

# **CDM REGULATIONS 2015**

## **PRE-CONSTRUCTION INFORMATION**

### **Construction of a Skate Park**

**at**

**Dracaena Playing Fields**

**Dracaena Avenue**

**Falmouth**

**TR11 2ES**

**February 2019**

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## **1. Introduction:**

1.1 This pre-construction information document has been compiled in accordance with the requirements of CDM2015 by the Principal Designer's team and is intended to provide relevant information about the project which has been obtained from the client and other reliable sources. The information provided here is proportionate to the nature of the health and safety risks involved with the project.

1.2 This document shall be read in conjunction with other project information including:

- Falmouth Town Council drawings and details and other designers' drawings and details including the appointed Principal Contractor's Design and Build package.
- Building specifications and schedules and preliminaries
- Existing plans and records
- Local Planning Permissions and conditions and Building Regulations approvals
- Reports and surveys carried out on behalf of the client - for example; Site investigations, asbestos surveys and drainage surveys and any other relevant documents.

1.3 This pre-construction information document shall be issued prior to the start of the construction period and shall be used by the Principal Contractor to compile the Construction Phase H&S Plan.

1.4 This document may need to be updated, as and when required, when any new information, relevant to the project, becomes available.

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## **2 Pre-Construction Information**

### **2.1 Description of Project**

The project consists of the construction of a new Skate Park at Dracaena Playing Fields, which is situated north-east of Dracaena Avenue. There is a housing estate beyond the eastern boundary of the playing fields and to the west there is a car dealership fronting Dracaena Avenue. The Dracaena Playing Fields are used by the public for recreation and other local organisations for sports etc.

There is a good access into the playing fields area and ample space for Principal Contractor's parking.

For further details, refer to the architect's specifications and designers' drawings, details and associated reports.

#### **Address of the Site**

Dracaena Playing Fields  
Dracaena Avenue  
Falmouth  
TR11 2DA

#### **Time Scale for the Project**

|                       |                 |
|-----------------------|-----------------|
| Start of construction | TBC             |
| End of Construction   | TBC             |
| Mobilisation Period   | Minimum 4 weeks |

### **2.2 F10 Notification**

The project may be notifiable. When the duration of the works is known the threshold details of the HSE notification will be checked to determine if an F10 notification will be required. When the Principal Contractor has been appointed the F10 will be issued to the HSE if required.

### **2.3 Project Directory**

#### **2.3.1 Client**

Ruth Thomas (Project Manager/Finance Officer)  
Falmouth Town Council  
Municipal Buildings  
The Moor  
Falmouth  
TR11 2ES

#### **2.3.2 Principal Contractor/Principal Designer**

To be appointed.

**2.3.3 CDM Advisor (to Falmouth Town Council)**

Fred Hurr  
2 Trehayes Meadow  
St Erth  
Hayle  
TR27 6 JQ  
Contact: Fred Hurr  
Tel: 07773 587219  
Email: fredhurr@yahoo.co.uk

**2.3.4 Project Manager**

To be confirmed

**2.3.5 Existing Records and Plans**

For details of all existing services that may affect the works please refer to the Client's contract documents and records please contact Client for more information.

In the absence of accurate records relating to the existing site the Client is required under the CDM Regulations to carry out all necessary measures to locate and record any hazardous materials and/or buried services and any other conditions that may impact the contractors working on site with respect to H&S. Under the terms of the Contract the Client may request that the Principal Contractor carries out site investigations to identify any of the above issues prior to the start of the main works.

### **3 Client Considerations**

#### **3.1 Health and Safety Goals**

The Client is committed to operating the site and provide a working environment, which is both safe and free from health hazards for everybody associated with the construction activity including members of the staff and the public who may be affected by the construction activity.

The health and safety goals for the project are to complete the project defect free, within budget and to achieve a zero-accident rating for the project in accordance with the client's policy.

#### **3.2 Clients Rules and Procedures**

All contractors associated with the project shall be required to comply with the rules and procedures provided by the Client and shall maintain regular contact with the Client's Representative and Principal Designer to discuss all relevant H&S matters relating to the works in progress.

The Principal Contractor shall be required to distribute H&S information to all parties at the appropriate time, during the term of the construction works, by the person in charge of the project.

#### **3.3 Arrangements for Liaison between Parties**

Close liaison will also be necessary with the Client's representative and Principal Designer to ensure adequate co-ordination and proper management of the project throughout all stages of the work.

#### **3.4 Arrangements for Welfare**

The CDM 2015 regulations makes specific reference to adequate welfare arrangements **MUST** be in place from commencement of the construction period. Arrangements must include the provision of such facilities included within the CDM 2015 Regulations (refer to schedule 2 of the CDM Regulations for more details).

#### **3.5 Security**

Contractor's working areas shall be made secure always to prevent un-authorised persons, including children, from entering working areas.

This should include:

- General entry and exit procedure to be implemented
- Arrangements for the security of the work areas
- Arrangements for the security of plant and equipment including the location of temporary storage of plant and equipment.

- General access and egress procedures including accountability of persons on site at any one time.

### **3.6 Surrounding Land Uses**

The project consists of the construction of a new Skate Park at Dracaena Playing Fields, which is situated north-east of Dracaena Avenue. There is a housing estate beyond the eastern boundary of the playing fields and to the west there is a car dealership fronting Dracaena Avenue. The surrounding area is mainly a residential district. Dracaena Avenue is a busy traffic distributor road in Falmouth

### **3.7 Traffic Systems and Restrictions**

There is good access to the Dracaena Playing Fields for the Contractors vehicles and ample parking spaces on site.

The Principal Contractor is to comply with all the parking / loading / unloading and associated restrictions that may apply in the neighbouring roads. It is equally important from H&S point of view that the Principal Contractor complies with all Local Bye-laws and Street Regulations especially those relating to traffic systems and restrictions.

The Principal Contractor shall take all necessary safety measures to ensure that all vehicles and plant entering and exiting the Dracaena Playing Fields do so in a safe manner always. Vehicles shall not exceed 10 mph when on site.

The Principal Contractor must not obstruct or block access to the Dracaena Playing Fields and pathways inside the boundaries. The 'Fields' is used by the public, including children, on a daily basis. The Principal Contractor shall make sure that all working areas are fenced off at all times and not left unattended with open fencing. Vehicles, equipment and plant shall be kept locked when not in use and brakes applied to prevent movement when unattended. Keys shall not be left in vehicles, equipment and plant when not in use.

### **3.8 Permits and Authorisation Procedures**

The appointed Principal Contractor should consider arrangements for the implementation of an appropriate permit-to-work system to reduce risks to persons or others who may be affected by the following work activities:

- Hot works (if applicable)
- Working in confined spaces eg. deep manholes, sewers, trenches
- Isolation of electrical supplies and systems and other utilities
- Work at height
- Work activities involving risks to others or members of the public or emergency services personnel.

- Use of mobile cranes or other mechanical lifting equipment must comply with LOLER Regulations.

If a Permit-to-Work system is used it shall communicate information between parties involved, in order that additional training, instruction or information can be shared to ensure that persons are not exposed to the actions of others outside your control, and should be readily available to those persons undertaking the works

The permit must, as a minimum, contain the following information:

- Name of person issuing the permit
- Date of application is made
- Dates the permit is current
- Description of the works
- Hazards and risks associated with the work activity described above in the description
- Control measures to be implemented throughout the permit duration
- The name of the person receiving the permit
- The name of the person cancelling the permit
- The date and time the cancellation takes effect.

### **3.9 Contractors and Visitors Entry Procedures**

All visitors intending to enter work areas shall first visit the site manager's office and sign in and out. The Principal Contractor shall operate sign-in/sign-out procedures for his own workforce and sub-contractors.

### **3.10 Tree Protection Measures (if applicable)**

In accordance with the planning conditions approval all existing trees within the site area of works must be protected by root protection fencing (for more details refer to the Planning Approval Conditions).



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## 4 Principal Contractor Considerations

### 4.1 Construction Phase Health and Safety Considerations

The Principal Contractor and other Contractors may not be able to complete fully the Construction Phase Health and Safety Plan prior to commencement of the project. However, the Principal Contractor must provide a Health and Safety Plan/Method Statement for each element of the work before it commences.

The Construction Phase Health & Safety Plan is required to be sufficiently developed by the Principal Contractor prior to the construction work commencing, and then, to be fully developed throughout the project.

The Principal Contractor's control and management procedures for H&S shall also comply with the Project Tender documents including notes in the General Preamble.

### 4.2 Emergency Procedures

#### 4.2.1 Fire

**The Principal Contractor shall be required to detail the emergency procedures for fire within the Construction Phase Health and Safety Plan.**

Consideration should be included for the following: -

- Routes of escape from the work areas
- Fire prevention measures when working in confined spaces or areas of restricted natural ventilation within the work areas.
- Means of sounding and raising the alarm
- The surface spread of fire emanating from hot works
- Lone or isolated work activities within confined, restricted or controlled working environments.
- Hot works involving flammable gas and flammable materials.

In addition to the above consideration should also be given to the following

- Responding to alarms activated by others.
- The ability to hear fire alarms within enclosed working environments.
- Means of escape from mobile elevated work platforms in the event of fire.
- Monitoring of the atmosphere within the confines spaces or restricted working environment.

#### 4.2.2 Accident/Injury/Dangerous Occurrence

The Principal Contractor shall be required to detail his arrangements for the management and control of Accidents, Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Health and Safety Plan.

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The above provides clear information to those persons working within the area the actions to be taken for: -

- The treatment of minor accidents or injuries
- The action to be taken to raise the emergency services
- The action to be taken by whom to record and report the incident or accident
- Where to obtain emergency first aid treatment.

Consideration should also be given to the rescue of persons from the confined or elevated working platforms.

#### **4.2.3 Reporting Procedures**

The Principal Contractor shall be required to detail his arrangements for the Reporting of Accidents/Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Health & Safety Plan.

**Any serious accidents shall be reported to the HSE under the RIDDOR regulations.**

This provides clear information to those persons working within the area, the actions to be taken for: -

- Who to report accidents or incidents to
- Whose responsibility it will be for completing the relevant forms
- Whose responsibility it will be for informing the design team
- Where the forms can be located

### **4.3 Working Hours**

**The Principal Contractor shall be required to detail the arrangements for working hours within the Construction Phase Health and Safety Plan.**

Consideration should be given to the following adequate timescales for; -

- the erection of security hoardings (if applicable)
- the placement and delivery of external temporary welfare facilities for the project
- the delivery times of large and heavy items of plant and equipment
- the protection of others and staff who may be affected by the hours of work
- safe access and egress to the working area throughout the working hours for the duration of the project
- the delivery and removal of materials within the working hours agreed with the occupiers' representative and adjacent retailers
- the control of emissions into the atmosphere including dust, noise and vibration during the construction working hours

#### **4.4 Monitoring and Review of Construction Operations**

This shall include the monitoring and control of direct and sub-contractors engaged to complete various work activities associated with the construction works

This provides clear information and guidance on the following:

1. Frequency of monitoring
2. Carried out by
3. What will be recorded during monitoring
4. What action will be taken in the event of defects noted
5. Who will have the responsibility of rectifying the defects
6. What action will be taken for non-compliance

**The Principal Contractor shall be required to detail his arrangements for the monitoring and review of construction activities throughout the project.**

#### **4.5 Consultation with Employees and Others**

Appointed Contractors shall be required to provide a suitable and adequate means to consult with those contractors and others who may be affected by the construction activity, prior to construction operations commencing.

Consultation with others shall include regular meetings, exchange of health and safety information, training, co-ordination and co-operation with those affected by the construction operations.

**The Principal Contractor shall be required to detail the arrangement for consultation, co-ordination and co-operation between parties associated with the construction activity within the construction phase Health & Safety Plan.**

#### **4.6 The Selection and Control of Contractors**

The appointed Principal Contractor shall be required to have adequate resources in place for: -

- The selection of approved and experienced contractors for the tasks to be undertaken.
- Establishing the competence of selected contractors and persons required for construction activities.
- Have appropriate resources in place for the procurement of resources including the appointment of suitable domestic contractors required for task.
- Adequate timescale in place for the mobilisation of other appointed contractors.

**The Principal Contractor shall be required to detail the arrangements for the selection of competent contractors for the work activities, including mobilisation periods within the Construction Phase Health and Safety Plan for the project.**

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#### **4.7 The Selection and Control of Plant and Equipment**

The Principal Contractor shall be required to have adequate resources in place throughout the construction period for the selection and control of plant and equipment required for the project.

Selection and control measures should be based upon suitable and sufficient assessment of risk to persons and others who may be affected by the construction activity.

The Principal Contractor shall be required to co-operate and co-ordinate with others undertaking construction activities and to disseminate site rules and procedures to others regarding the control and selection of plant and equipment required for construction activities.

All plant and equipment selected should be: -

- fit for purpose and free from defect
- properly used as its intended design
- operated by trained and competent persons
- properly and regularly maintained

**The Principal Contractor shall be required to detail the arrangements for the selection and control of plant and equipment for the work activity within the Construction Phase Health and Safety Plan.**

#### **4.8 Site Induction and Training**

The management and control of the general health and safety of employees and others associated with the project falls within the duties of the appointed Principal Contractor to ensure that persons are:

- adequately informed of the site rules and procedures
- suitably experienced and competent to undertake the type of work
- adequately trained and supervised during the works
- provided with safe access and egress to the place of work
- provided with safe and maintained plant, equipment and appropriate PPE
- provided with adequate arrangements for welfare

Training should contain the following information:

- Site rules appertaining to working on the construction site
- Reporting of accidents, injuries, dangerous occurrences
- Emergency procedures for fire and evacuation of the site
- Emergency procedures for the discovery of buried suspect materials or substances.
- general security procedures

**The Principal Contractor shall be required to detail the arrangements for the site safety induction of persons. Induction procedures should clearly identify the names and telephone numbers of those persons with management responsibility**

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**actively associated with the project within the Construction Phase Health and Safety Plan.**

#### **4.9 Approval of Risk Assessments and Method Statements**

Work activities associated with the project shall require work to be undertaken in a specific logical sequence to reduce risk to employees and others to a minimum.

**The Principal Contractor shall be required to detail the arrangements for the implementation of suitable and sufficient risk assessments and the production of appropriate method statements for the work to be undertaken within the Construction Phase Health and Safety Plan.**

#### **4.10 Arrangements for Dealing with Design Changes/Unforeseen Eventualities during Construction**

The following procedures must be observed where unforeseen eventualities during project execution result in substantial design changes which might affect the allocation of health and safety resources.

Any substantial design changes shall be examined by the Designers for health and safety implications.

Details of proposed substantial design changes must be submitted to the CDM Coordinator to ensure compliance with the regulations.

The Principal Contractor and, where applicable, other Contractors, shall re-examine changes and implement all necessary Health and Safety measures to deal with those changes.

Non-design generated works/site developments, which had not or could not have been envisaged, necessitating a revised approach, must be evaluated by the Designer(s) from a health and safety risk assessment before implementation.

The Designer's resolution of any such unforeseen circumstances must be submitted to the CDM Coordinator to ensure compliance with the regulations before implementation.

**The Principal Contractor shall be required to detail his arrangements for the management and control of design changes within the Construction Phase Health & Safety Plan.**

#### **4.11 Security**

**The Principal Contractor shall be required to provide details within the Construction Phase Plan of the arrangements for the securing the premises from trespass or unauthorised entry.**

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## 5 Significant Hazards and Risks

### 5.1 Potential Health & Safety Risks

- Underground services – no information is available at the time of writing this report. For detailed information contact Falmouth Town Council.
- High levels of noise from plant and machinery – the Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of noise during the works including protecting his workforce and other users of the site from the harmful effects of noise. Principal Contractor may need to employ noise suppression measures to reduce harmful effects of noise.
- High levels of dust generated by the construction works – the Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of dust during the works including protecting his workforce and other users of the site from the harmful effects of airborne dust. The Principal Contractor may need to employ dust suppression measures to reduce harmful effects of airborne dust
- Contaminated soils – the playing fields area is known to be a former landfill site – further site investigation may be required.

**IT IS ASSUMED THAT ALL WORKS WILL BE UNDERTAKEN AND CARRIED OUT BY A COMPETENT AND ADEQUATELY RESOURCED CONTRACTOR WORKING TO SAFE SYSTEMS OF WORK.**

### 5.2 Underground/Overhead Services

The Principal Construction Contractor should undertake all necessary investigation to establish the location and the nature of services within the work area which may be affected by the construction works and shall include the following:

- Alteration and isolation of electrical supplies
- Alteration to mechanical services
- Alteration and repair to emergency systems within the premises
- Alteration and isolation of telecommunication supplies

***The Principal Contractor shall be required to detail their arrangements for the identification, protection and isolation of services within the Construction Phase Health and Safety Plan.***

Please refer to existing services drawings and statutory records for isolation points prior to undertaking any ground works. The PC shall use all necessary measures

including **CATSCAN** equipment to locate buried services. Hand dig procedures shall also be used to locate services if there is any doubt.

Application must be made to the Client's representative and a full permit to work procedure implemented prior to any isolation works to electrical supplies.

***The Principal Contractor shall be required to detail the arrangements to implement and manage live underground services.***

### **5.3 Delivery of Material**

The Principal Contractor shall be required to detail the general arrangements for the handling and positioning of equipment and materials associated with the construction works within the Construction Phase Health & Safety Plan.

### **5.4 Work at Height**

The project will involve work at height – all works to comply with Work at Height Regulations.

**The Principal Contractor shall be required to detail the arrangements for the selection and control of all access equipment for Work at Height within the Construction Health and Safety Plan.**

### **5.5 Lifting Operations**

**The Principal Contractor shall be required to detail the management arrangements for lifting operations or lifting devices selected as classified within the LOLER Regulations within the construction Phase Health and Safety Plan.**

This should include full details of:

- (a) The arrangements for carrying out a suitable risk assessment of the lifting operations
- (b) The preparation and provision of a suitable method statement for the lifting operation
- (c) The nominated persons to act as the person in control of the lifting operations

### **5.6 Manual Handling**

The project may require the removal/handling of large or heavy items.

This should be undertaken by persons suitably experienced in handling and lifting heavy items greater than 25kgs with specialist equipment.

**The Principal Contractor shall be required to detail his arrangements the management of persons exposed to manual lifting or lifting of weights greater than 25 kgs within the Construction phase plan.**

### **5.7 Restrictions on Noise, Vibration/Environmental / Planning Issues**

The Principal Contractor is expected to use his best endeavours to limit the amount of noise and dust emanating from his works. Vibration, noise and dust pollution must

be kept to a minimum considering the properties nearby. All reasonable steps must be taken to reduce noise and dust pollution to levels acceptable to the Local Authority Environmental Health Department under the Environmental Protection Act 1990.

**The Principal Contractor shall be required to detail his arrangements for the control and monitoring of emissions into the atmosphere. This shall include noise and dust associated with Construction activities.**

### **5.8 Fire Emergency**

The Principal Contractor shall prepare a construction fire risk assessment for the duration of the works.



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## 6 Appendices

### 6.1 Appendix 1 – Principal Contractor’s Emergency Arrangement Drawing

*The Principal Contractor shall be required to provide with the construction phase plan, a suitable drawing showing the emergency routes, call points, fire alarm systems, and if applicable, the location of waste skips external welfare facilities, traffic routes and storage areas.*

### 6.2 Appendix 2 - CDM 2015 Regulations (Welfare Facilities) Schedule 2

#### **Sanitary Conveniences**

- Suitable and sufficient sanitary conveniences to be provided or made available at readily accessible places, adequately illuminated and ventilated
- Kept clean and in good order and condition
- Separate facilities for both men and women when applicable, or where the facilities can be secured from the inside when in use by a single person.

#### **Washing Facilities**

- Suitable and sufficient facilities for washing must be provided, within the immediate vicinity of every sanitary convenience
- Washing facilities must be provided with hot and cold or warm running water so far as is reasonably practicable
- Must be provided with suitable means of cleaning and drying including soap and towels
- Must be adequately ventilated and illuminated
- Must be maintained in and clean and tidy order
- Must be capable of being secured if intended of being in use by a single person only

#### **Drinking Water**

- Adequate supply of clean fresh drinking water to be provided at readily accessible places.
- Must be adequately signed to identify drinking water
- Adequate supply of suitable cups or other drinking vessels unless water is provided by a jet.

#### **Drying Room/Changing Facilities**

- Suitable and sufficient changing facilities to be provided or made available where persons are expected to wear special clothing for work
- Be provided at readily accessible places
- Provided with adequate seating and lockers

#### **Facilities for Rest**

Facilities for rest or rest areas must be provided at readily accessible places and include suitable arrangements for:

- The protection of smokers and non-smokers

- Be equipped with adequate number of suitable tables and chairs with backs to support the total number of persons on site at any one time
- Include suitable arrangements to ensure meals can be prepared and eaten
- Including means to heat food and water
- Be maintained at an appropriate temperature

### **6.3 Appendix 3 - The CDM Regulations 2015 H&S File**

The Health and Safety File shall be a project specific document containing all necessary information relating to the construction works. For the required number of copies and mode of presentation refer to the Contract Documents.

**The list below is a guide as to what information shall be required for the H&S File.**

#### **Sub Directories and Files:**

- **Project Description**
- **Project Directory**
- **Residual Hazards**
- **As Built Drawings (if applicable)**
- **Underground Services information**
- **List of materials manufacturers and suppliers**
- **Operation and Maintenance Manuals for Installed Equipment**
- **Cleaning and Maintenance Strategies**