

PRE-CONSTRUCTION INFORMATION

Pamber Heath Memorial Hall
Pamber Heath Road
Pamber Heath
Tadley
RG23 3TQ

DOCUMENT	REVISION	DATE
Pre-Construction information	Initial Issue	1 st May 2022

PREAMBLE

1. Objectives of the Pre-Construction Health & Safety Information Pack

The Pre-Construction Health & Safety Information Pack provides relevant information about the site and project and identifies key Health & Safety issues to highlight the perceived risks which must be considered in planning, managing, monitoring and co-ordinating the work on the project by those who may be involved in the project, either in design, surveys or construction work. Any appointed Principal Contractor or Contractor must draw up a Construction Phase Plan setting out the health and safety arrangements to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

2. Explanation of the Pre-Construction Health & Safety Information Pack (PCIP)

This is the Pre-Construction Information currently in the Client's possession and must be issued, in compliance with the requirements of Regulation 4(4) of the CDM Regulations 2015, to every Designer and Contractor appointed or being considered for appointment to the project, to enable them to carry out their duties under CDM 2015.

Pre-Construction Information means information in the Client's possession or which is reasonably obtainable by or on behalf of the Client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about the project; planning and management of the project; health and safety hazards, including design and construction hazards and how they will be addressed. There is no existing health and safety file for the site.

The PCIP identifies the potential hazards and key health, safety and environmental issues for consideration, to inform early investigations and enabling works. This information must be reviewed by every designer when preparing or modifying designs and reviewed by any Principal Contractor or Contractor appointed or being considered for appointment to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

3. The Construction Phase Health & Safety Plan

The way in which the construction phase will be managed and the arrangements for managing the significant health and safety risks associated with the construction phase of a project must be set out in writing in the Construction Phase Health & Safety Plan. This plan should outline the health and safety arrangements, site rules and specific measures concerning any work involving particular risks and the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site.

The topics that need to be addressed when developing the Construction Phase Plan are shown in Section 2 of this PCIP (referencing Appendix 3 of L153 Guidance on CDM Regulations 2015). Where other available documents address these issues appropriately, the plan may refer to them; the information does not need to be repeated.

Often the design and preparation for later work is not complete at the start of the construction phase. Nevertheless, the plan for the initial phase of the construction work must be prepared before any work begins. It should also address later activities that will require careful planning. It may only be practical to address such activities in outline form before work starts and most will require revision in the light of developments.

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1.0 DESCRIPTION OF PROJECT

1.1 PROJECT TITLE +LOCATION

Pamber Heath Memorial Hall
Pamber Heath Road
Pamber Heath
Tadley
RG26 3TQ



SCOPE OF WORKS + CONSTRUCTION PROGRAMME

1.1.1 Scope of Works

In brief the scope of the works comprises external re-decoration works all as detailed in the Owens & Porters Specification and special items list dated October 2020. Works include but are not limited to:

- Set up site
- Erect access equipment where required
- Excavate for foundations
- Construct masonry walls
- Construct timber framed walls
- Alter existing roof structure
- Install pre-manufactured timber roof trusses
- Install fenestration and glazed panels
- Apply cementitious/gypsum levelling compounds
- Apply solvent based surface finishes
- Remove access equipment and clear site.

Key Dates

Start Date on Site	TBA
Completion Date	TBA

Minimum time to be allowed between the appointment of the Principal Contractor and instruction to commence work on-site.	4 weeks
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1.1.2 Notification to HSE

The project will be notifiable

1.1.3 Workplace (Health, Safety & Welfare) Regulations 1992

These works involve the construction of a workplace, and are therefore subject to the requirements of the Workplace (HSW) Regulations.

The main provisions of these Regulations require employers to provide:

- adequate lighting
- heating, ventilation of the workspace (and keep them in a clean condition)
- staff facilities, including toilets, washing facilities and refreshment

1.2 THE EXISTING SITE + SURROUNDINGS

Site Description & History	The site is situated at Pamber Heath road. The building is a large masonry-built public hall divided internally to provide meeting and activity rooms. Both a flat roof and tiled ridge roof cover.
Site Boundaries	The site fronts onto Pamber Heath Road which fronts Tadley Common. The surrounding area is residential with properties sited to either side and to the rear.. The contractor should be aware of the presence of the public and particularly children on nearby roads.
Existing Services	The works are the excavation for foundations, construction of masonry and timber structures, Alteration and construction of roofs, application of cementitious and gypsum finishes and final decorations. The Client has not provided any information with regard to existing services in the work areas. The Principal Contractor is to show in their Construction Phase Plan how they will survey and manage any existing services prior to work starting onsite and how they will be isolated during the works (if required).
Existing Traffic Systems	The site is accessed via a gated entrance on Pamber Heath Road Road. There is little parking on Kivernell Road and the Principal Contractor is to show in their Construction Phase Plan how they will manage vehicle movements and deliveries.
Special Considerations	<p>1) Contractor to park regular vehicles behind the car park barrier at the rear of the building, keeping the front car park free for Hall users. Contractor to agree with Hall Committee on exceptional parking circumstances in advance</p> <p>2) Contractor to provide methodology and plan on how the building works will be completed whilst Hall users are on the premises during: Weekdays 08:30 through 22:00 Saturdays 08:00 through 14:00 Sundays 17:00 through 19:00 Contractor to agree with Hall Committee in advance on exceptional Hall user disruption</p> <p>3) A porta cabin accessible toilet block will be required on site whilst the Hall toilets are out of use</p>

PROJECT DIRECTORY

1.2.1 CDM DutyHolders

Client	Company	Pamber Heath Memorial Hall		
	Address	c/o Parish Council Clerk Pamber Heath Memorial Hall Pamber Heath Road Pamber Heath RG26 3TQ		
	Tel		Email	
	Contact		Position	
Principal Designer	Company	North Haven Construction Consultants		
	Address	Church Farm Cottage, Church Lane, Margaret Marsh, Shaftesbury, SP7 0AZ		
	Tel	0746 388 7081	Email	nhdnadb@gmail.com
	Contact	Andrew Keen	Position	
Contractor	Company	TBA		
	Address			
	Tel		Email	
	Contact		Position	
Designer	Company	Setsquare Solutions Limited		
	Address	57 Droxford Crescent, Tadley, RG26 3BA		
	Tel	0118 981 1851	Email	kevin@setsquare-solutions.ltd.uk
	Contact		Position	
Structural Engineer	Company	AKS Ward Construction Consultants		
	Address	Seacourt Tower, West Way, Oxford, OX2 0JJ		
	Tel	01865 240071	Email	oxford@aksward.com
	Contact		Position	

1.2.2 Regulatory Authority

HSE	Company	Health & Safety Executive
	Address	151 Buckingham Palace Road, London SW1W 9SZ
	Tel	0300 003 1747
	Website	www.hse.gov.uk
Local Authority	Company	Basingstoke and Deane
	Address	Civic Offices, London Road, Basingstoke, RG21 4AH
	Tel	01256 844844
	Website	www.basingstoke.gov.uk

2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 MANAGEMENT ARRANGEMENTS

2.1.1 Planning for & Managing the Construction Work

The works will be managed exclusively by a Principal Contractor.

The Contractor must familiarise themselves with the existing site. They should also give full consideration to working on an occupied residential block, the surrounding land uses (nearby residential blocks and schools) and therefore the presence of the public and children (particularly pedestrian) & traffic on/around the site; establishing regular dialogue and co-operation with the residents of the block and its neighbours as required.

The Contractor must ensure there is a secure boundary around their site all times to clearly segregate the works from the occupied areas.

The Contractor will develop and maintain the Construction Phase Plan for these works as appropriate, which will address as a minimum, the recommendations contained within Appendix 3 of the HSE Guidance Document [L153 - 'Managing Health & Safety in Construction'](#). The Construction Phase Plan will be available on site at all times for reference by those carrying out the works.

The Contractor will monitor all work within the site to ensure that the health and safety plan is being complied with and that any control measures identified within the plan are in place and effective.

Above all, the key duty of Contractor is to properly plan, manage and monitor construction work to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety. The Principal Contractor must comply with the duties placed on all Contractors under the [CDM Regulations 2015](#).

Any Client representative, will have the right to request safety information and remedial action as necessary. Site Specific

Health & Safety Objectives

1. Fully comply with site Traffic Management in and around site. Safety of the public and pedestrians is paramount - full pedestrian segregation and adequate consideration of non-construction traffic where required.
2. Continual liaison with community surrounding the site – particularly the occupiers of the block.
3. Falls from Height – Work from a safe and secure place.
4. Manual Handling – Use mechanical means where possible
5. Hot Works – Ensure a permit to work system is in place
6. Existing Live services – Proper survey prior to works taking place, RAMS and safe systems of work to be in place for all isolations etc.
7. Working with lead including surfaces coated with lead paint – full compliance with the Lead at Work Regulations 1998
8. Asbestos – Compliance with the Control of Asbestos at Work Regulations 2012
9. Covid – 19 – Compliance with the Government and NHS Guidance must be adhered to at all times.

2.1.2 Communication between Client and Others

The Contractor is expected to work in co-operation with all project members – particularly CDM Duty Holders to enable them to discharge their duties under CDM 2015. In return, The Contractor. can expect to be afforded the full co-operation of the Project Team to allow them to fulfil their duties.

The Contractor should also ensure communication takes place with the following.

- **Health & Safety Executive** (where appropriate)
- **Pamber Heath Memorial Hall Sub Committee**

2.1.3 Welfare Provision

The Contractor must provide full welfare facilities in accordance with Schedule 2 of the [CDM Regulations 2015](#) - these facilities **MUST** be in place prior to construction works commencing on-site.

Welfare, including its location, should be detailed in the Construction Phase H&S Plan. (This will have to be agreed with the Client prior to works commencing on site).

2.1.4 Security of the Site

As the works will be taking place to the external areas of an occupied block, the PC must show in their Construction Phase Plan how they will secure the site, scaffolding their compound and the works areas. In order to prevent unauthorised access. This should include how they will prevent Residents accessing the work area whilst using the area for access and egress during the Construction Phase.

2.2 CLIENT HEALTH + SAFETY REQUIREMENTS

2.2.1 Site Hoarding

Due to the nature of the works a full site segregation/fencing will be required. Hoarding will not be required though the Principal Contractor may prefer to use and will be liable for all planning and regulatory requirements.

2.2.2 Materials & Equipment Storage

Location for the site compound (if required) is to be agreed with the Client prior to works commencing on site. This area should be securely fenced to prevent unauthorised access at all times. There will be limited space for a compound on this site. The Contractor should show how they will manage deliveries to reduce the need for onsite storage.

2.2.3 Site Transport Arrangements or vehicle Movement Restrictions

The Contractor should show in their construction phase plan, how they will manage deliveries and vehicle movement during the works.

These measures MUST be incorporated into the Construction Phase H&S Plan and agreed with the Pamber Heath Memorial Hall Sub Committee prior to works commencing.

2.2.4 Emergency Procedures

Prior to works commencing, any emergency procedures which impact on the surrounding area (particularly the blocks) must be communicated to the residents to ensure that the works do not prevent emergency access to them, and that they know exactly what to do in the event of an emergency.

Clear emergency procedures MUST be detailed in the Construction Phase H&S Plan to show arrangements in the event of an emergency.

2.2.5 Fire Precautions

The Contractor is responsible for ensuring adequate fire precautions are in place, and that methods of raising the alarm in case of a fire, are established on site prior to works commencing. These should include a hot works permit system for any activities requiring hot works. The Plan must be co-ordinated with the blocks fire plan. At no time during the works should any exits from the block be blocked.

These measures must be incorporated into the Construction Phase H&S Plan.

2.2.6 Smoking Restrictions

Since the 1st of July 07, England has become smoke-free, making it against the law to smoke in virtually all enclosed public places, workplaces and public/work vehicles. The Contractor should ensure that the site is run in strict accordance with this legislation. For more information in regard to smoking restrictions visit www.smokefreeengland.co.uk

2.2.7 Parking Restrictions

Contractor to park regular vehicles behind the car park barrier at the rear of the building, keeping the front car park free for Hall users. Contractor to agree with Hall Committee on exceptional parking circumstances in advance

3.0 PROJECT RESTRICTIONS

3.1 SAFETY HAZARDS

3.1.1 The Site, Surrounding Area Usage & Local Community

The hall will be occupied during the works and the Contractor is to show in their Construction Phase Plan how they will manage the presence of the Public and in particular the presence of children around the site during the works.

The Contractor must ensure that they establish good communication with the occupiers prior to works commencing on-site.

A member of the Site Team shall be made available as the Liaison for the Occupiers during the Construction Phase.

3.1.2 High-Risk Construction Activities –

Work at Height

The works will require working at Height. All work at height should be managed in line with the Work at Height Regulations 2005. <http://www.legislation.gov.uk/ukxi/2005/735/contents/made>

Ladders and Steps – The Contractor shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and –

- (a) the short duration of use; or
- (b) existing features on site which he cannot alter.

Where ladder guards are used for security these should be wide enough to prevent the ladder being accessed by children using the exposed rung at the side of the guard.

Mobile Working Platforms (MEWPS, Cherry Pickers etc) Shall only be operated by competent trained operatives (IPAF trained or equivalent). A safe system of work including a rescue plan must be provided as part of the Construction phase Plan, for review prior to a start being made on site. A system for checking and inspecting these platforms in line with LOLER and PUWER must be included in the safe system of work.

Towers – All towers must be erected by properly trained Operatives, (PASMA) or equivalent. All towers must be inspected by a competent person each time they are erected or moved and should be subject to a weekly inspection.

Fixed Scaffold – All fixed scaffold should be designed and erected in line with NASC Technical Guidance TG20:13 The Good Practice Guidance for Tube and Fitting Scaffolding. Scaffold should only be erected by competent Operatives and inspected in line with the Guidance.

Guard rails or other fall protection must be in place prior to any working near roof edges and around rooflights and openings.

The Contractor must show in their Construction Phase Plan how they will safely manage Working at Height.

They must also demonstrate that suitable checks/systems are in place to prevent personnel, occupiers and members of the public stepping into the working zone of all machinery (particularly when in operation) – physical barriers are strongly recommended.

Manual Handling

As manual handling may be involved The Contractor should ensure that a Method Statement is prepared prior to carrying out manual handling operations.

In accordance with the [Manual Handling Operations Regulations \(1992\)](#), The Contractor should develop work methods which try to eliminate the need for manual handling, and where there is no alternative, safe work methods must be used so far as is reasonably practicable, following an assessment of risk.

The Contractor should provide site operatives with the necessary training, toolbox talks and induction procedures in basic safe manual handling techniques.

3.1.3 Other Considerations

Permit to Work Systems & Authorisation Requirements

Before carrying out any of the following operations, it is the Contractor's responsibility, to ensure that a valid Permit to Work is raised within their approved system, with the conditions of permit having been properly communicated to the supervisors and operatives directly undertaking the tasks.

It is suggested that permits should cover (but not be limited to) the following and will include an appropriate risk assessment and method statement.

- Hot works
- Working with Lead painted surfaces (if found on site)

Working Hours

Normal construction working hours are generally restricted to 0800 – 1730 Mondays to Fridays, Saturday only by prior agreement with the Client.

However, the contractor is to provide a method statement and plan of works to how the building works will be completed whilst Hall users are on the premises during:

Weekdays 08:30 through 22:00
Saturdays 08:00 through 14:00
Sundays 17:00 through 19:00

The contractor is to agree with Hall Committee in advance on exceptional Hall user disruption

Waste Management

The Contractor is to show in their Construction Phase Plan how they will manage the disposal of waste from site. Waste transfer tickets, tipping receipts and tip licences associated with the removal of all waste must be provided to the Client.

4.0 SIGNIFICANT RISKS IDENTIFIED

4.0.1 Significant Construction Risks

The following significant construction risks will require consideration within the Construction Phase H&S Plan and management on site:

Work at Height – During external redecoration works

Noise and Vibration – All works carried out should follow The Control of Noise at Work Regulations 2005. As the site will be partially occupied, hearing protection zones should be set up for any works exceeding 80dB. All works involving vibration should be carried out to comply with the Control of Vibration at Work Regulations 2005

Asbestos – A type two survey was carried out by ACPM on 12/12/16. This did not cover all work areas. The Contractor is to show in their Construction Phase Plan, how they will identify and manage asbestos in the work areas.

Lead – All work with Lead must be carried out in compliance with the lead at Work Regulations 1998. Including works on previously lead painted surfaces.

Dust – The Principal Contractor should show in their Construction Phase Plan how they will control dust emissions on site,

Hot Works – Burning of has been requested by the Client, all hot works must be subject to a permit to work system. This should be clearly detailed in the Construction Phase Plan.

Covid 19 – The Contractor is to show in their Construction Phase Plan, how they will comply with the current Government and NHS Guidance, to prevent the spread of Covid 19. This should include how these will be communicated to occupiers, operatives, contractors, site visitors and if required members of the public.

4.1 MATERIALS REQUIRING PARTICULAR PRECAUTIONS

- 4.1.1 During the works, the Principal Contractor may be required to use materials or substances that could be considered hazardous, then the appropriate precautions and management of these substances should be employed; any materials presenting a significant hazard should be notified to the Principal Designer and the Client Team.
- 4.1.2 COSHH assessments and product data for any materials incorporated in the construction must be provided in the Construction Phase Plan.
- 4.1.3 The Contractor shall identify all those materials deemed potentially hazardous to the health of site operatives and the public. The following listing is an example but is not exhaustive:
- Epoxy: Adhesives, Primers / Undercoats / Finishes
 - Polyurethane: Waterproofing Systems / Primers / Undercoats / Finishes / Sealants
 - Solvents from paints and glues etc
 - Dust – particularly wood dust
 - Silica Dust from cements and cutting

5.0 HEALTH & SAFETY FILE SPECIFICATION

The Health & Safety File (and where relevant health and safety inputs to the Operating & Maintenance Manuals) will be progressively developed throughout the project by either Principal Designer or the Principal Contractor. It is not anticipated that a large H&S File will be required for these works. However, the information detailed below should be provided on completion of the project:

These documents shall be ready for handover upon completion of the project.

If the Principal Designer is instructed to prepare the Health & Safety File (or O&M Manuals), the Principal Contractor is required to provide the following information to the Principal Designer as soon as it becomes available, and it is recommended that the PC allocates a specific person to oversee the collation of the required information:

- 1. The general details of all materials used;**
- 2. Any unexpected hazards encountered during construction;**
 - Waste transfer tickets, tipping receipts and tip licences associated with the removal of all special waste and or hazardous material(s)
 - Statement of clearance of contamination (removed / treated)
 - Statement of contamination discovered and left in-situ and drawing clearly showing areas on-site
- 3. Any residual hazards with regard to maintenance, cleaning, and demolition.**

All information must be provided in electronic format. Where documents have had to be scanned, it is expected that these will be of an appropriate resolution and condition – it is recommended that documents are requested electronically from the various sub-contract / authorisation bodies.

All information required for the compilation of the Health & Safety File should be made available to the Principal Designer as soon as it becomes available and therefore The Principal Contractor is advised to ensure an appropriate person is allocated to oversee the collation of the data detailed in 5.1 above to ensure that collection of information is an on-going process throughout construction.

The Principal Contractor should refer to the HSE Guidance Document [L153 - “Managing Health & Safety in Construction”](#) for full details on what they are required to provide for inclusion within the Health & Safety File.