAUTIONS CONSIDERED FOR DEALING WITH THEM:

Submit method statements relating to these hazards and/or statements on how the hazards will be addressed. Control commonplace hazards by good management and good site practices.

63. Task: REMOVAL OF PLANT FROM PLANT ROOM

Hazard(s): Injury to workers and public.

Precautions considered: Break down items of plant into manageable size pieces.

64. Task: INSTALLATION OF FLUE, ROOFING AND PIPEWORK USING SCAFFOLDING

Hazard(s): Injury to workers and public.

Precautions considered: safety harnesses to secure operatives to the scaffolding to avoid falls. When not in use the scaffold shall be safely locked off to prevent any unauthorised access.

5.2. Arrangements for co-ordination of on-going design work and handling design changes

65. Hold site meetings at regular intervals with representatives of the following organisations to ensure that matters of health and safety are considered: Shenley Church End Parish Council, Principal Contractor.

5.3. Information on significant design risks identified during design (health and safety risks)

66. Apart from items list in section E 12,13, the possible presence of lead paint.

5.4. Materials requiring particular precautions construction materials

67. None: It is considered that a competent contractor will know the precautionary information, which suppliers are, by law required to provide. Comply with all COSHH Regulations with regard to handling of all materials and products.

6. Health & Safety File

6.1. Introduction

68. The File needs to contain the information to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. It should be as succinct as possible as the provision of huge volumes of information will not be read.
69. Provide 1 No. hard copy of the information for the File, in an A4 size and 1 No electronic copy before Practical Completion.
70. The Principal Contractor will assemble the File.

6.2. General details

71. A brief description of the work carried out.

The address of the premise

Name of the Building Owner

Names and addresses of -

Architect; Principle Designer, Structural/Civil Engineer; Quantity Surveyor; Services Engineer; CDM Consultant; Principal Contractor; sub-contractors.

6.3. Any residual hazards

Which remain and how they have been dealt with, for example surveys or other information concerning asbestos; buried services etc.

6.4. Key structural principles

Safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

6.5. Hazardous material used

For example lead paint; special coatings which should not be burnt off etc.

6.6. Information regarding the removal or dismantling of installed plant and equipment

For example any special arrangements for lifting, order or any special instructions for dismantling etc.

6.7. Health and safety information about equipment provided for cleaning or maintaining the structure

6.8. The nature, location and markings of significant services

Including underground cables; gas supply equipment; fire fighting services etc.

6.9. As-built drawings of the structure, plant and equipment

Including safe access to and from service voids, fire doors and compartmentalisation etc.

Pre-construction information ends



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