

# **PRE-CONSTRUCTION INFORMATION PACK**

**Café extension and new external store**

**Moulton Community Centre  
Sandy Lane  
Moulton  
NN3 7AX**

**FOR**

**Moulton Parish Council**

**Issue 1: 20.07.2022 OB**

## INTRODUCTION

The Pre-Construction Information within this document has been developed to provide information to Contractors on the Health and Safety and welfare matters that they need to take into account when planning for the site works detailed in contract documents and on the drawings.

The Information pack provides information to enable the Contractor to meet the requirements placed on them by the *Construction (Design and Management) Regulations 2015* (CDM).

It has been prepared based on guidance from '*Managing health & safety in construction*' (HSE guidance L153), Appendix 2. In particular, this advises that the Pre-Construction Information must:

- (a) **Be relevant to the particular project**
- (b) **Have an appropriate level of detail; and**
- (c) **Be proportionate to the risks involved.**

The duly appointed Contractor shall perform the duties of 'Principal Contractor' as defined by the CDM Regulations and using guidance from '*Managing health & safety in construction*' (HSE guidance L153) must develop a Construction Phase Plan, based on the information provided (refer to Section 6.00 of this document for further information).

The Contractor must ensure that their Health & Safety Policy is in accordance with: -

- *Construction (Design and management) Regulations 2015.*
- *Health & Safety at Work etc Act 1974.*
- *Management of Health & Safety at Work Regulations 1999.*

The Principal Contractor **shall not commence any construction or demolition work** until the Construction Phase Health and Safety Plan has been prepared. This should be submitted to the Principal Designer, allowing sufficient time for review, in advance of works commencing on site.

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## 1.00 NATURE OF PROJECT

### 1.01 NAME OF CLIENT

Moulton Parish Council  
Sandy Hill Lane  
Moulton  
NN3 7AX

### 1.02 PRINCIPAL DESIGNER

pHp Architects  
The Old Rectory,  
31 Rectory Lane  
Milton Malsor  
Northampton  
NN7 3AQ

### 1.03 DESIGNERS

Please refer to F10 Notification for details of Designers.

### 1.04 PROJECT DESCRIPTION

Partial demolition of existing canopy, construct new extension to café and new build external store.

### 1.05 TIMESCALE / KEY DATES

Commencement: to be agreed between Contractor and Client  
Anticipated duration: to be agreed between Contractor and Client

### 1.06 PLANNING AND MANAGEMENT OF THE PROJECT

The Design Team and Principal Designer have been appointed since January 2022.

Time and resources have been allocated to each stage of the project to allow for development of the design, from concept stage through to the current proposals. During this process, there has been regular cooperation and coordination between duty-holders, including at Design Team meetings.

Under the direction of the Principal Designer, Designers have contributed to the on-going process of design risk review following the general principles of prevention (as set out in '*Managing health & safety in construction*' HSE guidance L153, Appendix 1). Refer to Section 3.00 of this document for further information.

## **2.00 EXISTING ENVIRONMENT**

### **2.01 EXISTING SITE / BUILDINGS / STRUCTURES**

Existing 2-storey community centre building and external car park.

### **2.02 EXISTING HEALTH AND SAFETY FILE**

Relevant information has been extracted from the existing Health and Safety file and has been used to develop the proposals.

### **2.03 ADDITIONAL CLIENT / SITE SPECIFIC HEALTH & SAFETY PROCEDURES**

We have not been advised of any additional Client, or site specific Health & Safety procedures.

## 3.00 DESIGN CRITERIA AND MANAGEMENT

### 3.01 SIGNIFICANT HAZARDS

As part of our duties as Principal Designer, pHp Architects have led the Design Team to plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety. This process takes account of the 'general principles of prevention' (as set out in 'Managing health & safety in construction' HSE guidance L153, Appendix 1).

This process has been collated into a Risk Review Register, highlighting **significant risks that are unusual or difficult to manage**.

This matrix document is included within the Appendix of this Pre-Construction Information Pack, and should be carefully reviewed by the Principal Contractor, when developing the Construction Phase Plan.

### 3.02 GENERAL HAZARDS

In addition to the risks described above, it is anticipated that there will be other commonplace construction hazards. These will need to be addressed by the Principal Contractor (and their relevant sub-contractors) as part of their normal working methods, procedures, risk assessments and method statements.

*A summary of general risks are provided below for reference. Any additional significant, unusual or difficult to manage risks which become apparent during the project should be included on the Risk Review Register, with targeted elimination, following the general principles of prevention hierarchy.*

- Access arrangements (deliveries / un-loading)
- Appropriate access equipment (restricted use of ladders)
- Asbestos
- Assembly or dismantling of heavy prefabricated components (Schedule 3 – work involving particular risks)
- Burial under earthfalls, engulfment in swampland (Schedule 3 – work involving particular risks)
- Chemical or Biological substances / COSHH (Schedule 3 – work involving particular risks)
- Confined spaces
- Demolition / Dismantling
- Drowning (Schedule 3 – work involving particular risks)
- Emergency Procedures
- Emergency fire routes and exits
- Environmental conditions (dust / noise / odour / fumes / temperature / weather / lighting)
- Excavations
- Existing services (underground and overhead)
- Explosives (Schedule 3 – work involving particular risks)
- Falling debris
- Fire / Flooding / Asphyxiation
- Fire detection and fire fighting
- High Voltage power lines (Schedule 3 – work involving particular risks)
- Hot works (site welding)
- Ionizing radiation (Schedule 3 – work involving particular risks)
- Lifting operations (crane lifting plan / swing radius)
- Maintaining segregated vehicular and pedestrian access
- Manual handling
- Other Contractors (working on same or adjacent sites)
- Slips / Trips / Falls (safe places of work / good housekeeping)
- Stability of structures (including temporary works)
- Uncontrolled access to site (secure fencing to perimeter / sign-in controls)
- Vibration
- Wells, underground earthworks and tunnels (Schedule 3 – work involving particular risks)

- *Work carried out by divers having a system of air supply (Schedule 3 – work involving particular risks)*
- *Work carried out in caissons with a compressed air atmosphere (Schedule 3 – work involving particular risks)*
- *Working at Height (Schedule 3 – work involving particular risks)*
- *Working with live services (Electricity / Gas / Drainage)*

## 4.00 **SITE RULES**

### 4.01 **GENERAL**

The Principal Contractor is to develop appropriate site rules, which should be included as part of the Construction Phase Plan.

4.02 The following list provides items that should be included (as a minimum), with any specific Client / Project requirements stated for information:

- Personal Protective Equipment (PPE)
- Smoking (not permitted on site, except in designated smoking area)
- Working hours (limited to 07:00 to 17:30 hours Monday to Friday and 08:00 to 13:00 Saturdays, no working on Sundays, Public or Bank Holidays)
- Delivery restrictions
- Contractors Parking
- Radios (not permitted on site)
- Mobile Phones (not permitted on construction site working areas, except for site managers)
- Hot works / Permits
- Emergency arrangements
- Restricted areas (access to occupied buildings)



## 5.00 CONTINUING LIAISON

- 5.01 Under the direction of the Principal Contractor, specialist Contractors/Designers carrying out further design development work should take account of the Pre-Construction Information available, and importantly, the Design Risk Review Register. They should undertake their own risk assessments, seeking to eliminate risk, following the general principles of prevention hierarchy.
- 5.02 The Principal Designer, Designers, Principal Contractor, Contractors and the Client should cooperate throughout the project, to coordinate the design relating to health and safety. This should continue through the pre-construction phase and the construction phase.
- 5.03 The Principal Designer, Designers, Principal Contractor, Contractors and the Client have duties placed upon them by the *Construction (Design and Management) Regulations 2015* which are on-going throughout the construction phase. Refer to the relevant Regulation for defined roles and requirements. If in doubt, seek advice.

## 6.00 THE CONSTRUCTION PHASE PLAN

6.01 The Construction (Design and Management) Regulations 2015 requires the Principal Contractor to prepare a 'Construction Phase' Health and Safety Plan.

This should follow the recommendations set out in 'Managing health & safety in construction' HSE guidance L153, Appendix 3, selected extracts of which are provided below for reference.

6.02 A construction phase plan is a document that must record the:

- (a) health and safety arrangements for the construction phase;
- (b) site rules; and
- (c) where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3 (work involving particular risk)

The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

- (a) **is relevant to the project;**
- (b) **has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but**
- (c) **is still proportionate to the scale and complexity of the project and the risks involved.**

The plan should **not** include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

The following list of topics should be considered when drawing up the plan:

- (a) a description of the project such as key dates and details of key members of the project team;
- (b) the management of the work including:
  - (i) the health and safety aims for the project;
  - (ii) the site rules;
  - (iii) arrangements to ensure cooperation between project team members and coordination of their work, eg regular site meetings;
  - (iv) arrangements for involving workers;
  - (v) site induction;
  - (vi) welfare facilities; and
  - (vii) fire and emergency procedures;
- (c) the control of any of the specific site risks listed in Schedule 3 where they are relevant to the work involved.

6.03 The Construction Phase Plan must provide information to demonstrate an appropriate level of welfare facilities are to be provided on the construction site (in accordance with Schedule 2 of the CDM Regulations) and must be in place in advance of construction activities commencing.

6.04 Thereafter, the Principal Contractor is to ensure that the Construction Phase Plan is appropriately reviewed, updated and revised. This should reflect any significant changes to the risks involved and ensure appropriate controls are put in place.

## 7.00 THE HEALTH AND SAFETY FILE

- 7.01 The Principal Contractor will prepare the Health and Safety File, assembled during the course of the works, and this will be reviewed by the Principal Designer. This is handed to the Client as soon as reasonably practicable after final completion of the project.
- 7.02 The information contained within this Pre-Construction Information Pack (and accompanying Appendices) will form the basis of the Health and Safety File.
- 7.03 The Principal Contractor, Subcontractors and Designers have a duty to provide any relevant information for incorporation in the Health and Safety File.
- 7.04 This information should be provided in sufficient time, to allow the Principal Designer to pass the File to the Client at the end of the project.
- 7.05 The contents of the Health and Safety File should follow the recommendations set out in 'Managing health & safety in construction' HSE guidance L153, Appendix 4, selected extracts of which are provided below for reference.
- 7.06 The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:
- (a) a brief description of the work carried out;
  - (b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
  - (c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
  - (d) hazardous materials used (eg lead paints and special coatings);
  - (e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
  - (f) health and safety information about equipment provided for cleaning or maintaining the structure;
  - (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
  - (h) information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).
- There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks.
- 7.07 **It is important to highlight that the Health and Safety File is a completely separate document to the Operations and Maintenance (O&M) manuals, which should be prepared by the Principal Contractor.**

8.00 **APPENDIX - Supporting Information**

8.01 pHp Risk Review Register