



MCA Liverpool (Crosby)

PRE-CONSTRUCTION INFORMATION PACK

The Maritime and Coastguard Agency



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PRE-CONSTRUCTION INFORMATION (TENDER) CONFIDENTIAL

PROJECT NO. 70050786-007

DATE: AUGUST 2019

WSP

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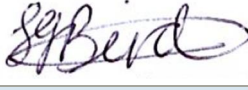
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1 INTRODUCTION

This Pre-Construction Health and Safety Information Pack has been prepared in accordance with the Construction (Design and Management) Regulations 2015. It is a document which will eventually be developed into the Construction Phase (Health and Safety) Plan by the Contractor on single Contractor projects or the Contractor appointed as the Principal Contractor for projects with more than one Contractor. Initially, it will be used to collate and summarise the information provided by the Client for use by the designers and Contractors appointed, or being considered for appointment, on the project. All those involved with the pre-construction phase have a statutory duty to comply with it and to provide the Principal Designer with any information they have which is required to keep the pack up to date.

It is the intention of the Client that the project is designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction, future use, cleaning and maintenance or using a structure designed as a workplace are eliminated or reduced to an acceptable level.

This Information Pack is to provide information only and does not form part of the Contract. The full scope of the Works, the duration of the contract and the obligations of the Contractor, shall be ascertained by reference to the Contract documents read as a whole.

2 IDENTIFICATION OF ROLES

Please refer to Section 9 for contact details.

2.1 CLIENT

The Maritime and Coastguard Agency is the Client as defined under the Construction (Design and Management) Regulations 2015.

2.2 PRINCIPAL DESIGNER

The Principal Designer is WSP UK Limited.

2.3 PRINCIPAL CONTRACTOR

The Principal Contractor will be named following the tender period.

The duties of the Principal Contractor are set out in Construction (Design and Management) Regulations 2015. [Note that this includes preparation of the Construction Phase (Health and Safety) Plan, prior to the commencement of works on site].

2.4 CONTRACTOR

The Principal Contractor shall be responsible for the implementation of all safety management measures necessary for the execution of the work, and for the management of all Contractors on the site. All Contractors shall comply with the Construction Phase (Health and Safety) Plan, and with all relevant legislation, regulations or codes of practice.

2.5 DESIGNER

Under the CDM Regulations, a Designer is anybody who either prepares a design or arranges for a person under his/her control to prepare a design. Whilst designers have been appointed, a Contractor may also be a designer under this definition, and therefore Regulations 9 and 10 will apply to them in the same way as it does to the architect, engineer, etc.

3 DESCRIPTION OF PROJECT

The detail below is provided to assist the Contractor but should be treated as preliminary information and not categorical.

3.1 INTRODUCTION AND BACKGROUND

The Client is The Maritime and Coastguard Agency and it is their intention to undertake external works at MCA Crosby near Liverpool to re-roof and re-render their office building.

3.2 NATURE AND SCOPE OF THE WORK TO BE CARRIED OUT

This contract comprises the removal and replacement of their existing roof coverings and installation of an external wall insulation system with a polymer render finish including all associated works.

Scaffolding will be erected around the building for roof access.

3.3 LOCATION OF PROJECT AND EXTENT OF SITE

Site Address: MCA Liverpool (Crosby), 32 Hall Road West, Liverpool, L23 9SY.

MCA Liverpool (Crosby) predominantly comprises a single storey, standalone office building, including an isolated section of mezzanine floor space. Ancillary structures are located on the site including a coastguard rescue station, drying room and external store.

3.4 EXISTING ENVIRONMENT, SURROUNDING LAND AND ITS USE

The existing environment of the site, surrounding land and its use may have an impact on the safety of workers on the site, or on others in the area surrounding the site.

3.4.1 ADJACENT PREMISES

The following list shows typical types of premises and their use around this construction site. This information must be considered when control measures are formulated for construction works, i.e. will the residents cause a hazard? Is a particular group of residents more at risk due to the construction works than others? Control measures required must be recorded in the method statements or safe systems of work documentation:

- i Residential Apartment Block
- i Golf Club

Note: If there are any construction sites of any nature adjacent to or on the site the Principal Contractor is obliged by the Regulations to consult and liaise with the managers and workforce of those sites.

3.4.2 EXISTING STRUCTURES

Comprises generally a single storey, standalone office building, including an isolated section of mezzanine floor space. Other ancillary structures are located on the site including a coastguard rescue station, drying room and external store.

3.4.3 EXISTING MATERIALS STORED ON SITE THAT MAY PRESENT A HAZARD

No hazardous materials have been specifically mentioned to WSP UK Limited. As the building is mainly used as offices, it is assumed that the only hazardous materials that may be encountered would be chemicals in storerooms used for cleaning together with any fuels or lubricants for site vehicles, within the plant room. The site is served with a piped mains gas supply.

3.4.4 GROUND CONDITIONS / CONTAMINATION

The Asbestos Register/Management Plan will be made available for inspection. The Contractor will be issued with a Refurbishment and Demolition Survey which incorporate all areas of the subject property. Should the Contractor encounter what is believed to be asbestos the Project Manager/Contract Administrator must be notified immediately, under the Control of Asbestos at Work Regulations 2012.

3.4.5 EXISTING UTILITIES

The term 'utility' means all underground services such as electricity, gas, water, stormwater drain, foul sewer and telecommunication services. Buried utilities are widespread and it shall be assumed that they are present unless and until proven otherwise. However, there shouldn't be a requirement to undertake any excavations during this project.

The exact location and depth of utilities must be verified using appropriate methods, prior to ground penetration by mechanical means at any location.

The location and depth of known existing utilities may be shown on the project utility drawings but are not limited to these drawings. Copies of these record drawings are to be provided to those needing them. It should be noted that the locations shown on the drawings may not be accurate and will always require on-site verification.

Prior to commencing works on site it shall be the responsibility of the Principal Contractor to satisfy himself that all utilities on site have been located, identified and marked, and disconnected or diverted as required, prior to commencing work in the particular area in question.

The Contractors will record details of all changes that have been carried out during diversionary/installation works, details of any additional utilities not shown on the drawings, and of actual locations of utilities if different to that shown. This information shall be forwarded to the utility owner and to the designer to be compiled as part of the 'as-built' drawings.

3.5 PROJECT PROGRAM, TIMESCALES AND PHASING

Proposed lead-in time (weeks): 2 weeks

Date of Possession of the Site: TBC, provisionally October 2019

Envisaged Commencement Date: TBC

Envisaged Completion Date: TBC, provisionally November/December 2019

Initial Notification to the HSE: October 2019

The above timescale is as envisaged prior to tender but may be subject to change prior to the award of the contract. The Principal Contractor shall confirm that the Works and associated phasing can

be achieved within their actual programmed timescale, without prejudice to health and safety aspects of the contract.

3.6 SITE ACCESS, COMPOUND, AND STORAGE

3.6.1 SITE COMPOUND

The locations of the site compound, area for materials storage and welfare facilities shall be arranged by the Principal Contractor and detailed in the Construction Phase (Health and Safety) Plan. The location of such will be conformed at the site open day. (Date tbc)

It is a requirement that the contractor will provide his own entirely separate facilities for welfare, car parking and site offices with material storage. It is given that the minimum standard of fencing will be 2.40m high Heras fencing.

3.6.2 SITE ACCESS

The Principal Contractor shall determine details of safe access and egress including traversing the site, avoiding risk to others. Also, refer to Section 7 Traffic Management.

3.6.3 STORAGE AND DISTRIBUTION OF MATERIALS

Materials, plant and equipment shall be stored with due regard to the risks posed to pedestrians, vehicle traffic and site personnel. Where the risk of interference is high, compounds shall be constructed to provide a secure enclosure.

Only the minimum quantity of hazardous substances will be permitted to be stored on-site in properly constructed and labelled containers so as to reduce potential environmental impacts and possible harm. Appropriate methods of containment for accidental leakage shall be implemented (e.g. bunding of oil storage). Materials and spoil storage areas shall be detailed in the traffic management plan.

3.6.4 TEMPORARY SERVICES/WELFARE FACILITIES

The Principal Contractor shall provide and maintain appropriate welfare facilities. Details shall be provided in the Construction Phase (Health and Safety) Plan.

4 INTERFACES

The Principal Contractor shall, both prior to and during the work activities, identify any issues where other parties may interface with the work activity. Co-operative measures will be introduced to ensure that such interfaces do not import risk.

The following interfaces have been identified.

Reference No	Description	Comment
Local Authority	Sefton Metropolitan Borough Council	(0345) 140 0845
Water Authority	United Utilities	(0345) 672 3723
Gas Authority	Cadent	(0800) 074 5788
Electrical Supply Authority	SP Energy Networks	(0800) 001 5400
Communications Authority	BT Openreach	(0800) 023 2023
Fire Authority	Merseyside Fire and Rescue Service	(0151) 2964000

Please refer to Section 9.4 for contact details.

5 EXISTING DRAWINGS AND REPORTS

Document/Drawing Title
PPG EWI & Render Technical Specification
WSP External Works Schedule of Works
Redland's Cambrian Slate Technical Data
Stormshield Approved Contractors List
WSP Roof Report

6 RESTRICTIONS AFFECTING THE PROJECT

There are many restrictions that may affect the Works on this project, some of which may only exist during phases of the work. The Contractors shall identify all restrictions and the details of methods of work required to avoid conflict with them shall be recorded in the Construction Phase (Health and Safety) Plan.

6.1 POTENTIAL RESTRICTIONS

The following is a non-exhaustive list of potential restrictions that may occur. Restrictions relevant to the Works shall be identified during the risk assessment process.

- i Hours of work e.g. constraints of noisy works during specified term times
- i Maintenance of vehicular (including emergency services) routings and pedestrian access;
- i Programme e.g. windows for closure of road/utility/canal etc.;
- i Environmental issues e.g. to do with construction processes required; contaminated land or materials to be removed;
- i Hot works may be restricted due to adjacent premises. This should be reflected in the hot works permit system used on the site.

6.2 IDENTIFIED RESTRICTIONS

The following restrictions have been identified, and apply to this contract:

6.2.1 RESTRICTIONS ON ACCESS

The site will be occupied for a duration of the works, so access is restricted due to traffic safety and management requirements see Section 7 herein.

6.2.2 RESTRICTIONS ON THE WORK SITE

Prior to commencing works on-site, it shall be the responsibility of the Principal Contractor to satisfy him/herself that all utilities on site have been located, identified, disconnected, and diverted as required, prior to commencing work in the area. For further details, refer to Section 3.4.5 above.

6.2.3 RESTRICTIONS ON WORKING HOURS

Normal working hours will be as set out in the contract documents.

Works shall comply with the conditions and restrictions contained within the directions issued from time to time by the associated local authorities, together with any additional restrictions contained within the contract document or advised by the Client.

6.2.4 ENVIRONMENTAL IMPACTS

The Contractor shall use his best endeavours to reduce potentially adverse environmental impacts so far as reasonably practicable. Actions to achieve this shall include:

- i Minimizing noise, dust and vibration from work activities
- i Minimizing waste and re-using materials where practicable
- i Minimizing the effect of disturbance on mature trees
- i Segregation and controlled disposal of special waste
- i Appropriate standards of behaviour by on-site personnel

- i Minimizing mud on the highway
- i Other environmental impacts that are identified throughout the works shall be assessed by the Contractor for the adequacy of controls as they arise

6.2.5 NOISE/DUST/VIBRATION

The Contractor shall ensure noise/dust/vibrations are kept to a minimum. The Principal Contractor shall determine the methods and processes of monitoring and control. This shall be detailed in the Construction Phase (Health and Safety) Plan.

Noise emissions on-site shall comply with BS 5228 Noise Control on Construction Sites. The Principal Contractor is to ensure that overall noise levels are maintained at an acceptable level.

7 TRAFFIC MANAGEMENT

The Principal Contractor is to draw up and propose a traffic management plan to control all vehicle movements on site including times of deliveries and collections, routes, places to deliver or collect debris (load and un-load) after reviewing the client's concerns. Some detail is noted below but should not be taken as complete being subject to alteration or addition.

- i A traffic management plan to ensure safe movements and interaction between vehicles and pedestrians, both on and adjacent to the site shall be complied with by the Contractor. It shall cover all expected work activities, delivery and storage areas, and it shall be expanded and/or amended to cover new or altered activities as they arise.
- i The Principal Contractor shall produce a detailed traffic management plan required for this work in accordance with the contract document for inclusion in the Construction Phase (Health and Safety) Plan.
- i The traffic management plan shall also provide for the requirement that the entrances and roads are kept clean and clear of obstructions, and prevent the spillage or deposit of clay, rubble or other debris on the entrance and other roads throughout the contract period. Wheel washing facilities will be required.
- i The Principal Contractor shall be responsible for the design and implementation of all traffic safety management arrangements within the site and any affected areas outside of the site. He shall also be responsible for all associated consultations and for obtaining the necessary approvals for the arrangements.
- i It is the Principal Contractor's responsibility to ensure that the traffic management plan is acceptable to the Client.

Specific requirements are as follows:

- i Max site speed limit on access roads and site once off the public highway will be 5mph.
- i All movements of vehicles on access roads and site will be accompanied by a banksman.
- i All delivery and collection drivers will phone the on-site managers prior to arrival to ensure that they are met.
- i Provision of full site signage with site speeds, directions and contacts to be provided which are to commence at the junction of the access road.

8 SITE WIDE ELEMENTS

The following health and safety issues relate to the site-wide elements for which control measures are required by the Principal Contractor.

8.1 SITE WELFARE FACILITIES

The Principal Contractor shall provide in accordance with the CDM Regulations Schedule 2. These shall be maintained and upgraded as necessary throughout the duration of the contract.

8.2 CO-ORDINATION OF TRAFFIC/PEDESTRIANS

The Principal Contractor shall ensure that pedestrians and traffic are segregated so far as reasonably practicable on the site.

8.3 SITE ACCESS/EGRESS POINTS

The Principal Contractor is responsible for controlling access and egress to the site.

8.4 REMOVAL OF DEBRIS/RUBBLE ETC

The Principal Contractor shall arrange for regular removal of rubbish to authorised tips.

8.5 EMERGENCY VEHICLE ACCESS

Access will be required to adjacent properties at all times.

8.6 STORAGE AREA

The Principal Contractor shall arrange for safe storage of all materials on the site.

8.7 DELIVERY AND POSITIONING OF PLANT, EQUIPMENT, AND MATERIALS

The Principal Contractor is responsible for planning and organising the positioning and movement of plant, equipment and materials across the site.

8.8 IDENTIFICATION AND REMOVAL OF ANY HAZARDOUS MATERIAL

Known hazards are described in this document, but other hazards may arise during the works. The Principal Contractor shall assume that all unknown materials discovered are potentially hazardous, and seek advice before continuing. The Principal Contractor is responsible for arranging the safe removal and disposal of all such materials.

9 COMMUNICATION

Ongoing communication between all parties is a key element to maintaining safety. Any information that is relevant to other parties should be shared. If in doubt, tell all other parties.

The Principal Contractor shall arrange meetings at regular intervals (as appropriate to the stage of the works) to discuss issues that affect safety. Any (major) design changes should be discussed at these meetings.

9.1 CONCERNS

Current concerns in relation to health, safety or welfare shall be communicated directly between the Contractors and the Principal Contractor/Site Safety Manager. Ongoing concerns will be communicated through the site meetings.

9.2 AUDIT OF PROCESSES

The Principal Contractor will undertake planned site safety inspections to supplement those undertaken by the Contractor's personnel. The frequency and timing of inspections will be determined by the level and nature of work activity.

Inspections shall include a sample audit of standards of safety management processes undertaken by the Principal Contractor in compliance with this plan.

9.3 SITE INSPECTIONS

The Principal Contractor is responsible for conducting site inspections to ensure that safe working practices are maintained. Records shall be kept of the inspections.

An agreed schedule of inspections shall be included in the Construction Phase (Health and Safety) Plan.

9.4 CONTACT LIST

Role	Duty Holder	Contact Person	Position	Contact Details
Client	The Maritime Coastguard Agency	Linda Eden	S&ITP Estates, Project Support	0797 6808 769 linda.eden@mcga.gov.uk
Principal Designer	WSP UK Limited	Simon Budd	Project Manager / Contract Administrator	02920 769 159 Simon.budd@wsp.com
Principal Contractor	To be Appointed			

9.5 ADDITIONAL PROJECT CONTACTS

Role	Contact Person	Position	Contact Details
Stormshield External Wall Insulation & Render Systems	Matt Gilliland	Technical Sales Manager	07580 809200 gilliland@ppg.com

9.6 RECORDS

When requested, the Principal Contractor shall provide, or make available for inspection any information regarding health, safety or welfare on the project. Such information may include:

- Accident/incident statistics and normalizing data
- Accident/incident reports
- Site safety reports
- Method statements
- Details on the implementation of the Construction Phase (Health and Safety) Plan
- HSE communications

9.7 DISPLAY OF NOTICES

The following list gives the Principal Designer's recommendations for notices to be displayed prominently in the site offices:

- Notification to the HSE – F10 (rev) form (mandatory to display)
- The major accident/emergency plan
- Emergency procedures and contact numbers
- The site rules
- Hazard warning signs
- Access restriction signs/pedestrian and traffic routing

9.8 RE-DESIGN WORK, NEW DESIGN WORK

The Principal Contractor shall inform the Principal Designer of any proposed re-design or new elements of design required before that work package commences.

10 HEALTH & SAFETY FILES

10.1 DEVELOPED HEALTH AND SAFETY FILE FOR THIS PROJECT

Throughout the pre-construction phase of the project, the Principal Designer will commence the Health and Safety File, all Contractors and designers are responsible for ensuring that all their relevant information for the Health and Safety File is prepared and handed over to the Principal Designer for inclusion in the File. Similarly, the Principal Contractor shall forward any relevant information he possesses to the Principal Designer for inclusion in the Health and Safety File. The Principal Designer will pass the completed Health and Safety File to the Client at completion of the project. However, if the Principal Designer's appointment ends before the project completion he will pass the partially completed file to the Principal Contractor and the Principal Contractor will be responsible for completion of the File and its onward transmission to the Client.

Information contained in the file needs to include that which will assist persons carrying out construction work on the structure at any time after completion of the current project and could include:

- ▮ Drawings, calculations and plans used and produced throughout the demolition and construction process along with the design criteria
- ▮ General details of the construction methods and materials used
- ▮ Details of the structure's equipment and maintenance facilities
- ▮ Maintenance procedures and requirements for the structure
- ▮ Details of the location and nature of utilities/services and their maintenance/isolation, including emergency and fire-fighting systems, equipment, routes, procedures etc.
- ▮ Details of hazardous substances and safety data sheets
- ▮ Load bearing details – retaining walls, piling, floors, walls, trusses and thrust blocks etc.
- ▮ Foundations, crane bases, etc.
- ▮ Archaeological data relating to health and safety issues

All information shall be provided both in hard copy and electronically (e.g. CD ROM or DVD). Initial "red line" drawings will be accepted provided these are legible and will be replaced by CAD drawings within a reasonable timescale. Drawings at A3 size are preferable and must be legible.

The electronic format must utilise common packages such as Microsoft Word and Excel (but not Access). Drawings and other scanned documents shall be in pdf format, and not in any CAD format (e.g. DWG).

11 EMERGENCY ARRANGEMENTS

11.1 FIRST AID

A first aid box must be provided in the main site office, and at all mobile sites.

The Principal Contractor will be responsible for ensuring that the contents are replaced as necessary.

The name of the First Aiders and the location of the first aid box are to be posted in the mess room/canteen.

First Aid, Fire Fighting and Emergency Arrangements

The Principal Contractor shall assess the site to determine the first aid and firefighting requirements.

11.2 EMERGENCY ASSISTANCE

The following are suggestions for telephone numbers and action plans to be displayed on the site notice board.

- ! Emergency telephone numbers
- ! Major accident - emergency plan
- ! Major fire/explosion – emergency plan
- ! On discovering a fire follow the fire safety procedure found in the appendices of the tender pack.

11.3 REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

Accident reporting arrangements between the Principal Contractor, the HSE and Client are to be developed and included in the Construction Phase (Health and Safety) Plan.

All accidents MUST be reported to the Principal Contractor for inclusion in the accident book. Any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable accidents/dangerous occurrences will be investigated and a report submitted to the Health and Safety Executive by the Principal Contractor, as required.

The Contractor shall ensure that all current legislation with particular reference to the Health & Safety at Work etc. Act 1974 is implemented in spirit as well as the letter of the law.

12 SPECIFIC SITE RULES

Establish and display clear rules and procedures for all visitors to the site. The Principal Contractor will be required to provide detailed site rules within the Construction Phase (Health and Safety) Plan in addition to those specified by the client, based on his own judgement of the project. These should include:

- i Training & Site induction
- i Accident reporting
- i Personal protective equipment
- i Permits to Work

12.1 CLIENT SITE RULES

The following rules will be incorporated by the Principal Contractor into the Construction Phase (Health and Safety) Plan (a copy of which shall be kept on-site at all times):

- i Tools, materials etc. are not to be left unattended
- i All waste must be stored in covered skips. No waste is to be burned on the site
- i The playing of radios, personal CD players etc. will not be permitted
- i Smoking will only be allowed in designated areas
- i There will be no horseplay
- i Safety helmets and safety boots will be worn at all times together with fluorescent and logo identification clothing

13 THE DESIGN

13.1 CONSTRUCTION AND HAZARDOUS MATERIALS

13.1.1 SUBSTANCES HAZARDOUS TO HEALTH – DURING CONSTRUCTION

The Principal Contractor shall continually monitor the project and ensure that substances hazardous to health are identified, along with the appropriate control measures.

Material safety data sheets shall be obtained for all substances hazardous to health in use as part of this project. All Contractors shall ensure the method of work, storage and disposal of this material are compatible with the requirements stated in the datasheet, and industry best practice. A method statement shall be prepared, used and kept for the materials/substances in use.

Substances Hazardous to Health – during the use of building or future maintenance/construction work

The Principal Contractor shall ensure that material safety data sheets are obtained for all substances hazardous to health, which are to be installed or are discovered in the structure as part of this project, for inclusion in the Health and Safety File.

Potential Substances and Materials that may be present

The following list is a non-exhaustive list of substances and materials that may be present:

- i Sharps
- i Hazardous substances (dusts, solvents, gases, acids, alkalis, etc.)
- i Biological agents
- i Contaminated watercourse or soil

13.2 CONSTRUCTION RISK MANAGEMENT

It is the policy of the client to attach the greatest importance to health and safety of all persons employed on the project, and directly affected by the works. The project will be constructed, so far as is reasonably practicable, in such a way that the risk to health and safety of all persons engaged in, or affected by its construction, use, maintenance and demolition are eliminated or reduced to an acceptable level under current health and safety legislation and good practice.

Method statements must be developed by the Principal Contractor and Contractors to manage and control hazards identified, see section 13.4 for those identified to date. The Principal Contractor and Contractors must carry out additional risk assessments and develop method statements as necessary throughout the duration of the project. The resultant method statements or safe systems of work should be documented.

The method statement provided must:

- i Inform the reader of the task and the associated risks
- i Inform the reader of what precautions are to be taken when faced with those risks
- i Inform the reader of who will provide those precautions
- i Inform the reader of the necessary plant, materials and equipment that must be utilised

It is important that unplanned situations or activities that have not been previously assessed, but that may give rise to risk, are assessed before work is started.

13.3 CONSTRUCTION RISKS - SUMMARY

The following is a summary of the type of risk activity associated with this project.

- i Work at height
- i Handling large pre-fabricated elements
- i Hot works

The following health and safety issues have not yet been resolved and control measures are required from the Principal Contractor/Contractor.

- i Working around utility services equipment
- i Interface with the public/unauthorised access
- i Objects/materials falling
- i Location of compound and access for contractors.
- i Location of contractors parking.
- i Agreement of segregated routes for construction operatives, materials and debris across the site.



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