



**CT/COMM1/0057**

**BOOKLET 3**

 **PART 3 – PRE-CONSTRUCTION INFORMATION**

**DESIGN AND BUILD – TECHNICAL AND DOMESTIC ACCOMMODATION,**

 **PERMANENT AND SEMI-PERMANENT STAFF**

**AT**

**LAIKIPIA AIR BASE (EAST), KENYA**

170 (Infra Sp) Engr Gp 30 Jun 14

PART 3 – pre-construction information

Introduction

# The Authority regards the active management of Health and Safety (H&S) as being of prime importance. Although the Construction (Design & Management) Regulations 2007 (CDM2007) do not apply to works delivered outside of the United Kingdom the Authority requires the Contractor[[1]](#footnote-1) to deliver the works specified in the Detailed Performance Specification and its supporting documents as if they do. To this end the Project Continuity Office (PCO), on behalf of the Authority, will fulfil the role of CDM Coordinator (CDM Co-ord) and pre-construction information has been compiled here-in to assist the Contractor with the design of the projects and subsequently the production of a Construction Phase Plan (CPP).

# A CPP must be submitted to the CDM Co-Ord for approval before work on site may commence. The CPP must be revised and updated as necessary throughout the construction phase to take account of the safety implications of any ongoing design work and of any specification or construction sequence changes. It is the Contractor’s responsibility to gain an understanding of his/her responsibilities under CDM2007 and its associated Approved Code of Practice (ACOP) prior to proceeding with the planning or implementation of the project.

# In executing the works the Contractor must specifically consider the safety of the following people:

## His workforce and that of any sub-contractors.

## All personal operating on and around the site.

## Site visitors.

Aim

# The aim of this document is to communicate to the Contractor information it requires to be able to design the proposed works and develop a suitable and sufficient CPP so that it may then execute the proposed works safely and effectively.

Section 1: Description of the project

# **Site location**. The proposed site, known as LAB (E) is located approximately 300 km North of the capital NAIROBI. The nearest town to the site is NANYUKI, approximately 3 km to the Southeast of LAB (E).

# **Brief description of the works**. Phase 2B of the British Army Training Unit Kenya (BATUK) Development Plan comprises of core options to be delivered and costed options as follows:

## Core options:

### Quartermaster Department (QM Dept).

### Warrant Officer’s Logistics Department (WO Log Dept).

### Defence Infrastructure Organisation Service Delivery Training (Kenya) Facility (DIO SD Trg (K) Facility).

### Physical and Recreational Training Centre (P&RTC).

### Headquarters British Army Training Unit Kenya (HQ BATUK).

### 105 mm Gun Shed.

### Combined Officers and SNCOs Mess.

### X Type SLA.

### Y Type Accommodation.

## Costed options:

### Community Centre.

### Armoury.

### Single Living Accommodation.

# **Concept Drawings**. Any drawings issued with Part 2 – Detailed Performance Specification are concept/layout drawings only and are provided merely as a guide to the Contractors, they are not to be used as construction drawings.

# **Programme of works**. The anticipated works commencement date is 10 Jan 15 and the required completion date is 10 Jan 17. Detailed works scheduling is the Contractor’s responsibility.

# **Key appointments**. Key appointments are listed below. CDM2007 appointment holders have an obligation to ensure that all necessary information is communicated to those who require it in sufficient time for them to competently fulfil their project role and responsibilities.

|  |
| --- |
| **CDM Appointments** |
| **Serial** | **Appointment** | **Name** | **Contact Details** |
| 1 | Client | Defence Infrastructure Organisation | Through PCO |
| 2 | CDM Co-ordinator | PCO | Capt C Beeforth |
| 3 | Principal Contractor  | To be appointed |  |
| 4 | Designer | To be appointed  |  |

# **Table 1**. Key appointments.

# **Existing records and plans**. Relevant drawings for buried services in and around the proposed site may be obtained from CDM Co-ordinator.

Section 2: Client’s considerations and management requirements

# Project H&S management:

## The CPP must satisfy the CDM Co-ord that the Contractor has applied sufficient and correct resources to be able to manage appropriately both those hazards identified within this document and those it subsequently identifies itself. Only when the CDM Co-ord has reviewed the CPP and formally informed the Contractor that it is adequate may on-site activity commence.

## On being engaged to undertake the project the Contractor is to:

### Agree with the CDM Co-ord how, when and with whom he/she wishes liaison to occur during both the project planning and project execution phases.

### Inform the CDM Co-ord what site welfare arrangements will be put in place for the workforce.

### Inform the CDM Co-ord of his proposed site safety management procedures and organisation.

### Agree a set of project-specific H&S objectives with the CDM Co-ord.

## To assist it in executing the works safely the Contractor is to appoint the following safety personnel as a minimum:

### Project Manager.

### Project Safety Manager.

### Control of Substances Hazardous to Health (COSHH) advisor.

### Noise advisor.

### Plant safety & lifting operations advisor.

### Fire safety advisor.

### Persons suitably qualified to undertake the testing and commissioning of electrical and mechanical installations.

## The Contractor is to develop, in English and the native language of the workforce, a safety policy and a set of site safety rules that as a minimum address the following:

### Safety orders.

### Fire orders, including the allocation of a single, designated smoking area.

### Safety inductions for the workforce and for visitors.

### Periodic safety briefings for the workforce.

### Security of possessions and equipment.

### Accident procedures, evacuation drills and location of first aid equipment.

### Personal Protective Equipment (PPE) requirements.

### Site access restrictions.

### Equipment usage restrictions and procedures.

### Waste management.

## The Contractor is responsible for providing suitable PPE for all his operatives and also to all site visitors.

# Permits to work. The contractor is to liaise with the PCO for the issuing of relevant Permits to Work e.g. Hot Works Permit and Statement of Known Services.

# Emergency procedures. The Contractor must develop formal emergency procedures. The closest emergency medical facility is NANYUKI Medical Centre 3 km from the construction area.

# **H&S awareness**. The contractor is to ensure that all employees and Sub Contractors are to undergo induction and regular site H&S training. They are to read the site safety orders and sign to say that they have read them. All Health and Safety training is to be recorded in the site office and H&S File.

# **Compliance with H&S instructions**. The PCO and his representatives retain the right to instruct the contractor to remove workers from the site who continuously disregard the H&S of themselves or others.

# **Section 3: Environmental restrictions and existing on-site risks**

# **Boundaries and access**. The proposed site location known as LAB (E) is a British Army Training Unit (BATUK) camp and has a perimeter fence around it therefore access to the site is via the main entrance.

# **Existing services**. The extent of buried services cannot be guaranteed; the Contractor is to conduct a full site services investigation prior to commencement of Works on site. Services to and around the site are to remain fully functional during the contract.

# **Ground conditions**. The extent of the ground water table is unknown, the Contractor is to investigate the ground conditions and take into account the findings in the Construction Phase Plan (CPP).

# **Statement of Known Services**. The contractor should approach the Authority in the first instance to establish known service locations.

# **Site fencing requirements**. The contractor, in collaboration with the PCO, is responsible for erecting a temporary site fence with access gates and the correct signage. The gates are to be secured outside of working hours.

# **Site storage**. The Contractor is not permitted to stack or stockpile materials outside of the boundaries of the site.

# **Waste management**. Site waste is to be collected in covered skips or other suitable receptacles. Any food waste is to be bagged and removed from site on a daily basis. It is the Contractor’s responsibility to dispose of all waste in accordance with extant policy and in an environmentally appropriate manner.

# **Burning on site**. There is to be no burning of rubbish or materials on site. Disposal of rubbish and material is to be conducted in accordance with the environmental restrictions.

# **Drugs and alcohol**. There is a strict no drugs and alcohol policy on site. Personnel suspected of being under the influence of either will be removed from site.

# **Parking restrictions**. Parking is to only take place within designated areas as detailed on the traffic plan. Parking areas are to be adequately signed.

# **Use of personal radios**. The use of personal radios on site must be authorised by the PCO.

# **Fire extinguishers**. The Contractor is to ensure there is adequate first aid fire fighting equipment positioned around the site that is adequately signed and pertinent to the fire hazard.

# **Smoking**. There is to be a strict no smoking policy on site unless in designated smoking areas. Cigarette ends are to be disposed of correctly in receptacles designed for this use. Designated smoking areas are to be agreed by the PCO.

# **Section 4: Significant construction hazards.**

# Whilst no significant construction hazards have been identified at the project outline concept stage, the Designer must initiate and maintain thorough risk assessment procedures throughout the design phase.

# The construction, use and subsequent demolition of a facility must be considered by designers in terms of health and safety in order to comply with CDM2007 and JSP 375. Designer’s Health and Safety Risk Assessments for each discrete design are to be produced.

# Designer’s Health and Safety Risk Assessments must consider all stages of the facilities’ life (construction, operation and final disposal). Any significant residual construction hazards that cannot be designed out are to be specified in a Designer’s Health and Safety Risk Register, which is to include (as a minimum); the likelihood of the risk occurring, the severity of the risk, who is at risk, control measures to reduce or mitigate the risk.

# The Designer’s Health and Safety Risk Register should not include hazards that are routinely associated with construction projects and that a competent Contractor could reasonably be expected to anticipate. It is the Contractor‘s responsibility to ensure that its CPP explicitly addresses both these routine hazards and any significant ones identified here-in or subsequently.

Section 5: H&S File.

# The H&S File provides information required for future construction work for phased construction. In addition, it provides information for cleaning, maintenance, alterations, refurbishment and demolition. Advice can be sought from the PCO regarding the H&S File.

# At least 2 weeks prior to the proposed handover date the Contractor is to submit to the CDM Co-ord for review a draft H&S File, written in English. The final H&S File must take in to account any comments made by the CDM Co-ord regarding the draft file and must be submitted before, or on, the handover date. The purpose of the file is to provide the Client with sufficient information for him/her to operate, maintain, alter and eventually decommission the new facility safely.

# The CDM Co-ord is to be provided with 3 hard copies and 1 electronic copy of the H&S File. The hard copies are to be contained within A4 sized, ring binder folders, suitably indexed and titled. Drawings larger than A4 are to be folded and accommodated in the binders so that they may be unfolded without being detached from the folder. The electronic copy of the H&S File should include both Autocad DXF and PDF copies of the drawings.

# The file should include, where applicable, the following sections and information:

## Section 1 – H&S.

### A brief description of the work carried out, construction methods adopted and materials used, including COSHH data sheets for incorporated materials.

### Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.

### Details of any specific hazards associated with the operation, maintenance, alteration or decommissioning of the facility.

### Information regarding how to remove or dismantle installed plant and equipment (e.g. any special lifting arrangements or dismantling instructions).

### H&S information pertinent to equipment provided for cleaning or maintaining the structure.

## Section 2 – Certificates. All inspection and testing certificates detailed below, where applicable, as well as all warranty certificates and guarantees:

* + 1. Electrical installation certificate.
		2. Electrical inspection schedule.
		3. Electrical test schedule, with results.
		4. Completion certificate for emergency lighting.
		5. Certificate of installation and commissioning of a fire alarm system.
		6. Certificate of testing of a fire alarm system.
		7. Earthing system completion certificate.
		8. Lightning protection system completion and inspection certificate.
		9. Certificate of pressure test of part of a system.
		10. Plant and Equipment insurance inspection certificates.
		11. Concrete compressive strength test results.

## As-built and as-installed drawings. A full set of as-built and as-installed drawings for all construction, electrical and mechanical work, including details of:

### Buried service runs.

### Fire compartmentalisation walls, doors, windows, floors, ceilings, service vent dampers and escape routes.

### Location of emergency and fire fighting systems, services shut-off valves, switches, location of call points, detectors, sounders, emergency light fittings, escape route lighting, final exit points etc

### Service shut-off valves and control systems.

### System diagrams indicating principal items of plant and equipment and how the system is designed to function.

### Electrical schematic drawings of the installation.

## Operation and Maintenance (O&M) schedules. Recommendations are to be given for the preventative maintenance frequencies and procedures to be adopted to ensure the most efficient safe operation of the facility. Diagrammatic drawings of each system indicating principal items of plant, equipment, valves and safety equipment. Where relevant, manufacturers’ O&M schedules are to be provided, including but not restricted to:

### Generators.

### Air conditioning systems.

### Calorifiers/boilers.

### Emergency lighting.

### Fire alarm system.

### Lightning protection.

### Pumps.

### Specialist equipment (inclusive of any authority supplied equipment).

## O&M manuals. Manufacturers’ literature is to be provided for all installed plant, equipment and fittings for which a particular proprietary brand was chosen. The information provided is to include, as a minimum, the following:

### Catalogue list numbers;

### Manufacturers' technical literature, including detailed drawings;

### Manufacturers’ recommendations for cleaning and maintenance;

### A full description of how each electrical and mechanical system is installed and its operation including detailed schematic drawings to ensure the client fully understands the facility for safe operation and maintenance.

### COSHH safety data sheets.

**Environmental Performance Assessment**

### The Contractor shall comply with the Design and Construct phases of the Defence Related Environmental Assessment Methodology (DREAM. The Operation stage assessment is to be completed by the building management department. The Contractor is to handover the DREAM process to the building management department as part of the Handover of each facility to the Authority.

1. Where within the CDM 2007 regulations and the ACOP the term, “Principal Contractor” is used, the Contractor should interpret this as referring to him. [↑](#footnote-ref-1)