

Pre-Construction Information

Site Address Gosfield Pavilion, Gosfield Road, Gosfield, Essex C09 1TL

Client Gosfield Parish Council

Project No 11665

Project Title Proposed Single Storey Extension

Date of Issue

Edward Parsley Associates Ltd

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1.0 Introduction

- 1.1 This Preconstruction information highlights the main health and safety issues in connection with the work on this project. It forms the basis for the Principal Contractor appointed under the Construction (Design and Management) Regulations 2015 to develop their proposals for managing the health and safety issues.
- 1.2 The Principal Contractor shall implement and monitor the developed Construction Health and Safety Plan during construction and shall take reasonable steps to co-ordinate and ensure co-operation between all contractors to achieve compliance with the regulations and with the requirements of the plan.
- 1.3 During the construction period the Principal Contractor will co-ordinate the preparation of a Health and Safety File containing safety information pertinent to the use, maintenance, repair and eventual demolition of the facility. The file will be handed to the Client on completion of the project. The Regulations require the Principal Contractor, the Designers and the Client to provide relevant information for inclusion in the file.
- 1.4 Throughout this document reference is made to both the Principal Contractor and contractors. Whenever the term contractor is used the text shall apply equally to the Principal Contractor, other contractors and sub-contractors alike.

2.0 Health, Safety and Welfare Objectives

- 2.1 This project is to be implemented within the proposed timescale, to the specified design criteria and in accordance with the project specifications, whilst at all times giving due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project.

The Contractor shall always ensure: -

- A competent person is employed to manage health, safety and welfare throughout all stages of the project.
 - Risk assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced.
 - Control of Substances Hazardous to Health Regs (COSHH) assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced
 - Method Statements are complied with and communicated to all those affected.
 - That persons employed on the Site either directly or indirectly are competent and appropriately trained for the tasks they are undertaking.
 - All persons affected are made aware of potential hazards and risks that may exist on the Site.
 - That the location of first aid facilities together with the identity of trained first aiders are made known to all persons on Site.
 - That Health, Safety and Welfare issues remain a top priority and consequently that all persons employed on and/or visiting the Site are made aware of potential hazards.
- 2.2 At all times the Contractor shall adopt safe methods of working through the adoption of best practice. The Contractor's attention is therefore drawn to guidance that is given in publications such as the HSE Construction Series Information Sheets and the CITB Construction Site Safety – Safety Notes (GE700).

3.0 Notification of the Project to the HSE

- 3.1 The notification of the Project will be sent to the Health & Safety Executive (HSE) following assessment.

- 3.2 In general work is notifiable to the HSE if the construction work on a construction site is expected to
- Last more than 30 days **and** have more than 20 workers working at the same time at any point on the project or:
 - Exceed 500 person days of construction work

- 3.3 If the project is notifiable the address of the Health & Safety Executive for construction is: –

The Health & Safety Executive, Rose Court, 2 Southwark Bridge, London, SE1 9HS

- 3.4 Based on the drawing and designs produced this project is notifiable

4.0 General Information

4.1 GENERAL DESCRIPTION

- 4.1.1 The scope of the project comprises the partial remodelling of the existing pavilion building and the construction of a new single-storey extension to provide a shop and toilet facilities, with associated external works and drainage.

All works are fully detailed in the building regulations drawings prepared by Edward Parsley Associates Ltd (EPA). EPA have been appointed to provide a full detailed schedule of works for the project.

- 4.2 The works are to be carried out in a safe manner to avoid the disturbance from excessive construction noise and dust and to ensure the welfare of workers, the public and neighbours are safeguarded at all times.

4.3 PROCUREMENT AND FORM ON CONTRACT

- 4.3.1 The form of contract has been through a competitive tender process; administered by Edward Parsley Associates Ltd.
- 4.3.2 This Pre-Construction Information (PCIP) is common to both the Principal Contractor (PC) and any of his sub-contractors. The PC will be responsible for maintaining the PCIP and any updates, alterations, etc received from the Principal Designer (PD).

4.4 OFF-SITE WORKS

- 4.4.1 Off-site works may form part of the contractor's proposals and method statements should be provided accordingly. Offsite works may include manufacture of prefabricated building elements such as roof trusses.

4.5 EXISTING STRUCTURES AND SERVICES

- 4.5.1 The existing pavilion building is to be partially demolished and remodelled internally to facilitate the construction of the new extension.
- 4.5.2 The location of the building's existing plant room is indicated on Drwg No. 11665/R-10. There is no gas supply to the building, and it is intended that the extension, like the existing building, will be electrically heated. No investigative works have been undertaken into the capacity of the existing electrical installation, but it is

assumed that the new extension will not add significant additional load. The existing electricity supply is via overhead cable, as indicated on the drawing.

4.5.3 It is a requirement that tendering contractors visit the site and visited the site and acquaint themselves fully with the existing services installations including location of all water storage tanks, plant, electrical distribution boards, principal service runs and the like. Any reasonably foreseeable issues having significant cost and / or programme implications should be highlighted within the tender submission.

4.5.4 Existing visible services within the vicinity of the site are shown on Drwg No. 11665/R-10, however details of below ground services other than drainage have not been established. It is a requirement that the PC establishes the precise location of below ground services prior to the commencement of any works (including demolitions) by using tracing equipment and provides records of these for incorporation into the Health & Safety File.

4.6 KEY DATES

Commencement and Completion

4.6.1 The works are expected to commence in June 2022 and completion is expected within 16 weeks.

4.7 PHASING OF THE WORKS

4.7.1 The sequence of the works is generally at the discretion of the Principal Contractor (PC) and will form part of their tender proposals.

4.8 EXISTING DRAWINGS AND RECORDS

4.8.1 Existing drawings produced from a dimensional survey are included within the construction information package.

4.9 HEALTH AND SAFETY FILE

4.9.1 There is no existing health and safety file, however a health and safety file has been set up for the project.

4.10 THE SITE

4.10.1 The site comprises the existing pavilion building and adjacent car park and is located on the outskirts of the village of Gosfield, Essex.

4.10.2 The existing car park is accessed directly off Church Road. This access will be shared between the contractor, building users and members of the public for the duration of the Works. The Principal Contractor will be responsible for managing the access, as detailed within this document and in accordance with Drwg No. 11665/R-10.

4.11 PARKING OF CONTRACTORS VEHICLES

4.11.1 Parking of contractor vehicles is to be limited to the site compound area shown on the drawing.

5.0 Contact Details

Employer (Client)

Name Gosfield Parish Council
Contact Mrs D Jacob
Address 5 Crocklands, Greenstead Green, Halstead, Essex CO9 1QY
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Architect and Principal Designer

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Structural Engineer

Name Edward Parsley Associates
Contact Tom Lee
Address West End Barn, The street, Rayne, Braintree, Essex, CM77 6RY
Telephone 01376 349929
Mobile
E-mail tom@epadesign.co.uk

Building Control

Name Braintree District Council Building Control
Contact
Address Causeway House Bocking End Braintree Essex CM7 9HB.
Telephone 01376 557781
Mobile
E-mail buildingcontrol@braintree.gov.uk

Principal Contractor

Name -
Contact -
Address -
Telephone -
Mobile -
E-mail -

6.0 Client's Considerations and Management Requirements

6.1 ACCEPTANCE OF RESPONSIBILITIES UNDER CDM (2015)

- Gosfield Parish Council is fully aware of the client's obligations generally under the CDM Regulations 2015 and specifically in respect of ensuring that:
- 4(1) Make suitable arrangements for managing a project.
- 4(3) Ensure arrangements are maintained and reviewed throughout a project.

- 4(4) Pre-Construction Information is provided to every designer and contractor which should to include reasonably
 - obtainable information (site details, use of structure, existing Health & Safety file). The minimum amount of time allowed to Contractors to plan and prepare for a start on site should also be advised.
 - 4(5a) Before the Construction Phase begins a Construction Phase Plan is prepared by the Contractor or Principal Contractor
 - 4(5b) The Health and Safety file is prepared for the project.
 - 4(6a) The Principal Designer complies with Regulations 11 and 12.
 - 4(6b) The Principal Contractor complies with Regulations 12 to 14.
 - 5(1a) A Principal Designer is appointed with control over the Pre-Construction Phase.
 - 5(1b) A Principal Contractor is appointed.
 - 6 The project is notified (to the HSE) if it is scheduled to: (a) exceed 30 working days and have more than 20 workers working simultaneously or (b) exceed 500 person days.
 - Arrangements for planning for and managing the construction work, including any health and safety goals for the project. Safety, Health and Welfare Objectives to carry out the contract works within the agreed contract period to the specification set out in the Contract Documents, with due regard to the welfare of contractor's staff and without putting at significant risk their health and safety and that of others (third parties) who may be affected by the project, including the public and occupiers of the premises.
- 6.2 In particular, the PC is to plan and manage the works on site to take account of the following specific objectives:
- Compliance with all applicable health and safety legislation
 - Zero accident frequency rate
 - Site safety inspection scores of 70% or above
 - Site Managers to hold CITB SMSTS qualification
 - Site operatives to be in possession of relevant CSCS Skills card
 - Safety management system to be adopted and adhered to
- 6.3 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- 6.3.1 Principal Contractor (PC) to provide Construction Phase Health & Safety Plan Prior to commencement of the works the PC is required under the CDM Regulations to prepare a Construction Phase Health & Safety Plan. Refer to Section 5.0 for a list of information to be included in the Construction Phase Health & Safety Plan.
- 6.4 COMMUNICATIONS STRATEGY
- 6.4.1 Preferred communications are by e-mail; however, it is recognised this is not always the most practical option when an immediate response is required. Generally, all correspondence is to be sent directly to the required recipient with the Contract Administrator, Principal Designer and Employer's representative copied in.
- 6.5 WELFARE PROVISION
- 6.5.1 The Principal Contractor will ensure that the requirements of Schedule 2 of the regulations are complied with and that the following have been provided on site before work commences:
- Sanitary conveniences
 - Washing facilities
 - Drinking water
 - Changing/drying rooms

- Rest facilities
- Meal preparation facilities
- Boiling water for beverages

6.6 SECURITY ARRANGEMENTS

6.6.1 The security of the site will be a matter to be addressed by the PC in conjunction with his insurers. The PC is to ensure that the site/working area is adequately secured in accordance with Regulation 13(4) (b) of CDM 2015.

6.6.2 No specific site security arrangements are required, other than those indicated on Drwg. No. 11665/R-10. It is expected that the Contractor will properly secure the boundaries of the site and will require all site visitors to report to the site manager and sign a visitor's book on entering and leaving the site.

6.6.3 It is expected that the Contractor will erect a 2m high plywood hoarding around all sides of the site, as indicated on the drawing.

6.6.4 The working area and PC's site compound will be confined within the site boundaries as shown on the drawing. The PC is responsible for ensuring any works adjacent to the public highway are agreed with the local Highway Authority.

6.7 Site Transport Arrangements or Vehicle Movement Restrictions

6.7.1 The Principal Contractor is to make adequate provision for control and management of site transport and deliveries and to ensure that there is a suitable Site Traffic Management Plan in place so that personnel are not endangered by vehicle movements on site and in adjacent areas.

6.8 Client Permit-to-Work Systems

6.8.1 There is no requirement for any client permit-to-work plan system. The PC should however consider, as good practice, the need for hot work permits in respect of hot cutting of steelwork, plumbing works, deep excavations, confined spaces etc.

6.9 Fire Precautions

6.9.1 The Principal Contractor (PC) should comply with all applicable legislation and prepare a Site Fire Management plan as part of his Construction Phase Plan. The PC should adhere to the principles of the Joint Code of Practice on the Protection of Fire from of Construction Sites and Buildings Undergoing Renovation and HSE guidance note HSG168 – Fire Safety in Construction Work.

6.9.2 When developing the plan, the PC should take account of the following site-specific factors:

- PC to establish suitable fire assembly point
- Burning of waste to be prohibited
- Arrangements for storage of fuel for plant on site
- Hot work permits to be issued and to include end of day fire watch
- Access/egress difficulties from the work areas
- Smoking restrictions

- 6.9.3 The PC should ensure that he compiles Site Rules, which should be posted on site. This should include details of actions to be implemented in the event of fires. Reference is made to 'Fire Prevention on Construction Sites' issued jointly by the Building Employees' Confederation and the Loss Prevention Council.
- 6.10 Emergency Procedures and First Aid Requirements
- 6.10.1 The Principal Contractor's emergency and first aid procedures should reflect the work activities and the environment in which they are being undertaken.
- 6.10.2 As a minimum, emergency and first aid procedures should be implemented for the following:
- Fire
 - Damage to live services such as electricity and gas
 - Unintentional discovery of and/or exposure to asbestos
- 6.10.3 The Contractor is required to include an outline of emergency procedures to be adopted on site in the Contract Stage Health & Safety Plan. The following should be considered:
- How the alarm is raised
 - Escape routes
 - Assembly areas
- 6.10.4 The Principal Contractor will be responsible for the provision of first aid to all persons on the site including sub-contractors and visitors. First aid facilities are to be in accordance with the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice.
- 6.10.5 The Principal Contractor must keep all site operatives and contractors informed of any changes to the emergency procedures including the emergency escape routes.
- 6.10.6 All emergency procedures and escape routes for the building need to be coordinated with the Client.
- 6.11 Site Rules and Other Restrictions on Contractors
- 6.11.1 All work must be carried out in accordance with current health and safety legislation together with associated approved Codes of Practice and related guidance.
- 6.11.2 In addition, the Principal Contractor will ensure that every operative and contractor is provided with information and training on the health and safety risks associates with the site investigation works.
- 6.12 Working Hours
- 6.12.1 Working hours shall be restricted to Mondays to Fridays 08.00 to 18.00hrs; Saturdays 08.00 to 13.00hrs. No works shall take place on Sundays or Bank Holidays. The definition of "working hours" includes, but is not necessarily limited to, site clearance, demolitions, construction work, operation of machinery and the delivery of plant and/or materials.
- 6.13 Specific Client Requirements
- 6.13.1 The Employer requires that the Principal Contractor observes the following site rules:

- High visibility clothing to BS EN 471 Class 2/3 must be worn in all areas outside any designated safe zone.
- Full compliance with PPE is expected.
- The site is a strictly 'No Smoking' area.
- Only authorised personnel to enter the site.
- Any unauthorised personnel must report immediately to the Construction Site Manager.
- No materials to be burnt on site.
- No radios, tape recorders or CD players allowed on the site etc.

6.14 Site Rules – General Items

6.15 The Contractor is to produce a set of site rules specifically for this project that will address the following items along with any others that may be relevant to this project:

- Emergency Procedures
- First Aid
- Hazardous Substances
- Hot Work, Naked Flames and Cutting
- Housekeeping and Rubbish
- Plant/Tools
- Protective Clothing and Equipment
- Scaffolding and Working at Height

6.16 Continuing Liaison

The Client

6.16.1 Should any information that may affect the safe working on the site be discovered, this will be conveyed by the Client to both the Principal Designer and Principal Contractor.

The Designers

6.16.2 As the design is developed the designers will carry out Hazard Identifications and Risk Assessments as necessary.

6.16.3 It is only necessary for the risks that cannot be dealt with during the design process to be notified in this document.

The Principal Designer

6.16.4 The Principal Designer will upon receipt of notification of any hazards not identified to date immediately inform both the Principal Contractor and the Client

The Contractor

6.16.5 The Contractor is to inform the Client and the Principal Designer if any variations will have a possibly adverse effect on Health & Safety. The Contractor is to amend his Health & Safety Plan accordingly and pass it on to the Principal Designer for comment.

6.16.6 Any unforeseen eventualities during the contract execution resulting in design changes and which may affect resources are to be notified to the Designer(s) and the Principal Designer along with proposed amendments to the Health & Safety Risk Assessment and Method Statement.

6.16.7 All sub-contractors are to be requested to submit a risk assessment and method statement for the operations for which they are responsible.

6.17 Identified Hazards

6.17.1 The Principal Contractor (PC) is referred to the generic CDM Red-Amber-Green lists published by the CITB. For this project the following hazards have been identified which cannot be avoided and which will potentially be a risk to the safety of workers during the works (see also Appendix A – 'Designer's Risk Assessment'):

- Vehicle movements
- Unidentified buried services
- Working in proximity to overhead cables
- Dust, noise and vibration
- Deep excavations
- Working in vicinity of live services
- Manoeuvring of heavy goods
- Working at height
- Demolition works

6.17.2 The following hazards have been identified which cannot be avoided and which will potentially be a risk to the safety of adjoining residents and the public during the works:

- Vehicle movements
- Unauthorised access onto site
- Deep excavations
- Proximity to occupied areas of existing building(s)
- Demolition works
- Work outside of the designated compound / working area

6.18 Relevant Statutory Provisions

6.18.1 The Principal Contractor (PC) is deemed by his competence to be aware of his obligations in respect of health & safety under all relevant statutory provisions. It is incumbent on the PC to direct the Principal Designer (PD) to consider any aspects of the works not specifically reflected in this Pre-Construction Information; this in order that the PC may develop his Health & Safety Policy and Construction Phase Health & Safety Plan to encompass all welfare and related matters. For details of all legislation that is applicable to construction works the PC is referred to the HSE website: www.hse.gov.uk.

7.0 Environmental Restrictions and Existing On-Site Risks

7.1 Introduction

7.1.1 This section contains significant safety and health hazards which may arise from work activities associated with the existing environment. The safety issues and the health issues have been separated.

7.1.2 Note that the nature and condition of the ground or existing structures cannot always be fully ascertained before they are opened up. As such the hazards referred to in this section of the Plan are either known to be present or are suspected to be present.

- 7.1.3 The accuracy and sufficiency of this information however is not guaranteed by the Client and the Principal Contractor must ascertain for himself any further information required to ensure the safety of all persons affected by the work activities.
- 7.2 SITE ACCESS
- 7.2.1 Site access will be off Church Road, as indicated on Drwg. No. 11665/R-10. The Principal Contractor (PC) is to ensure that a trained banksman is available to supervise the movements of all vehicles entering or leaving the site. There is likely to be inadequate space for the turning of large vehicles within the site compound area, and accordingly the PC must consider building users, occupants of neighbouring properties and the general public when such vehicles are due. Steps must be taken to prevent spoil / mud being deposited on the public highway; any spoil / mud is to be cleared from the roads / pavements at the end of each working day.
- 7.3 Adjoining Land Uses
- 7.3.1 The site is bounded to the west by a public car park, and to the north by playing fields. Immediately south of the existing pavilion is a demountable building which houses the village shop (see Drwg. No. 11665/R-10).
- 7.4 Waste Collection and Storage
- 7.4.1 To be agreed as part of the Principal Contractor's traffic management proposals.
- 7.5 Location of Statutory Services
- 7.5.1 The PC is to confirm positions and depths of all services, (using tracing equipment or other equipment as necessary) and provide records of these for incorporation into the Health & Safety File. Where new services conflict with existing, the PC is to liaise with the appropriate statutory body and agree methods statements, protection details, etc in order to safeguard operatives and members of the Public. The PC should properly consider watching and lighting of the highway whilst services and the like works are executed. The PC's consideration should include any necessity for traffic and/or pedestrian and like control measures. Open excavations should be plated / covered.
- 7.6 Environmental Audits/Site Investigation/Soil Reports
- 7.6.1 No site investigation has been undertaken.
- 7.6.2 No geo-environmental testing has been undertaken on site, however it is considered highly unlikely that contaminants are present within the sub-soil.
- 7.7 Topography
- 7.7.1 A Topographical Survey has not been carried out.
- 7.8 Asbestos
- 7.8.1 Given the age of the existing building and the existence of original design information which does not indicate any asbestos containing materials, a presumption has been made that it is 'asbestos free'. However, given that the use of asbestos in construction was not banned in the United Kingdom until 1999, vigilance is recommended, and any suspect materials should be reported immediately.

8.0 Significant Design and Construction Hazards

8.1 Introduction

8.1.1 Those undertaking the design for this project will need to ensure, so far as is reasonably practicable, that they give adequate regard to the need to: –

- Avoid foreseeable risks to the health and safety of persons at work carrying out construction or cleaning work or other persons who may be affected by the work.
- Combat at source risks to the health and safety of persons during the above.
- Give priority to measures, which will give collective protection to persons doing the above work rather than individual protection.

8.1.2 In addition, Designers are required to ensure, so far as is reasonably practicable, that the design includes adequate information about the project, structure or materials which might affect the health and safety of persons carrying out construction work or other persons who may be affected by the work.

8.2 Design Risk Identified During Design

8.2.1 A Design Risk Register is included within Appendix A.

8.3 Design Management

8.3.1 The Principal Designer (PD) will co-ordinate pre-construction design issues and request further considerations from the Designers as to implications on buildability relative to health and safety. The incoming Principal Contractor (PC) will update the PD on any changes to the tender design in order that the PCIP can be amended accordingly.

8.4 Design Assumptions and Control Measures

8.4.1 The building has been designed for traditional construction methods. The most significant large loads that will need to be brought onto site are the roof trusses.

8.4.2 A manual handling risk assessment must be undertaken for these and any other items weighing more than 20kg.

8.5 Arrangements for Coordinating Ongoing Design Work and Handling Design Change

8.5.1 Any significant changes to the design which occur during the construction works must be brought to the attention of the Client's design team and the Principal Designer.

8.5.2 All significant hazards identified which cannot be eliminated by the design should also be brought to the attention of the Principal Designer.

8.6 Information on Significant Health and Safety Risks Identified During the Design Phase

8.6.1 Details of any significant risks identified by the designers must be highlighted to the Principal Designer so that they can be adequately coordinated and communicated to the Principal Contractor.

8.6.2 Wherever possible site-specific RAMS should be included in the Construction Phase Plan, generic risk assessments should NOT be included.

8.6.3 From the information obtained by the Principal Designer to date, the main hazards associated with the design of these works have been identified as follows: -

- Working in proximity to overhead cables
- Deep excavations
- Working in vicinity of live services
- Working at height
- Proximity to occupied areas of existing building(s)
- Demolition works
- Works outside of the designated compound / working area

8.7 Materials Requiring Particular Precautions

8.7.1 The Principal Contractor (PC) is to ensure that no deleterious materials are used in the construction and that imported fill is free from contamination.

8.7.2 It is advised that consideration should be given to providing protection when working with cement due to its high alkaline content, which can cause severe burning to the skin if it is exposed for lengthy time periods.

8.7.3 It is advised that consideration be given to providing protection and ventilation when applying finishes such as intumescent paint, etc.

8.7.4 The PC must obtain COSHH assessments as appropriate for all elements of work.

The manufacturers' or suppliers' data sheets for all such materials and products should be obtained and appropriate precautions observed. If any substance used during the progress of these works has a Workplace Exposure Limit (WEL) as defined by the COSHH Regulations and to be found in the HSE publication EH40, the Principal Contractor shall ensure that the exposure is either prevented or, where not reasonably practicable, is adequately controlled. The Principal Contractor should also ensure that all persons affected by the work are informed of the Occupational Exposure Limit and the method of control and that the operative is given appropriate instruction, training and supervision to ensure that the work can be carried out safely.

Appendix A – Designer's Risk Assessment