

Appendix D Pre-construction Information & Design Risk Assessments

PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

Provision of New MUGA and Cricket Nets

at

**Norman Scott Park
Coniston Road
Patchway
Bristol
BS34 5JR**

for

Patchway Town Council

January 2010

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1.0 GENERAL PROJECT DETAILS

1.1 Introduction

Norman Scott Park is an area of grassed recreational land located between Coniston Road, Bradley Road, Pretoria Road and Windermere Road in Patchway.

The park is also used for sporting activities which comprise:

Two football pitches,
Sports Pavilion
Grounds Storage
Hard surfaced games area which is floodlit
Cricket Nets and Pitch
Childrens' Play Area
Skate Park

The main entrance to the park is from Coniston Road which provides access to a tarmaced parking area which is adjacent to the Sports Pavilion. Pedestrian access is from a variety of locations which link to the footpath which runs around the perimeter of the park.

The park is bounded on all sides by residential properties.

The hard-surfaced games pitch is located at approximately the south east corner of the park.

The Employer has commissioned various surveys of existing services and these are appended to this plan.

1.2 Proposal

It is proposed to replace the existing hard surfaced games court with a new MUGA. This will require the full removal of the existing pitch including hedging, perimeter fencing and flood lights and then the construction of the MUGA including new perimeter fencing and floodlights. The MUGA will be 40mx45m in size. The location of the pitch has been checked on site

The proposal also includes new cricket nets.

The current games pitch falls towards the changing pavilion and the flood lights are currently fed electricity from the pavilion.

The proposals benefit from full planning approval PT18/1557/F. The Principal Contractor will need to be made aware of the planning conditions and ensure compliance with these.

1.3 Summary of the Works

The works involved have been described in detail in the earlier sections and are further detailed in the tender documents

1.4 Asbestos

As the proposal is for an outdoor facility it is unlikely that an asbestos would be present.

1.5 Project Particulars

The Project

Name : New MUGA and Cricket Nets

Location : Norman Scott Park
Coniston Road
Patchway
BS34 5JR

Employer : Patchway Town Council
Callicroft House
150 Rodway Road
Patchway
BS34 5DQ

Architect (Principal Designer)

Nicholas Morley Architects Ltd
Box House
Bath Road
Box
Corsham
SN13 8AA

Contact : Nicholas Morley

Tel : 07884 251114

2.0 EMPLOYER EXPECTATIONS AND MANAGEMENT REQUIREMENTS INCLUDING THE PROJECT SAFETY GOALS

2.01 Health & Safety Files

The Principal Contractor shall obtain from the Employer all available Health & Safety files pertaining to the site in order to thoroughly acquaint himself with all hazards that exist and all key information regarding services etc. to allow the Principal Contractor to comply with the health and safety requirements of this project.

2.02 Structure and Organisation

The Principal Contractor will detail their intended management structure, organisation and responsibilities for the project.

The site manager will be qualified to the CITB Site Managers Safety Training Scheme level or equivalent and a copy of the applicable certification made available.

2.03 Safety Goals

The safety goals for this project will be :

- To protect the health, safety and welfare of all personnel working on this project and others who may be affected by their activities, including members of the public.
- To identify the measures needed to eliminate hazards, or if not possible to do so, to reduce and control the risks associated with the design, construction, maintenance and eventual demolition of the building.

The Principal Contractor is required to implement preventive and protective measures to achieve satisfactory completion of the works with ZERO accidents and maintain compliance with all applicable health and safety legislation. Particular reference must be given to the requirements of the Construction (Design and Management) Regulations 2015.

2.04 Arrangements for Monitoring and Review

The Principal Contractor will specify their arrangements for monitoring and reviewing performance measured against the health and safety goals including a commitment to weekly formal health and safety inspections and reports undertaken by the Site Manager together with monthly formal health and safety audits and reports undertaken by the Company Health and Safety Adviser

2.05 Communication and Liaison between Employer and Others

The Principal Contractor will ensure that whilst executing the works throughout the period of this contract, provisions are in place for adequately communicating with the project team and site personnel and allowing access to site for Employers staff and their representatives, the Health and Safety Executive, Local Authority or Environment Agency staff.

2.06 Unforeseen Eventualities

The Principal Contractor will advise of any unforeseen eventualities encountered during the project execution resulting in the need for substantial design changes or which might affect resources, immediately they are encountered. This will enable consideration to be made of the health and safety implications and effect on resources.

2.07 Communication of Continuing Health and Safety Issues

Following issue of this Pre-Construction Health and Safety Information, any health and safety issues arising from design changes made by the Employer or design team, will be notified to the Principal Contractor by letter or as an addendum to this Pre-Construction Health and Safety Information.

3.0 GENERAL CONSTRUCTION INFORMATION

3.01 Access to the Site for Inspection

Prior to commencing the works the Principal Contractor is advised to visit the site to acquaint himself with all site specific issues.

Arrangements for visiting the site can be made through the Employer or their representative/s.

3.02 Date for Possession

The date for possession is to be confirmed.

3.03 Contract Period

The works will be completed within an agreed contract period to be advised.

3.04 Programme

The Contractor is required to prepare a construction programme prior to the commencement of works on site detailing their proposals for completing the MUGA and Cricket Nets.

3.05 The Site

The Principal Contractor should note that the vehicular access to the site is from Coniston Road and that the site for the MUGA can only be accessed across the playing field. The parking area adjacent to the Sports Pavilion is relatively small so consideration will need to be given to contractor's site parking and deliveries. This needs to ensure access to the park is safely maintained for members of the public and grounds staff.

A suitable safe access to the site for the MUGA in particular needs to be agreed with the employer. It is also likely that a section of the adjacent footpath will need to be closed for the duration of the works.

The Principal Contractor **must** ensure that all areas outside of the demised site are kept free from plant, materials and equipment and left in a clean and tidy condition at all times.

The Principal Contractor is asked to give every consideration to staff, visitors and adjoining neighbours in order to minimise disruption. This includes noisy and dusty works, Principal Contractor's personnel and site traffic.

The Principal Contractor will allow for protecting all existing grass and footpaths as agreed with the Employer.

If any damage is caused, the Principal Contractor will immediately notify the Employer and make arrangements for remedial works to be carried out without delay to the satisfaction of the Employer, relevant authority or private owner as appropriate and at the Principal Contractor's own expense.

3.06 Existing Services

The site has been checked as far as is reasonable for existing services and the full survey is attached at Appendix 1.

A precis of the report is as follows:

Electricity – A cable enters the site and serves both the Patchway Social Club and Sports Pavilion. The flood lights for the existing games surface is supplied from the Sports Pavilion but its route has not been surveyed.

Bristol Water – Water supply - there seem to be service connections entering the site for both the Patchway Social Club and Sports Pavilion.

Wessex Water – Foul drainage – A trunk foul sewer crosses the site diagonally. A surface water sewer also runs along the east of the football pitch, to the north of the site. A foul sewer is close to the south corner of the MUGA. The sewer clips the bottom corner of the MUGA as does the 3m easement required. Drawing ST08B shows the sewer and manhole accurately located. This plan is attached at Appendix 2.

Enquiries have been made to Wessex Water but no build over licence has been progressed as it is unclear as to whether this is required. This will need resolution.

Storm Water – The existing games surface falls towards the Sports Pavilion and it is assumed drains via this fall onto the playing field. Investigations have not been carried out but it is possible that a soakaway is located at the edge of the surface.

Wales and West – Gas – there seems to be a supply to Patchway Social Club.

Communications – There seem to be BT cables serving the buildings on site and along the northeast boundary.

The Principle Contractor must check the area of land between and around the proposed MUGA and Cricket Nets prior to any construction being commenced. It is particularly important to locate any live electrical services.

3.07 Use of the Site

The site will not to be used for any purpose other than carrying out the works.

3.08 Risks to Health and Safety

The nature and condition of the site cannot be fully and certainly ascertained. The accuracy and sufficiency of all information provided at tender stage or during construction is not guaranteed by the Employer and the Principal Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the works.

3.09 Health and Safety Plan

The Principal Contractor will supply a detailed H&S Plan prior to commencement of works and will work within the statutory requirements of the Construction (Design and Management) Regulations 2015 throughout the duration of the contract.

The Principal Contractor and his team will allow regular access to the Health & Safety file by the Employer and the Principal Designer and will provide all necessary information to ensure that the file is complete at practical completion of the contract.

The Principal Contractor must assess any specific hazards or risks that are identified and provide proposals to overcome these risks which will comply with all current Statutory Instruments and Approved Code of Practice.

4.0 SITE SPECIFIC AND ADMINISTRATIVE MATTERS

4.01 Temporary Hoarding, Screens or Fences

The Principal Contractor will allow for providing all temporary buildings, hoardings, fences and screens as necessary for the proper execution of the works and for the safety of workpeople, neighbours, and the general public and to prevent trespass and unauthorised access.

Temporary protection will also be required to existing trees and shrubs in the vicinity of the works or any temporary site accommodation. No materials are to be stored or placed in proximity to trees or shrubs to prevent ground compaction during the construction works.

The Principal Contractor is required to provide as a minimum a 1.8m high Heras fencing suitably clipped and placed on appropriate footpads or similar to prevent unauthorised access to the site.

In erecting security fencing the Principal Contractor must not block or obstruct means of escape. Suitable warning signs will be displayed in accordance with the requirements of the Health and Safety (Signs and Signals) Regulations 1995 and include "No Unauthorised Persons – Keep Out and Warning to the Public" signs. Access gates must be closed at all times when not in use.

The Principal Contractor will allow for obtaining or giving any necessary notices, permissions, licences or like documents in respect of any temporary hoardings and he will allow for complying with all regulations or requirements concerning temporary hoardings.

4.02 Temporary Buildings for Use by the Principal Contractor

The Principal Contractor will provide, erect and maintain all temporary offices, mess rooms, welfare accommodation, etc, lock-up stores, sheds and workshops that may be necessary during the period of construction of the works. All locations to be agreed with the Employer.

4.03 Temporary Lighting, Power for the Works

The Principal Contractor will allow for a temporary electrical supply for lighting and power for the works including all temporary wiring thereto which will be in strict accordance with the rules and regulations of the relevant Authority. If power is provided by means of a diesel generator, due regard must be made for possible noise disturbance of adjoining neighbours and accordingly suitable sound attenuation must be provided.

4.04 Plant and Equipment

Plant will not be used nor materials stored in any way which might cause damage to the site.

4.05 Bonfires and Fires on Site

No bonfires or fires will be allowed on site

4.06 Person in Charge / Works Supervisor

The Principal Contractor will assign to the works a fully competent person-in-charge who will be in constant attendance on site throughout the duration of the contract. The Principal Contractor will use reasonable endeavours to ensure continuity and consistency of approach of the person-in-charge.

The Principal Contractor will provide adequate numbers of experienced works supervisors to ensure the regular progress of the works to the quality standards required.

4.07 Working Hours

Working hours on site will be restricted to times between 8.00am to 6.00pm Monday to Friday, or such lesser period if required by the relevant Planning or Environmental Authority. Saturday morning working will only be allowed if specific approval is granted by the Employer but in any case will be limited to hours between 8.00am and 1.00pm. No working on a Sunday or Bank Holiday will be allowed without prior written permission.

4.08 Site Labour

The Principal Contractor will comply with all regulations and legislation and will implement such procedures, controls and methods of operation and site administration and take all necessary measures to ensure the safety and to protect the health and welfare of all persons operating on and visiting the site for whatever reason or who might be affected by the undertaking of the works on the site.

The Principal Contractor will provide and maintain welfare and safety measures to a standard not inferior to that laid down in statutory instruments, rules and orders and subsequent amendments thereto for all workpeople employed on the site including the employees of sub-Contractors.

The Principal Contractor must provide industrial safety helmets to BS 5240 along with high visibility vests and other protective personal equipment as deemed necessary for the use of all personnel and authorised visitors and ensure that they are worn at all times as required by the appropriate Regulations. The Principal Contractor will also provide on site for the sole use of the Employer's team, 3 pairs of suitable protective footwear.

When working in the vicinity of live drainage, water, gas and other mains or power services on, over or adjacent to the site, the Principal Contractor will allow, as a minimum, for complying with the requirements of the following publications :

- "Recommendations on the avoidance of danger from underground cables" published by the National Joint Utilities Group.
- "Working in the vicinity of underground cables and overhead lines" published by the Local Electricity Board.

4.9 Control of Substances Hazardous to Health (COSHH)

The Principal Contractor will comply with the provisions of all relevant legislation or any order or regulation made thereunder insofar as they apply to the site or works.

4.10 Offices, Shops and Railway Premises Act 1963

The Principal Contractor will comply with the provisions of the Offices, Shops and Railway Premises Act 1963 or any order or regulation made thereunder insofar as they apply to any temporary accommodation to be provided on the site for the purposes of the works.

4.11 Maintaining and Cleaning the Site

The Principal Contractor is regularly to remove from site all unrequired materials, waste, debris and rubbish and is to keep the works and the site clean and tidy at all times.

4.12 Storage of LPG Canisters and Cylinders

Persons using Liquefied Petroleum Gas must not store the cylinders on the premises during the works. The Principal Contractor's attention is drawn to the Code of Practice for keeping LPG in cylinders and similar containers and related codes, recommendations and regulations issued by the Health and Safety Executive. He will be responsible for ensuring that all persons engaged in the works comply with the Code of Practice and other regulations and guidelines.

4.13 Fire Precautions

The Principal Contractor will take all necessary precautions to prevent the risk of fire and will provide fire fighting equipment for dealing with localised fires that may arise during the course of the works.

The Principal Contractor will introduce fire procedures and precautions in accordance with the Regulatory Reform (Fire Safety) Order and Health and Safety Executives Guidance HSG 168 Fire Safety in Construction.

Arrangements should include :

- An assessment of the risk of fire and interaction with site activities
- Introduction of fire assembly points and specifying the means of raising the alarm
- Provision of suitable / sufficient fire points and trained personnel to act in the event of a fire
- Identifying fire exit routes & maintaining access at all times for personnel and emergency vehicles
- Adoption of simple fire prevention measures & removal of combustible waste

4.14 Emergency Procedures

The Principal Contractor will detail the provision of first aid arrangements and trained first aiders in accordance with the Health and Safety (First Aid) Regulations 1981. The Principal Contractor must record and investigate all accidents/incidents and report them to the Employer. Any incidents classified within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) or environmental incident must be reported to the appropriate enforcing authority.

It is understood that the nearest large Hospital to the site with A&E facilities (15.4 miles) is Nevill Hall Hospital, Brecon Rd, Abergavenny NP7 7EG but he should make his own enquiries about suitable alternatives.

The Principal Contractor will document the emergency arrangements to be adopted and include :

- The route to the nearest hospital with an Accident and Emergency Unit.
- The location of first aid equipment and the names of trained first aid personnel
- The location of spill kits and other arrangements for dealing with environmental incidents

4.15 Control of Noise and Pollution

The attention of the Principal Contractor is drawn to the provisions of Section 60 of the Control of Pollution Act, 1974 and subsequent legislation with reference to the control of noise in relation to any demolition or construction works and the need, particularly where such works are adjacent to occupied property where a high sensitivity to noise may be anticipated, to ascertain from the Local Authority what requirements or restrictions, if any, will apply to the works in this respect.

The attention of the Principal Contractor is also drawn to the provisions of Section 61 of the Control of Pollution Act, 1974 and subsequent legislation, with reference to the issue of prior consent and any application under that Section should be made to the Local Authority on the appropriate form available from them.

The Principal Contractor is responsible for complying with any requirements, restrictions or consents, together with any other stipulations including but not limited to the Control of Noise (Codes of Practice for Construction and Open Sites) Order 1984, the Noise at Work Regulations 1989 and BS:5228, to which his attention may be drawn from time to time by the competent authorities. No instruction issued to the Principal Contractor by the Employer will relieve the Principal Contractor from compliance with the Control of Pollution Act, 1974 and all subsequent legislation.

4.16 Waste Management and Disposal of Rubbish

The Principal Contractor is to note that he has a duty of care in respect of waste management to comply with the current laws and requirements on waste which is produced by their business. Practical guidance for everyone who is under the duty of care can be found in 'Waste Management - The Duty of Care - a Code of Practice' published by HMSO 1996 edition. The Principal Contractor is also required to ensure that all subcontractors and others employed on the works also comply with the requirements. Failure to fulfil the duties required by the Code of Practice is a criminal offence under the Environmental Protection Act 1990.

The Principal Contractor will be actively encouraged to employ an environmentally friendly approach to waste disposal and a recycling of materials will be positively supported. The Principal Contractor will take all necessary steps to prevent all rubbish and surplus material etc, arising from the works being dumped on an area other than a licensed or authorised tipping area.

4.17 Maintenance of Roads

The Principal Contractor will be responsible for making good any damage to roads and footpaths and services underneath or adjoining, whether public or private, if caused by the Principal Contractor, his subcontractors or suppliers or any operation or person connected with the works including the transport or cartage of plant or materials by either the Principal Contractor or any subcontractor under the contract. He will indemnify the Employer against loss or damage or claims by the Local Authority or others for damage to roads, paths, etc, as a result of extraordinary traffic or for any reason connected with the works.

The Principal Contractor will be responsible for keeping roads, paths etc. free from mud, dust or rubbish arising from the works.

A joint inspection will be carried out by the Employer and the Principal Contractor and record photographs taken prior to the commencement of any works to establish the condition of the adjacent roads and footpaths for comparative purposes.

No storage of materials will be allowed on the roads unless agreed formally with the Local Authority.

4.18 Traffic Regulations

The Principal Contractor will comply with all traffic regulations which may affect his operations on or about the site.

4.19 Trespass and Nuisance / Rights of Way

All reasonable means will be used to avoid inconveniencing or causing a nuisance to owners or occupiers of adjoining or nearby properties and to the general public.

No work people employed on the works will be allowed to trespass upon adjoining properties or land. If the execution of the works requires that workpeople must enter upon adjoining or nearby property the necessary permissions will first be obtained by the Principal Contractor in writing. The Principal Contractor will ensure that all work carried out with such permissions is done expeditiously. The Principal Contractor will indemnify the Employer against any claim or action for damages on account of any trespass or other misconduct of the Principal Contractor, his agents, servants or workpeople in this respect.

The Principal Contractor will not obstruct any public way or otherwise do or suffer to be done anything which may amount to a nuisance or annoyance and will not interfere with any right of way or light to neighbouring properties. Any notice received by him or left upon site requiring the discontinuance or suspension of any part of the works will at once be forwarded by him to the Employer or if given verbally, will at once be communicated by him to the Employer in writing. The Principal Contractor will keep the Employer indemnified against any claim or loss consequent upon any act, neglect or omission of the Principal Contractor or of his agents, servants or workmen in this respect.

The Principal Contractor will constantly use his best endeavours to ensure that work people engaged upon the works do not at any time disport themselves in a manner which is offensive or indecent or liable to give rise to a nuisance or annoyance to the general public, visitors to, or users of the site, adjoining or neighbouring properties.

The Principal Contractor will ensure that all work people engaged upon the works maintain modesty of dress and behaviour at all times.

Any work person using foul and / or intemperate language or disporting themselves in a manner which is offensive or indecent or annoying or which gives rise to a nuisance will upon a complaint being received, be immediately removed from site and will not be permitted to return to site without the written permission of the Employer.

The playing of radios and similar devices will not be allowed on the site. Similarly the use of MP3 players with headphones and the like will not be allowed on site.

4.20 Site Records

Notwithstanding requirements to keep other records, the Principal Contractor will maintain the following records :

- A site diary to include an account of daily activities including all visitors to the site
- A record of all operatives on site each day
- A bar chart programme for the project which is to be annotated in order to indicate progress
- A record of any complaints from the public and other sources
- A record of any site accidents

4.21 Removing Rubbish and Cleaning the Works on Completion

The Principal Contractor will remove all rubbish, protective casings, coverings, waste and debris and clean all floors, pavings and the like, clean all glass on both sides, oil all hinges and bolts, clean all sanitary fittings, touch up paintwork and leave the whole of the works in a condition ready for occupation and to the satisfaction of the Employer.

4.22 Investigations

General

As part of the tender procedure, the Principal Contractor will be responsible for carrying out any further on site investigations, to eliminate any risk to the project.

Services

New statutory services comprising electricity and drainage will/may be required for the development. The Principal Contractor will manage and coordinate the investigations and any subsequent installation works deemed necessary.

Ground Conditions

it is not anticipated that contamination harmful to health will be present, however should the Principal Contractor suspect any material or item that may harmful or hazardous to health in the course of his works, he must cease works immediately and notify the Employer. The situation must reviewed including appointment of specialist consultant / advisor as appropriate.

5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.01 Design Assumptions and Control Measures

The construction works are considered to represent the type of risks which a competent contractor experienced in this type of works would reasonably expect to encounter. In carrying out the works the Principal Contractor will need to :

- Adequately plan and phase the works
- Appoint competent persons to design and install the Contractor design elements such as the mechanical and electrical services
- Where necessary appoint a temporary works coordinator to design, install and check temporary works
- Provide a Construction Phase Health and Safety Plan incorporating risk assessments and method statements detailing how they will plan, organise, implement, control, monitor and review the health and safety risks identified throughout the course of the works.

Information on Significant Project Risks Identified During Design

5.02 Overhead / Underground Services

Prior to breaking ground, the Principal Contractor is required to confirm the location of the existing site services using appropriate locating and avoidance tools and carry out the works in accordance with the requirements of HSE guidance note GS6 'Working in the Vicinity of Overhead Lines' and HS(G)47 'Avoiding danger from underground services'.

5.03 Traffic Management on and around the Site

The Principal Contractor will use the existing vehicular access into the premises. Details of any traffic management arrangements for work operations in the vicinity of the site will be provided and will include :

- Specifying the controls put in place to segregate and protect pedestrians and vehicles including coordinated deliveries to avoid peak times
- Measures to minimise the impact of vehicle movements in the vicinity of the site to ensure that roads and routes are not obstructed and remain clear of mud and debris
- Provision of a banksman for all unloading operations and reversing vehicles
- Provision of suitable warning signs

The Principal Contractor should refer to HSG144 - Safe use of vehicles on construction sites.

Health Hazards

5.04 Hazardous Substances

The Principal Contractor must specify for any process or activity that is likely to represent a hazard to health, their arrangements to eliminate, reduce or control any potential exposure in accordance with the Control of Substances Hazardous to Health Regulations 2002.

Consideration must be given to :

- Concrete dust - dust suppression and respiratory protection must be provided
- Demolition dust – damp down debris and wear respiratory protection
- Wood dust from cutting / sanding timber – dust extraction and collection to be used on hand tools, saws etc
- COSHH details must be provided to the Employer prior to any significant hazardous product or activities taking place.

5.05 Noise and Vibration

The works will generate levels of noise and vibrations which are likely to affect site personnel, residents, staff and others. All works must be carried out at times agreed with the Employer to minimise disruption and maintain compliance with the local authority restrictions.

The Principal Contractor must specify their arrangements to prevent or control any exposure to high levels of noise and vibration. Works must be carried out in accordance with the Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005.

5.06 Manual Handling

The Principal Contractor should refer to the Manual Handling Operations Regulations 1992, HSG 149 Backs for the Future - safe manual handling in construction.

Wherever possible the Principal Contractor will make use of mechanical aids for moving materials to protect their workforce.

5.07 Safety Hazards

The following safety issues are raised as a health and safety concern to be managed by the Principal Contractor and the Principal Contractor must detail within their method statement the control measures to be adopted to ensure the safety of site personnel and others during the construction phase of the project.

5.08 Plant and Equipment

Plant and equipment will need to be used therefore, the Principal Contractor must provide details of their arrangements to maintain safe delivery, installation, operation and maintenance of any items used for both owned or hired plant and equipment. Controls must be introduced to protect adjacent residents or personnel using the adjacent roads.

Evidence of training eg. CPCS cards, must be retained on site for all operators of plant and equipment.

All plant and equipment used on site must be in accordance with the Provision and Use of Work Equipment Regulations 1998.

5.09 Electrical & Mechanical Works

The works will require electrical services. The Principal Contractor must develop their own safe working arrangements.

Only suitably qualified (ie. Gas Safe or NICEIC Registered) personnel must work on mechanical and electrical systems with the installation conforming to the current technical and safety standards. The competency and qualifications of tradesmen are required to be maintained on site.

Upon completion all commissioning and testing must be carried out by competent and qualified personnel to the required standard and appropriate certification provided prior to project handover.

Full training must be provided to the Employer upon handover.

The use of 240v tools and leads is prohibited on site. The charging of battery powered tools must only take place in a suitably controlled area protected by residual current devices.

The Principal Contractor must ensure all electrical works are undertaken in accordance with the IEE Regulations and Code of Practice and the Health and Safety Executives Guidance HSG 141 Electrical safety on construction sites.

5.10 Hot Works Permits

The Principal Contractor must detail their systems for 'Permits to Work' in relation to all hot works activities and the precautions that are taken.

Other Hazards

5.11 Protection of the Public

The Principal Contractor must detail their arrangements for preventing unauthorised access to site and the control measures to be established to safeguard others in accordance with HSG 151 Protecting the Public – Your Next Move.

5.12 Contamination of the Ground and Watercourses

The Principal Contractor will be required during the works to implement measures to prevent the contamination of the ground, watercourses or public sewers by fuels, plant, equipment, materials or human waste. Any fuels, oils or other chemicals that are to be stored on site shall be contained within an impervious bund.

5.13 Environmental Requirements

The Principal Contractor will be required to implement measures to minimise and control the creation of noise, mud, dust and vibrations.

The Principal Contractor will ensure that all waste is managed on site and removed by a Registered Waste Contractor to a licensed site authorised to receive the waste.

5.14 Construction Materials Requiring Particular Precautions

The Designers have not specified any materials that would be unfamiliar to a competent contractor.

5.15 Protection to Existing Trees and Shrubs

All existing trees and shrubs that are being retained will be adequately protected to ensure that there is no damage from any adjacent works.

No materials, rubbish or other matter will be stored near to trees, no ropes hawsers or straps of any sort are to be attached. When excavation is taking place near to trees, great care must be exercised to avoid root damage. It may be necessary to hand dig certain excavations required alongside the retained trees when carrying out the car park and associated drainage works. No roots should be left exposed overnight and in times of frost should be protected with topsoil, peat or sacking.

5.16 Material Safety Data Sheets

The Principal Contractor is required to make available material safety data sheets for any hazardous substances used during the works for inclusion within the Health and Safety file.

5.17 Work at Heights

Working at height and the risk of falling persons or materials during construction cannot be avoided and consideration must be given to the following operations:

- Installation of flood lights
- Installation of fencing
-

Access equipment for working at height must be carefully selected to ensure the correct equipment is used and access is maintained throughout. The Principal Contractor should refer to the HSE website (hse.gov.uk) and use the WAIT tool detailed within the work at heights section when considering equipment. In all cases the Principal Contractor must avoid work at heights wherever possible and specify their arrangements for complying with the Work at Height Regulations 2005.

6.0 CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS

6.01 The Construction Phase Health and Safety Plan

The Principal Contractor is required by the Construction (Design & Management) Regulations to develop the Pre-Construction Health and Safety Information and provide a suitably developed Construction Phase Health and Safety Plan before the Employer can allow the Principal Contractor to commence work.

The Principal Contractor should ensure that the content of the Construction Phase Health and Safety Plan adequately addresses the health and safety concerns identified in this Pre-Construction Health and Safety Information.

The entire works will be undertaken with full cognisance of the Construction Design and Management Regulations. As such, full Method Statements / Installation Risk Assessments will be required to be issued prior to and during the installation stage. In addition full Operating and Maintenance Manuals and Record Drawings reflecting the complete installation will be required to be issued prior to handover.

7.0 HEALTH AND SAFETY FILE

7.01 Handover

Upon the completion of the works the Principal Contractor will prepare and present to the Employer a comprehensive Health and Safety File detailing the construction components and a description of all systems in the installation including the method of operation of the building services. The information will be provided both in digital and paper format.

Operating and Maintenance information will be provided by way of a Building Log Book in the format and to incorporate the information set out in CIBSE TM31 Building Log Book Toolkit.

The information will include full operating and maintenance instructions as follows :

- A title section including the contact names, addresses and contact details of all suppliers and sub-contractors utilized on the project.
- A listing of the name, address, telephone, facsimile, email and web address contacts of equipment manufacturers, system installers, service companies and maintenance contractors for the contract works
- A comprehensive index of the contents of each volume of the manual including associated drawings
- A description of all systems in the installation including the method of operation building services information and descriptions
- A schedule of routine maintenance and testing procedures and periods between activities
- Manufacturers brochures and documentation on all equipment and accessories used in the installation
- Test reports and certificates including the results of commissioning tests including a statement from the independent Commissioning Agent (as applicable) for equipment and systems which have been formally tested and commissioned as required by the specification
- Details of essential services inspections including all test results and certificates
- Approval and compliance installation certificates and notices issued by Authorities, Agencies,
- Suppliers, Installers and Contractors
- A general description of the scope of the works
- A detailed description of operation of each section of the works
- Data on general design parameters
- Comprehensive instructions on the safe start up and close down of each section of the works
- Instructions in respect of any precautionary measures as from time to time may be necessary
- Instruction on the ongoing general maintenance required to each section of the works with reference to care of seasonally used equipment
- Names and addresses of all manufacturers / suppliers for all major components, cross referenced to the particular item, including model name / serial number
- Comprehensive set of testing / commissioning information including schedule of all set points as left at handover

The Record Drawings will include as a minimum:

- General arrangements of all installed services
- Detailed layouts of all plant rooms
- Schedule of all equipment cross referenced to the Operating and Maintenance Manual.
- Location of all isolation points (valves etc) and means of access to same.

7.02 Practical Completion

The majority of the above information is necessary to enable the premises to be registered with the Care Quality Commission, Practical Completion will therefore **not** be granted or deemed to have taken place until the foregoing information has been made available.