



# RIDGE

**PRE-CONSTRUCTION  
INFORMATION  
THE GARTH PPM WORKS  
BICESTER TOWN COUNCIL**  
November 2020



**THE GARTH PPM WORKS 2020 - 2021  
PRE-CONSTRUCTION INFORMATION  
BICESTER TOWN COUNCIL**

November 2020

**Prepared by**

Ridge and Partners LLP  
The Cowyards  
Blenheim Park  
Oxford Road  
Woodstock  
OX20 1QR

Tel: 01993815000

# CONTENTS

<b>1. INTRODUCTION</b>	<b>4</b>
<b>2. PROJECT INFORMATION</b>	<b>5</b>
2.1. Project Description	5
2.2. Project Programme	5
2.3. Extent and location of existing records and plans	5
2.4. Project Particulars	6
<b>3. CLIENT'S MANAGEMENT REQUIREMENTS</b>	<b>7</b>
3.1. Management of the Construction Work	7
3.2. Progress Safety Report	7
3.3. Health and Safety Goals	8
3.4. Communications	8
3.5. Welfare Provision	8
3.6. Security of the Site	9
3.7. Hoarding Requirements and any Additional Security Measures	9
3.8. Fire and Emergency Procedures and Means of Escape	9
3.9. Permits to Work / Authorisation Requirements	9
3.10. Smoking Restrictions	9
<b>4. MANAGEMENT OF HEALTH AND SAFETY HAZARDS OF THE SITE</b>	<b>10</b>
4.1. Site Boundaries, Access, and Restrictions on Deliveries and Storage	10
4.2. Transport Arrangements and Vehicle Movement Restrictions	10
4.3. Adjacent Land Uses	10
4.4. Existing Service Locations	10
4.5. Fire Precautions	11
4.6. Fire and Emergency Procedures and Means of Escape	11
<b>5. HEALTH HAZARDS AND RESTRICTIONS</b>	<b>12</b>
5.1. Asbestos	12
<b>6. DESIGN AND CONSTRUCTION HAZARDS</b>	<b>13</b>
6.1. Significant Risks Identified During Design	13
6.2. Significant Design Assumptions or Suggested Work Methods Etc	13
6.3. Ongoing Design Work and Design Changes	13
6.4. General Construction Hazards	13
<b>7. THE HEALTH AND SAFETY FILE</b>	<b>14</b>
<b>APPENDIX A – FORM F10 NOTIFICATION</b>	<b>15</b>
<b>APPENDIX B – CONTENTS OF THE H&amp;S FILE</b>	<b>16</b>
<b>APPENDIX C – CONSTRUCTION PHASE PLAN CHECK LIST</b>	<b>17</b>

## 1. INTRODUCTION

In compliance with the Construction (Design and Management Regulations) 2015, Ridge & Partners LLP have been appointed by Bicester Town Council as the Principal Designer for the PPM Works 2020 – 2021.

In accordance with the above regulations, the Client wishes to minimise risk to all parties involved in the contract, use and maintenance of the building. Following the completion of the project, a Health and Safety File will be handed to the Client to keep for inspection by anybody who needs to make use of the information gained during the development of the project.

The Health and Safety Plan and File are provided for the purpose of conveying information provided by others to those who have a duty to ensure the health and safety of any person at work, any person who is carrying out work or will carry out construction work, maintenance or cleaning work in or on the structure, or any person who may be affected by such work.

Ridge and Partners LLP does not accept any responsibility for the accuracy and currency of the documentation provided by others.

*Note:* For construction purposes the latest issue of documentation from the designers should always be used.

## 2. PROJECT INFORMATION

### 2.1. Project Description

The project is to undertake necessary 'Year 1' priority repair and building maintenance works following a 10-year Planned Preventative Maintenance survey undertaken by Ridge LLP in September 2019 at The Garth.

The works are briefly summarised below:

#### External:

- External window decoration cycle to all units and any localised repairs upon closer inspection
- External decorations and planned maintenance to all elevations
- Gutter clearance, redecoration and resealing
- Access scaffold
- Perimeter French drain installation to alleviate damp conditions along N, E and S elevations
- Emergency lighting installation externally

#### Internal:

- Fire door replacement and upgrades, including closers and signage
- Emulsion and joinery decorations to the ground floor Council Chamber
- Replacement L.E.D lighting to the ground floor Council Chamber
- Emergency lighting installation to escape corridors
- Light refurbishment to staff kitchen (new vinyl floor and wall mounted water boiler)
- Minor repairs and redecoration to disabled WC in entrance foyer
- Replace sanitaryware and redecorate under-stair WC at ground floor

### 2.2. Project Programme

The key dates for the Principal Contractor to consider within the tender offer and as outlined within these requirements are as follows:-

- Anticipated date of possession: March 2021
- Anticipated completion date: April 2021
- Anticipated period between appointment of the Principal Contractor and date of possession: 6 weeks

### 2.3. Extent and location of existing records and plans

The following reports and surveys are provided:

TITLE	AUTHOR
Please see drawings within the tender documents	Ridge and partners LLP
Asbestos Survey Report (May 2012) – Ground and 1 <sup>st</sup> Floors	MDHS
Asbestos Survey Report (May 2012) – Roof and 2 <sup>nd</sup> Floor	MDHS

## 2.4. Project Particulars

### **CLIENT**

**Name:** Bicester Town Council

**Address:** The Garth, Launton Road, Bicester

### **PROJECT MANAGER & EMPLOYERS AGENT**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

### **LEAD DESIGNER**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

### **PRINCIPAL DESIGNER**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

### **QUANTITY SURVEYOR**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

### **MECHANICAL AND ELECTRICAL ENGINEER**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

### **STRUCTURAL ENGINEER**

**Name:** Ridge and Partners LLP

**Address:** The Cowyards, Blenheim Park, Oxford Road, Woodstock, OX20 1QR

**Telephone:** 01993 815000

The successful Principal Contractor must provide the Principal Designer with full details of any additional designers associated with the construction phase, particularly taking into account the details of the temporary works designers, such as:

- Scaffold designers;
- Formwork designers;
- Other temporary structures such as crane bases.

Note that this list is not exhaustive.

### 3. CLIENT'S MANAGEMENT REQUIREMENTS

#### 3.1. Management of the Construction Work

The Principal Contractor must ensure compliance with all relevant legislation, approved codes of practice and best practice. The construction phase plan should be developed in consultation with the contractors who will be affected by it, and the Principal Contractor should request any additional information required from the Client's team for the plan through the Principal Designer.

The Principal Contractor shall submit the construction phase plan and details of the welfare arrangements to the Principal Designer for review at least one week before the intended commencement date. The Principal Contractor shall not commence any work on site (including site set up) until he has received written confirmation from the client that his construction phase plan and welfare arrangements are satisfactory.

Detailed proposals for the following shall be included in the plan submitted:

- Site layout plan;
- Site access plan;
- Asbestos
- Works in a occupied building
- Noise and dust minimisation plan
- Traffic management plan

The Principal Contractor is expected to review and revise his construction phase plan as necessary throughout the construction period. He should note, however, the Regulations do not require such revisions to be approved by either the Client or Principal Designer; however this will be an agenda item during site visits and audits.

#### 3.2. Progress Safety Report

The Principal Contractor shall include detailed reports on site health and safety as part of his site management, which shall include:

- Accident and incident rate;
- Summary of all accidents/incidents including minor and near misses that have occurred during the reporting period and actions taken to prevent a recurrence of similar incidents;
- Copies of all formal site inspection reports for the period , details of any particular actions taken in consequence of the reports, and a summary of the main findings.
- Report on any significant high risk activities planned to take place over the next reporting period and how the risks will be managed.
- Report on any significant high risk activities that took place over the last period and how the risks were controlled.
- Report on any amendments made to the construction phase plan during the period (Review schedule of risk assessments and method statements);
- Confirmation of the number of people inducted during the period;
- Confirmation of toolbox talks and other onsite training undertaken during the period;
- Details of the welfare facilities on site and associated cleaning regime;
- Confirmation of health and safety coordination meetings held in the period e.g. Meetings with the Client's Site Representative, contractor's safety coordination meetings;
- Confirmation of site security arrangements and details of any breaches of site security during the period.



### 3.3. Health and Safety Goals

The following health and safety goals have been set for this project. Achievement in relation to these goals will be measured as indicated and reported to the client at progress meetings.

TARGET	MEASUREMENT PROCEDURE	TIMESCALE
No lost-time accidents	Accidents/near misses to be recorded	Ongoing
All personnel to receive site induction prior to commencement of work	Principal Contractor to keep induction records available for inspection	Prior to commencement & ongoing
Weekly formal site health and safety inspections	Principal Contractor to keep records of inspections available on site and include copies with his progress reports	Weekly
Appropriate PPE to be worn at all times	Principal Contractors regular site safety inspections  Observation by Client and consultants visiting site.	Ongoing
Positive feedback from Client or adjacent occupants	Client feedback to be on agenda for progress and project review meetings	Ongoing

### 3.4. Communications

Good communication is vital to ensure that the project will be well managed and minimise risks to health and safety. It is the responsibility of all Designers, Contractors and the Principal Contractor to liaise with the Principal Designer through the duration of the pre-construction phase, i.e. *any phase in which design is undertaken*. To ensure work is co-ordinated properly all duty holders must attend design and progress meetings as required in order to ensure that details of health and safety risks are shared amongst the project team.

The Principal Contractor should highlight any risk information which has not previously been recorded as soon as it becomes available / known to him. The Principal Contractor will be required to speak to the Principal Designer on a regular basis and keep him apprised of forthcoming works that may affect:

- The operations of the Client;
- Any third parties;
- The safe construction of the building;
- The safe management (i.e. cleaning and maintenance) of the final project.

Health and safety will be on the agenda for all progress meetings. This should include a discussion of any key up and coming health or safety risks/ issues, as well as a report on achievement with respect to project health and safety targets.

### 3.5. Welfare Provision

Suitable welfare provision must be made from the start of the construction phase through to handover and completion, in accordance with the requirements of Schedule 2 of the CDM Regulations.



### 3.6. Security of the Site

The site is currently secured using key access and locked doors.

### 3.7. Hoarding Requirements and any Additional Security Measures

The Principal Contractor will be responsible for security of the designated work area. The Principal Contractor shall provide and maintain all necessary signage, plus any necessary additional barriers, to segregate his working area(s) from third parties.

At the end of each day the Principal Contractor shall ensure that the site is secured as appropriate and that no ladders etc are left in a position that would allow unauthorised persons access to any high risk areas within the site.

The site compound area must be adequately segregated from the rest of the parking area.

### 3.8. Fire and Emergency Procedures and Means of Escape

The Principal Contractor shall draw up emergency procedures for the site, which should be explained to everyone during induction and posted on the site notice board.

The Principal Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

The Principal Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the Principal Designer as soon as possible, and a copy of all accidents / near miss records shall be included in the Principal Contractor's regular progress reports.

In the event that the building fire alarm system is isolated suitable alternative measures are to be employed by the contractor.

### 3.9. Permits to Work / Authorisation Requirements

The Principal Contractor shall ensure that a permit to work system is employed at the site where necessary, and particularly in relation to:

- Hot works;
- Excavations;
- Roof work;
- High and low voltage electrical work;
- Confined spaces.

### 3.10. Smoking Restrictions

Smoking should only be permitted in the designated area within the site compound, away from any combustible materials. No smoking will be permitted in any site accommodation or in any area of work.

## 4. MANAGEMENT OF HEALTH AND SAFETY HAZARDS OF THE SITE

### 4.1. Site Boundaries, Access, and Restrictions on Deliveries and Storage

The Principal Contractor shall ensure that access for emergency vehicles is maintained at all times during the construction period and that during the taking of deliveries all local roads are kept clear. Access to the site will be via the existing entrance routes.

A site compound has been made available in which some storage may be permitted; otherwise storage of items must be inside the building. Large quantities of combustible materials must not be stored within the site boundary unless a specific fire risk assessment addresses this hazard.

### 4.2. Transport Arrangements and Vehicle Movement Restrictions

The Principal Contractor shall submit a traffic management plan for review, which shall include details on control of delivery vehicles. The Principal Contractor shall adopt good practice in planning the site layout and consider the following:

- Reversing should be minimised wherever possible;
- Parking should be made available away from lay-down areas;
- Pedestrians and vehicles should be segregated;
- A one way system should be implemented if possible.

A site plan setting out the site enclosure, including the extent of fencing around the site, the proposed parking locations for contractors, the proposed skip locations and all emergency muster points should be provided.

### 4.3. Adjacent Land Uses

Adjacent land is made up of the following:

- Offices belonging to Bicester Town Council;
- Citizens Advice Bureau;
- Garth Park;
- Savoir Fare Café;

Because of the nature of the site there are likely to be frequent pedestrian movements. All delivery drivers and construction personnel must ensure that the risks to third parties during the delivery and removal of materials are reduced as far as possible. The skip must be properly segregated, and its removal/delivery supervised by a banksman in order to prevent access to this area.

### 4.4. Existing Service Locations

It shall be the responsibility of the Principal Contractor to locate and make safe all existing services within the building. During the strip out works the Principal Contractor should arrange for all electrical services to be isolated at the board and temporary power provided.

A Method Statement detailing safe means of working, including access arrangements, prevention of inadvertent activation of circuits during works, possible disruption of critical power supplies or illumination during the works and possible disruption to services of the premises (including fire alarm, security alarm lightning etc.) must be provided before commencement of works on site.

## 4.5. Fire Precautions

The Principal Contractor shall take all necessary precautions to prevent fires from occurring and to minimise effects should there be a fire. He shall work in accordance with the HSE publication "HSG 168 Fire Safety in Construction", available via pdf download at HSE books:

<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717663453>

## 4.6. Fire and Emergency Procedures and Means of Escape

The Principal Contractor shall draw up emergency procedures for the site, which should be explained to everyone during induction and posted on the site notice board.

The Principal Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

The Principal Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the Principal Designer as soon as possible, and a copy of all accidents / near miss records shall be included in the Principal Contractor's regular progress reports.

## **5. HEALTH HAZARDS AND RESTRICTIONS**

### **5.1. Asbestos**

The asbestos survey reports suggest that the works are not anticipated to disturb known asbestos, however the Contractor is to notify the CA of any suspected asbestos or asbestos containing materials immediately, that may become evident during the course of the works.

## 6. DESIGN AND CONSTRUCTION HAZARDS

### 6.1. Significant Risks Identified During Design

- Working in an occupied building
- Decanting of room users if required
- Programming
- The main contractor selected would have to agree to act as Principal Contractor

### 6.2. Significant Design Assumptions or Suggested Work Methods Etc

None

### 6.3. Ongoing Design Work and Design Changes

The principles of prevention must be applied to any ongoing design work, particularly considering:

- Construction/maintenance workers engaged directly in the hazardous activity;
- Other construction/maintenance workers who may be affected, e.g. those working below high level working;
- Clients workforce occupying the building whilst construction works are carried out;
- General public, including client staff and visitors.

Full details of any design risk management steps taken by the Principal Contractor should be provided to the Principal Designer. Any design changes which have an impact on health and safety, particularly those which are made on site, must be assessed by the design team, and provided to the Principal Designer for comment prior to construction work being undertaken on the change.

### 6.4. General Construction Hazards

Contractors must take all necessary precautions to deal with normal construction risks, such as:

- Working with height;
- Injury from lifting heavy / awkward objects, materials etc;
- Mobile Plant and vehicles;
- Slips and trips;
- Dealing with existing services;
- Working within occupied buildings;
- Waste disposal;
- Noise;
- Dust.

Note, the above list is not exhaustive.

## 7. THE HEALTH AND SAFETY FILE

The Health & Safety File provides information needed to allow future construction work, which includes cleaning, maintenance, alterations, refurbishment and demolition, to be carried out safely. The information in the file should alert those doing the work to the risks involved and help them to decide how to work safely. The file is a separate document to any other documents required under the contract, such as the building manual and / or operating and maintenance manuals.

The Principal Designer is responsible for preparing the Health and Safety File and handing it to the Principal Contractor for completion at the end of the project. All designers and contractors have duties under the CDM Regulations to promptly provide information for the file.

A list of information required to be included in the file is included in the appendix to this document. A detailed schedule and programme of information to be provided by individual contractors and designers shall be drawn up by the Principal Designer in consultation with those organisations/ persons. This schedule will be reviewed at regular intervals during the construction period to ensure that all necessary information will be compiled into the file prior to completion.

**The health and safety file must be provided a minimum of two weeks prior to practical completion.**

## **APPENDIX A – FORM F10 NOTIFICATION**

In compliance with the Construction (Design and Management Regulations) 2015

A construction project is notifiable if the construction work is expected to:

- last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days



## APPENDIX B – CONTENTS OF THE H&S FILE

- Key Structural Design Principles, to include all structural drawings (including steelwork contractor), and key design calcs/parameters, all safe working loads for floors and roofs, including plant enclosures, summary of piling design, identification of areas where loadings may preclude the locating of heavy plant, machinery or scaffolding;
- All residual risk information, to include items including but not limited to details of buried services, deleterious materials left in-situ, any hazardous finishes or coatings which require specific control measures during maintenance, repair or removal, sources of stored energy, extra-heavy items of installed plant, areas of restricted access or confined spaces;
- Details of the consideration given to reducing any residual risks, including those noted above and any others not listed which may be present within the structure or which may be present during the maintenance, cleaning, repair or demolition of the structure;
- Design criteria for all mechanical and electrical installations;
- Maintenance access strategy for key items of plant and equipment, to include a schedule of all items of installed plant, along with details of access for maintenance for each;
- Information on the removal / dismantling of plant and equipment (e.g. lifting arrangements; special instructions for dismantling), based on information received from all sub-contractors, to include, but not limited to, details of lifting eyes, lifting techniques, dismantling sequencing, de-gassing requirements;
- All relevant health and safety information in relation to the cleaning and maintaining of and safe access to the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc, marked up on appropriate drawings;
- Originals of all key safety critical certification, including, but not limited to electrical safety certificates, emergency lighting certificates, fire warning and detection certificates, man-safe testing certificates, gas safety certificates, lifting equipment certificates (thorough inspection as required by LOLER), chlorination certificates;
- Fire strategy drawing, identifying emergency escape and fire appliance routes, compartmentation, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves switches, etc;
- Drawings identifying all key access points for maintenance and repair.

## APPENDIX C – CONSTRUCTION PHASE PLAN CHECK LIST

DOES THE PRINCIPAL CONTRACTOR'S CONSTRUCTION STAGE SAFETY PLAN INCLUDE: -		INFORMATION AVAILABLE	COMMENTS
1.0	Description of project		
(a)	Project description and programme details including any key dates.		
(b)	Details of client, Principal Designer, designers, Principal Contractor and other consultants.		
(c)	Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate		
2.0	Management of the works		
(a)	Management structure and responsibilities.		
(b)	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.		
(c) (i)	Arrangements for regular liaison between parties on site,		
(c) (ii)	Arrangements for consultation with the workforce,		
(c) (iii)	Arrangements for the exchange of design information between the client, designers, Principal Designer and contractors on site.		
(c) (iv)	Arrangements for handling design changes during the project.		
(c) (v)	Arrangements for the selection and control of contractors,		
(c) (vi)	Arrangements for the exchange of health and safety information between contractors,		
(c) (vii)	Arrangements for site security,		
(c) (viii)	Arrangements for site induction,		
(c) (ix)	Arrangements for onsite training,		
(c) (x)	Arrangements for welfare facilities and first aid,		
(c) (xi)	Arrangements for the reporting and investigation of accidents and incidents including near misses,		
(c) (xii)	Arrangements for the production and approval of risk assessments and written systems of work		
(d)	Site rules (including drug and alcohol policy)		
(e)	Fire and emergency procedures		

3.0	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	INFORMATION AVAILABLE	COMMENTS
(a)	Safety risks, including:		
(a)(i)	Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,		
(a)(ii)	Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations.		
(a)(iii)	Accommodating adjacent land use.		
(a)(iv)	Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures.		
(a)(v)	Preventing falls.		
(a)(vi)	Work with or near fragile materials.		
(a)(vii)	Control of lifting operations,		
(a)(viii)	The maintenance of plant and equipment.		
(a)(ix)	Work on excavations and work where there are poor ground conditions.		
(a)(x)	Work on wells, underground earthworks and tunnels.		
(a)(xi)	Work on or near water where there is a risk of drowning.		
(a)(xii)	Work involving diving.		
(a)(xiii)	Work in a caisson or compressed air working.		
(a)(xiv)	Work involving explosives.		
(a)(xv)	Traffic routes and segregation of vehicles and pedestrians.		
(a)(xvi)	Storage of materials (particularly hazardous materials) and work Equipment.		
(a)(xvii)	Any other significant safety risks.		
(b)	<b>Health risks, including:</b>		
(b)(i)	The removal of asbestos,		
(b)(ii)	Dealing with contaminated land,		
(b)(iii)	Manual handling,		
(b)(iv)	Use of hazardous substances, particularly where there is a need for health monitoring.		
(b)(v)	Reducing noise and vibration.		
(b)(vi)	Work with ionising radiation.		

3.0	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	INFORMATION AVAILABLE	COMMENTS
(b)(vii)	Exposure to UV radiation (from the sun).		
(b)(viii)	Any other significant health risks.		
4.0	The Health And Safety File		
4.(a)	Layout and format.		
4.(b)	Arrangements for the collection and gathering of information.		
4.(c)	Storage of information.		



# RIDGE



[www.ridge.co.uk](http://www.ridge.co.uk)