

APPENDICES

- A Pre Construction Information
- B Asbestos Refurbishment and Demolition Survey + Register
- C Site Investigations Report
- D Planning Permission and Building Regulations Approval
- E Sub Contractor Warranty

APPENDIX A

Pre Construction Information

CLARK ASSOCIATES

PROJECT MANAGERS AND CONSTRUCTION COST CONSULTANTS

PRE CONSTRUCTION INFORMATION

for

FOOTBALL PAVILION

At

**VICTORY PARK, CHURCH ROAD,
CAINSCROSS, STROUD, GL5 4JE**

for

CAINSCROSS PARISH COUNCIL

**UNIT 3 WESTFIELD OFFICE PARK
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8008/WAC/kec
November 2017

CONTENTS

1. Introduction

2. Description of Project
 - 2.1 The Site
 - 2.2 The Works
 - 2.3 The Programme
 - 2.4 The Parties
 - 2.5 Existing Records and Plans

3. Clients Considerations, Management Requirements and Existing/Required On Site Rules

4. Environmental Restrictions
 - 4.1 The Site/Access
 - 4.2 Site Compound etc
 - 4.3 Existing On Site Risks

5. Significant Design and Construction Hazards

6. The Health and Safety File

1. Introduction

- 1.1 In compliance with the Construction (Design and Management) Regulations 2015, Cainscross Parish Council has appointed Clark Associates as the CDM Advisor for the Football Pavilion at Victory Park, Church Road, Cainscross, Stroud, GL5 4JE.
- 1.2 The Client/Principal Designer/CDM Advisor, Designers and the Principal Contractor must be fully committed to the requirements and spirit of the Construction (Design & Management) Regulations 2015 and together with all parties must strive, by design and site management regimes, to ensure the safety of all involved and to complete the project without accident or dangerous incident by, amongst other, targeting competency, cooperation and coordination in everything.
- 1.3 The Pre-Construction Information has been prepared in accordance with the above regulations and the Clients wish to minimise risk to all parties involved in the construction and future maintenance of the project by providing the right information to the right people in the right way at the right time.
- 1.4 The project objectives are
 - 1.4.1 to design out risks as far as/where possible.
 - 1.4.2 for there to be no accidents, no harm to people nor damage to the environment.
 - 1.4.3 to undertake the project with Health and Safety as paramount.
 - 1.4.4 to integrate good Health and Safety performance as a core element in every planning, design and construction operation.
 - 1.4.5 for the Principal Contractor to implement a Safety Strategy with the prevention of accidents and ill health and the promotion of wellbeing for everyone directly involved; there is to be a target of zero accidents/incidents of all types.
 - 1.4.6 to promote a positive Health and Safety culture throughout the supply chain and across the site through effective leadership and engagement.
 - 1.4.7 to create good lines of communication from the outset to promote cooperation at every level and to carry out the Works with the minimum of impact on the adjoining areas of the site/surrounding environment.
- 1.5 It is the Principal Contractors obligation under the Construction (Design and Management) Regulations 2015 to develop this Information in order to produce his Construction Phase Plan. The Plan becomes the foundation upon which the health and safety management of the construction phase needs to be based.
- 1.6 The Principal Contractor is to ensure the Works are carried out in such a way that risks to the Health and Safety of all persons directly concerned with or liable to be effected by the works are either eliminated or reduced to the lowest practicable level within the terms of all general Health and Safety legislation including, but not

necessarily limited to, the latest edition of the following Acts and Regulations where relevant

The Abrasive Wheels Regulations
The Asbestos Regulations
The Building Regulations
The Collection and Disposal of Waste Regulations
The Construction (Design and Management) Amendment Regulations
The Construction (Head protection) Regulations
The Construction (Health, Safety and Welfare) Regulations
The Construction (Lifting Operations) Regulations
The Control of Asbestos at Work (Amendment) Regulations
The Control of Asbestos in the Air Regulations
The Control of Lead at Work Regulations
The Control of Noise (Code of Practice for Construction and Open Sites)
The Control of Substances Hazardous to Health Regulations
The Electricity at Work Regulations
The Environmental Protection Act (duty of care) Regulations
The Environmental Protection (control of injurious substances) Regulations
The Gas Safety Regulations
The Health and Safety (Consultation with Employees) Regulations
The Health and Safety (First Aid) Regulations
The Health and Safety (Enforcing Authority) Regulations
The Health and Safety (Safety Signs & Signals) Regulations
The Health and Safety (Training for Employment) Regulations
The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations
The Management of Safety at Work Regulations
The Manual Handling Operations Regulations
The Noise at Work Regulations
The Personal Protective Equipment at Work Regulations
The Pressure Systems and Transportable Gas Containers Regulations
The Provision and use of Work Equipment Regulations
The Reporting of Diseases and Dangerous Occurrences Regulations
The Traffic Signs Regulations and General Directions
The Waste Regulation and Disposal Regulation
The Water (prevention of pollution) Regulations

- 1.7 The Construction Phase Plan is a live document which must be kept under review and modified to anticipate and reflect changing circumstances as the construction work progresses.
- 1.8 A Health and Safety File will be provided to the Client following the project completion for the benefit of themselves, future owners and occupiers, or any parties required to make use of the knowledge gained in the development of the project.

2. Description of the Project

2.1 The Site

- 2.1.1 The site is located at Victory Park, Church Road, Cainscross, Stroud on the edge of the playing fields beyond the residential area adjoining the recently constructed Rugby Club Pavilion
- 2.1.2 It is fronted by pedestrian footpaths which are heavily tree lined and road access stops short of the site at the Bowling Club entrance; there is also a cemetery and playground(s) in relatively close proximity
- 2.1.3 The existing building is single storey and comprises rendered walls with an asbestos roof over, internally the accommodation includes four changing rooms with WC's, showers etc and a hall

2.2 The Works

- 2.2.1 The Works, all as more particularly described on the Drawings and in the Specifications, briefly comprise the demolition of the existing building and the construction of a new single storey pavilion to provide two football changing rooms, a clubroom, offices for the Council and other supporting accommodation extending in total to approximately 275m²
- 2.2.2 The building is generally constructed in load bearing masonry off concrete strip footings with a reinforced concrete ground slab and timber pitched roof over covered in a single ply membrane; windows and external doors are double glazed upvc
- 2.2.3 Internally, walls are generally in blockwork with painted doors in hardwood frames, all fully finished, fitted and serviced throughout
- 2.2.4 External works are limited to footpaths, drainage connections and services connections from the adjoining Rugby Club
- 2.2.5 The structure will be used as a workplace and therefore the design takes account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

2.3 The Programme

- 2.3.1 The Works are to commence in January and will be complete June/July 2018.

2.4 The Parties

- 2.4.1 The Employer is Cainscross Parish Council, 39 Westward Road, Stroud GL5 4JA.
- 2.4.2 The Chartered Architectural Technologist/Principal Designer is Brian Gay, 2 Clevedon Road, Flax Bourton, Bristol, BS48 1NL.

- 2.4.3 The Contract Administrator/Quantity Surveyor/CDM Advisor is Clark Associates, Unit 3 Westfield Office Park, Kenn Road, Clevedon, BS21 6UA
- 2.4.4 The Services Engineer is BJP Consulting Group, The Well House, Manor Courtyard, Stratton-on-Fosse, Bath, BA3 4QF
- 2.4.5 The Principal Contractor is the Contractor appointed for the Works.
- 2.5 Existing Records and Plans
- 2.5.1 A number of surveys and investigations, as further described below, have been carried out and are included with the Tender Documents.
- 2.5.2 A Topographical/Measured Survey of the site/building has been carried out.
- 2.5.3 An Asbestos Refurbishment and Demolition Survey + Register has been carried out which details the presence of asbestos, principally in ceilings and roof sheeting; such is to be removed as part of the Works
- 2.5.4 A Site Investigation has been carried out and which notes the presence of naturally occurring Radon.
- 2.5.5 Enquiries have been made re existing sewers and services and such are indicated on the drawings included as part of the Tender Documents; it is nonetheless recommended that all excavations are scanned prior to works starting to determine the presence or otherwise of any other services, in particular private services which are not shown on Utility Company records
- 3. Clients Considerations, Management Requirements and Existing/Required On Site Rules
- 3.1 The Principal Contractor is responsible for developing the Construction Phase Plan following appointment by the Client. He is the health and safety team leader during the construction phase of the project and should appoint an appropriately qualified advisor to complete and implement the Construction Phase Plan and contribute to the File as directed by the Principal Designer/CDM Advisor, together with a Project Safety Co-ordinator, whose duty will be to ensure implementation of the Plan. He should also contribute to the completion of the design elements of the Plan.
- 3.1.1 The Principal Contractor is to ensure that all Contractors and Sub-Contractors – including self employed persons, have been provided with the necessary induction and health and safety training and understand their obligations under the Construction (Design & Management) Regulations 2015.
- 3.2 The Works are to be carried out adjoining a residential/leisure area and although the construction site can be segregated, the Principal Contractor must understand that this brings added considerations and potential hazards which he must take account of in the planning stages of his proposals to manage the construction work.
- 3.2.1 Access to the site is via pedestrian footpaths/grass verges/playing fields off the end of Church Road; there is to be no parking, unloading etc on these footpaths/grass verges/

playing fields at any time and the Principal Contractor must take due recognition of this and manage his site traffic, deliveries etc accordingly.

- 3.3 The Principal Contractor is to liaise with the Client to develop common “Site Rules”; such information is to be built into the Construction Phase Plan as soon as this is known.
 - 3.3.1 Regular liaison meetings are to be held as necessary to discuss issues affecting the operation of the site both in the past and to come.
 - 3.3.2 The Principal Contractor will be required to report on health and safety matters at each project meeting, as a minimum, also in between the same if circumstances dictate.
- 3.4 The Principal Contractor is responsible for the security of the site and must ensure that required temporary fencing and hoarding arrangements are maintained at all times.
- 3.5 The Principal Contractor is to ensure that adequate welfare facilities are provided for the workforce including temporary toilets, washing facilities with running water and first aid facilities etc. These facilities are to be in place prior to the start of the construction phase and must, as a minimum, comply with the requirements of Schedule 2 of the CDM Regulations.
- 3.6 Contractor areas/routes are to be maintained and adhered to at all times; they must be in place before any construction work starts and must ensure segregation between the different work and pedestrian areas.
- 3.7 The Principal Contractor is to provide banksmen when construction traffic is in transit around the site even though such may be segregated from other users of the site and in particular when using the footpath/verge/playing field access.
- 3.8 The Principal Contractor should have a record at all times of all operatives on site. A structured signing in/signing out regime must be kept.
 - 3.8.1 All personnel are to wear suitable I.D. as approved/agreed with the Client.
 - 3.8.2 Appropriate safety equipment must be worn/used, in accordance with all Safety Legislation and the Principal Contractors Health & Safety Policy.
 - 3.8.3 The Principal Contractor shall operate his own Permit to Work system for activities such as, but not necessarily limited to, hot working.
 - 3.8.4 All workplaces must be left in a clean and safe condition whenever the works are left unattended for any period of time, at the end of each working day and on completion of the works. All tools and equipment must be kept safely away from the public at all times.

- 3.8.5 Operatives must refrain from raucous or inappropriate language and behaviour, also no smoking, nor radios; any continuing/consistent problem in this regard will result in the person/Contractor being precluded from the site.
- 3.8.6 Temporary office and welfare facilities are to be thoroughly cleaned as required, but at least once a day (twice for toilets). Any person/Contractor found abusing such facilities and/or disregarding good hygiene practices will be precluded from site.
- 3.9 A fire emergency strategy must be agreed with the Client to take account of a fire in both the adjoining buildings and in the construction areas. Any cutting, brazing, welding or similar hot work shall cease an hour before the site closes. A portable extinguisher is to be available at all times.
- 3.10 Maintaining normal activities for adjoining people and ensuring their/the absolute safety of all associated with the Project is the overriding requirement of the Client.
- 3.11 Parking of Contractors vehicles will be restricted to the site and there is to be no parking on the footpaths/grass verges/playing fields nor indeed in the Bowling Club carpark at any time
- 3.12 At the completion of the project, a Maintenance Section of the Health and Safety File will be produced. Within this will be an Operations Section and the Contractor will be requested to contribute his experience to the production of this Section and the Risk Assessments associated.
4. Environmental Restrictions
- 4.1 The Site/Access
- 4.1.1 Access to the site is via pedestrian footpaths/grass verges/ playing fields off the end of Church Road; the latter is principally a residential road but also, further from the site/ en route to it, there is also a Church and a School
- 4.1.2 Deliveries are to be managed to ensure that arrival of vehicles is distributed throughout the day so as to avoid the need for vehicles to wait on roads outside the site as Church Road itself is quite narrow/has parking restrictions in any event
- 4.1.3 The site access is to be manned during the site operating hours to ensure security/ prevent potential conflicts between pedestrians and vehicles and to manage the arrival and departure of vehicles at the access.
- 4.1.4 No construction work will take place outside the hours of 8am to 6pm Monday to Friday and 8am to 1pm on Saturday. Works shall not take place on Sundays or Bank Holidays without the prior written approval of the local planning authority.
- 4.1.5 The Contractor is to employ wheel washing and noise/dust mitigation measures on the site and damping down is to be employed during periods of dry weather.
- 4.1.6 Roads, pavements and footpaths adjoining the site are to be cleaned on a daily basis to remove any spoil that may be carried out from the site.

4.1.7 All access and surrounding vehicular and pedestrian routes are to be maintained at all times – there is to be no parking or unloading on the footpaths/grass verges/ playing fields nor indeed in the Bowling Club carpark at any time

4.2 Site Compound etc

4.2.1 The site compound is to be on the site and is to be used for the Contractors site establishment, storage of materials, parking and the like.

4.2.2 Delivery vehicles are to be loaded and unloaded within the site in a controlled environment and within designated areas – no loading/unloading will be permitted on the footpaths/grass verges/ playing fields nor indeed in the Bowling Club carpark at any time

4.2.3 The site is to be enclosed along the western and northern boundaries with 1.8m high Heras fencing including lighting as required, warning signage and pair(s) lockable gates for access/egress.

4.2.4 The temporary fencing and gates etc are to be properly maintained.

4.2.5 The Contractor must ensure appropriate signage is put in place to remind the public/all concerned of the presence of the construction site, also to employ a banksman when construction traffic is in transit around the site and particularly when accessing/egressing the site along the footpaths/grass verges/playing fields.

4.3 Existing On Site Risks

4.3.1 Whilst reference is made hereinbefore to limited risks generally, the most significant item the Contractor must be aware of/address, is the constricted access arrangements/ proximity of the public including children

4.3.2 His attention is also brought to the industry requirements surrounding the removal of asbestos and then demolition of the existing building

5. Significant Design and Construction Hazards

5.1 Wherever possible, the design has sought to address the risks and seeks to accommodate safe construction and maintenance but, whilst there appear to be no unusual or innovative substances/materials/construction methods required, the Works almost inevitably give rise to some hazardous operations which the Principal Contractor will need to address; these include but are not necessarily limited to the following

- work generally adjoining a residential/leisure area which generates a constant flow of vehicles and pedestrians including children
- restrictions relating to site access routes, parking, unloading etc
- work generally adjoining public areas

- locating, making safe as required and maintaining all live sewers and services crossing the site and those for the adjoining properties etc
- work adjoining boundaries/adjacent buildings
- work generally within an existing building
- working where asbestos is present
- work involving demolition/stripping out within/to an existing building including envelope works
- manhandling heavy objects etc such as blocks, windows etc
- hoisting heavy materials/items to high levels such as roof trusses, timber decking etc
- safe storage of materials at high levels
- scaffolding etc for the construction of walls, finishes and services at high levels involving materials of varying size and weight
- working in confined spaces producing noise, dust etc and other involving paints, sealants, adhesives etc
- connections to existing sewers where gassing may be present
- connections to existing services

5.2 It is important that as part of the development of the Construction Phase Plan any variations to the Works are closely monitored and any resulting potential risks or hazards designed out and/or minimised and identified

5.2.1 The Principal Contractor shall liaise with and notify the Principal Designer/CDM Advisor of:

- (a) any design elements of any Contractor's package which may have health and safety implications.
- (b) any design changes which may have implications or affect resources.
- (c) any unforeseen hazards or occurrences which may be encountered during the construction process having implications on matters of health and safety.

5.2.2 The procedure for notifying the Principal Designer/CDM Advisor is to contact direct the person named hereinbefore. Written notification is essential for record purposes, but initial contact by telephone may be advantageous where time is of the essence.

6. The Health and Safety File

6.1 The Health and Safety File is to inform about the Works and to assist others carrying out construction work in the future.

6.2 The Contents of the File shall include as a minimum/as appropriate

1. Brief description of the work carried out
2. Details of Contractors and Designers involved in the project
3. Key structural principles
4. Any hazardous materials used
5. Any residual hazards which remain and how they have been dealt with
6. Nature, location and markings of significant services
7. Health and safety information about equipment provided for maintaining or cleaning the structure
8. Details about the operation of the completed structure
9. As built drawings, plant and equipment, access etc
10. Information regarding the removal or dismantling of installed plant and equipment and future removal/demolition generally

together with any other key information the Client, Principal Designer/CDM Advisor, Designers and Principal Contractor consider appropriate

6.3 Information (1No set) is to be provided by the Client, Designers, Contractors and SubContractors to the Principal Contractor on an on-going basis throughout the project so that at Practical Completion the Principal Contractor can provide to the Principal Designer/CDM Advisor completed Files for review and onwards transmission to the Client...1No hard copy and 2No CD's will be required once the Files are complete

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