



CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015: THE PRE-CONSTRUCTION INFORMATION

Refurbishment Of Swanage Tourist Information Centre

ABSTRACT

The health and Safety Information provided by Dorset County Council for the refurbishment of Swanage Tourist Information Centre

Pre-construction information

The Pre-construction information should be read with the preliminaries, specification and drawings.

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1) PROJECT SYNOPSIS INFORMATION

Project Title and Description:	
Proposed refurbishment of Swanage Tourist Information Centre	
Key Dates:	Start Date 28/11/2016 for completion no later than 27/3/2017, the contract period being 15 weeks allowing for two weeks holiday over the Christmas/New Year period.

Key Contacts:	
Client	Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ Tel: 01929 423636 and 07967 199690
Principal Designer	Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ Contact: Lisa Nethercott E-mail L.Nethercott@dorsetcc.gov.uk Tel: 01305 221194
Constructor	Unknown at present
CDM Documentation	R. Avant Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ E-mail: b.avant@dorsetcc.gov.uk

Pre-construction information

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	Tel: 01305 225267
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Significant issues to be considered/ Health and Safety Statement	
<p>The work is being undertaken adjacent to public space. Whilst the project will take place in the closed season it must be borne in mind that the general public visit Swanage out of season and will likely be present outside the working area throughout the works.</p> <p>Lone working will not be permitted.</p>	
Health and Safety File Required? :	YES 1 hard copy and an electronic copy on disc

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2) DESCRIPTION OF PROJECT (DETAILED)

a) Project description and programme details:

Project Title:	Proposed refurbishment of Swanage Tourist Information Centre
Address:	Swanage Tourist Information Centre Shore Road Swanage BH19 1LB
Nature of the works	
Paving and drainage works to the front of the building, roofing works including lead work, guttering and downpipes, replacing poorly adhering render, repointing and replacement joinery and renovation/replacement of steel fire escape staircase. A full rewire is to be undertaken. Replace internal doors and improve finishes and fittings as specified, extensive internal plasterwork repairs and replacements will be required, Replacement floor finishes as specified are to be installed. Completely refit Kitchenette and WC as specified, demolish partition wall.	
Occupied site:	NO The building will be vacated.

b) Programme

Programme:	Start:28/11/2016	Finish: 27/03/2017	No. of weeks 15
Construction commencement lead in time	4 weeks		
Other programme issues/ requirements	None known at present.		

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3) PROJECT CONTACTS

a) Contact Details

Contacts (name, address and contact details):	
Client	Swanage Town Council Town Hall, High Street SWANAGE Dorset BH19 2NZ Contact: Mr G. Brookes Tel: 01929 423636 and 07967 199690
Principal Designer	Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ Contact: Lisa Nethercott E-mail L.Nethercott@dorsetcc.gov.uk Tel: 01305 221194
M&E	Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ Contact: Mr Geoff Chambers E-mail g.chambers@dorsetcc.gov.uk Tel: 01305 225215

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4) CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

Client Health and Safety Statement:	The client has requested that the delivery arrangements for the works be discussed at the pre-contract meeting.
Communications:	All communications related to the works are to be addressed to Lisa Nethercott. E-mail L.Nethercott@dorsetcc.gov.uk Tel: 01305 221194
Welfare provision	The Contractor may adapt toilet facilities on site. These are to be maintained in a clean condition for the duration of the contract by the contractor. The condition of the facilities is to be left as found at the end of the contract.
Site security (items to be taken into account)	Access to the works is to be such that the general public cannot gain access to the site whether or not it is in use. Access to the building available by the provision of a key to the successful contractor.
Hoarding	The boundary of the site will be fully fenced off with suitable Heras fencing or solid hoarding as agreed by the client at the pre-contract site meeting.
Vehicle movement (Deliveries)	Deliveries should be restricted in duration as the area outside the building is a no waiting zone. Confine delivery times to times when Shore Road is not heavily used and on Monday to Friday only.
Emergency Procedures	Provide detail of Emergency Procedures for fire and other emergencies in the Construction Phase H&S Plan. Include written confirmation of such arrangements in the Construction Phase Health and Safety Plan. In the event of a site emergency local first aid facilities will be necessary. The nearest Accident and Emergency unit is at: Poole Hospital Longfleet Road, Poole, Dorset, BH15 2JBTelephone: 01202 665511
Permits to work	Hot work permits will be required where burning off existing paintwork and all other hot work is undertaken. Works will be completed to allow at least one hour for materials to cool before checking at the end of the working day.
Fire precautions	Precautions the contractor deems necessary are to be noted and the information supplied to Roland Julian and Mr G. Brookes as part of the Construction Phase Health & Safety Plan.
Smoking policy	No smoking will be permitted at the site. In addition swearing will not be tolerated. Audio equipment is not to be used on site.
Parking etc.	Parking for all contractors vehicles will be off site. A single parking space is available on site for the contractors use but it is expected that this will be used for storage and welfare facilities. Exact position to be agreed at pre-start.

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5) SITE RISKS – EXISTING INCLUDING HEALTH AND SAFETY CONSIDERATIONS

Risk Area	Description/ Action considerations
Site Layout - Current	The adjacent land is public amenity area and the site is bounded by a stone boundary wall.
Services Layout and location	Gas, Water, Electricity are supplied via underground services
Hazardous materials on site	The building will be vacant and no hazardous materials should be stored on site currently.
Structural considerations	Due to the age of the building when dismantling items for refurbishment care is to be taken that the structure is not disturbed and is adequately supported.
Ground Conditions	The site approximates a level area.
Asbestos Statement	Asbestos relating to the project is detailed in the particular refurbishment survey.

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6) Significant Design and Construction Hazards

- a) Significant design assumptions:
- b) Co-ordination of ongoing design work and handling alterations
- c) Co-ordination of information relating to hazards identified during design works
- d) Materials requiring particular precautions

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APPENDIX I: ASBESTOS REGISTER

The Asbestos Register is attached and should be inserted here.

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APPENDIX II: SITE PHOTOGRAPHS (EXISTING)



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APPENDIX III: HEALTH AND SAFETY FILE PROFORMA

The file will be a record of the Health & Safety issues relating to the structure and its equipment which might affect the health or safety of anyone carrying out construction, maintenance or demolition or of anyone who may be affected by such work. It is to be project specific and contain only relevant information.

1 no. hard copy will be required in an A4 in loose leaf white 4 ring binder with hard covers each indexed, divided and appropriately cover titled. An additional electronic copy in the form of a CD/DVD rom will also be supplied.

It should include the following sections

- (1) Introduction - into need for file and reasoning behind it.
- (2) Description of work and contributing parties - a brief description of the work carried out; to include dates and contributing parties, including a list of all sub-contractors. Within this section should be detailed, and cross referenced, other files such as the Building User Manual and the Mechanical and Electrical File (if this is separate).
- (3) Residual hazards - A statement should be made by all of the designers describing any remaining hazards within the design such as remaining asbestos, contaminated land, buried services, maintenance or cleaning difficulties, etc.
- (4) Key structural principles - To include, for example, bracing, sources of substantial stored energy, safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- (5) Hazardous materials - For example lead paint, pesticides, special coating which should not be burnt off, etc.
- (6) Removal or dismantling of installed plant and equipment - For example any special arrangements for lifting, order or other special instructions for dismantling, etc.
- (7) Cleaning and maintenance equipment - Information about equipment provided for cleaning and maintaining the structure.
- (8) Significant services - To include the nature, location and markings of significant services, for example underground cables, gas supply equipment, firefighting services, etc.
- (9) As-built drawings - Drawings to include, location of fire doors, toughened glass, fire compartmentalisation, fire muster points, lighting and power, gas and water pipes, etc.