

CONTRACT FOR

Stuart Wardle
Clerk to the Parish Council
Shotton Parish Council
c/o 14 Claypool Farm Close
Hutton Henry
Co. Durham
TS27 4QZ

MAIN CONTRIBUTORS

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SHOTTON PARISH COUNCIL**SHOTTON COMMUNITY
PARK****CAR PARK EXTENSION****PRECONSTRUCTION INFORMATION**

D3A-1873-007-T41-R1

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D3 Associates Ltd

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1.0 INTRODUCTION

We draw your attention to the Construction (Design and Management) Regulations 2015 and attach the Pre-Construction Information for your development.

This Pre-Construction Information has been specifically prepared to deal with the subject of health and safety of all persons involved with the Works.

It contains all available information about the site and scope of the Works to enable the Principal Contractor and Contractors to be aware of the health and safety aspects of carrying out the Works. It also provides a framework for the management of health and safety procedures during the Site Works Period.

Work will not begin on site until the Principal Designer is satisfied that the designers have demonstrated that health and safety issues have been addressed within the design and that any residual issues have been forwarded to the Principal Contractor. The principal issues to be addressed during this process are:

- Identification of the elements of design where an existing hazard can and will be eliminated.
- Identify/specify equipment that reduces ill health effect upon workers.
- Provide safe access.

The Principal Contractor will be responsible for co-ordinating the activities of all Contractors within the designated working areas allocated under the project.

2.0 PROJECT DETAILS

Project Name:	Shotton Community Park – Car Park Extension
Employer:	Shotton Parish Council c/o 14 Claypool Farm Close Hutton Henry Co. Durham TS27 4QZ Stuart Wardle Email: wardlestuart@btinternet.com Tel: 07904 278 889
Contract Administrator:	D3 Associates Ltd Mallan House Bridge End Hexham Northumberland, NE46 4DQ Geoff Robinson Email: geoff@d3-associates.co.uk Tel: 01434 610 434
Principal Designer:	D3 Associates Ltd Mallan House Bridge End Hexham Northumberland, NE46 4DQ Paul Haverson Email: paul@d3-associates.co.uk Tel: 01434 610 434 Mob: 0754 911 0145
Principal Contractor:	To be appointed
Contract Manager:	To be appointed
Site Agent:	To be appointed
Safety Advisor:	To be appointed

3.0 INFORMATION

SITE LOCATION

Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL.

The car park extension is situated within the Community Park.

The works area is the existing car park and the land adjacent.

DESCRIPTION OF WORKS

The works comprise

- Supply and erect all necessary temporary fencing.
- Supply site welfare facilities.
- Installation of new surface water drains and connection to existing manhole.
- Construct 6no. new bays adjacent to the existing car park.
- Construct new car park extension in an interlocking cellular porous plastic paving grid laid on bedding layer, geotextile membrane and 175mm Type 3 sub-base, including perimeter kerb.
- Associated car park works
- Associated drainage works

PROGRAMME OF WORKS:

The anticipated Site Works Start Date is January 2024 (TBC).

The works to be completed on or before 18th March 2024.

The Contract Period shall be approximately 10 weeks.

SAFETY GOALS:

The following health and safety goals have been established for this project. Whilst not all the goals are applicable to the Site Works Period, they have all been included here to emphasise the involvement of all parties in the delivery of a successful project.

- No avoidable/preventable injuries e.g., through lack of training, untidy site, missing PPE, poor planning, inadequate method statements or inappropriate working methods.
- No accidents arising from site testing activities.
- No accidents involving public and Works traffic entering/leaving site.
- No accidents to trespassers through poor housekeeping e.g., poorly managed site security
- No complaints from the public due to excessive noise.
- No pollution of watercourses/ surface water sewers due to on-site activities.

Submission by the Principal Contractor of a suitably developed Construction Phase Health and Safety Plan at least two weeks before the proposed start of construction.

Principal Contractor to provide as-built information within 2 weeks of completion, and a Health and Safety File for the site within 3 weeks of handover to the Employer.

ARRANGEMENTS FOR MONITORING AND REVIEW:

During the Site Works Period, the Principal Contractor will be responsible for arranging and chairing regular health and safety meetings. It may be that health and safety forms part of a larger meeting but should still be the responsibility of the Principal Contractor.

The Principal Designer should be given sufficient notice of such meetings to allow attendance.

Following completion of Site Works, a project review will be carried out by the whole project team which will include health and safety.

4.0 EXISTING ENVIRONMENT (RESTRICTIONS AND EXISTING ON SITE RISKS)

ADJACENT/PREVIOUS LAND USE:

The access to the site is off Station Road.

The Community Park will remain open during the construction period along with the construction of the new Community Park. Access/egress should be maintained.

PLANNING RESTRICTIONS:

Planning permission is approved for these works.

EXISTING SERVICES:

There are a number of known services within the site boundaries including gas, water, surface and wastewater drains and electricity supplies.

The Contractor should identify and make an allowance for working around any services.

ACCESS:

The works are taking place within an operational Community Park which will be occupied during the contract. The Contractor should ensure that there are adequate protection measures in place to prevent unauthorised access to their section of work.

Access to the site will be through the car park entrance off Station Road.

Access for staff vehicles and construction vehicles constructing the new Community Park should be maintained at all times.

Station Road has a speed limit of 30mph.

No parking of construction vehicles allowed on Station Road.

Within the Park a maximum speed of 5 miles per hour shall be observed.

The Principal Contractor will ensure adequate signage of the site access/egress.

Reversing of vehicles shall be kept to a minimum, with the provision of a banksman if vehicles are reversing; commercial vehicles should be fitted with reversing alarms.

Sufficient space should be allowed for deliveries, avoiding reversing when possible.

Lifting plant and equipment must not extend beyond the limits of any of the working areas. All loading and off-loading of materials should take place within the working areas.

Access for emergency vehicles should be maintained at all times.

EXISTING STRUCTURES:

Structures within the working area include the following:

- The principal works area comprises the existing car park and the adjacent land to the east

- The Park is open between 8.30am and 7pm
- The Contractor shall ensure that members of the public do not enter the site during the works.

5.0 AVAILABLE DRAWINGS AND DOCUMENTS

The following drawings and schedules are included in the contract documents:

D3ASSOCIATES DRAWINGS

Drawing No.	Description
1873-0001-P1	Site Location Plan
1873-2013-P2	Existing Site Plan
1873-2014-P5	Proposed Site Plan
1873-2015-P1	Proposed Details
1873-2901-P1	Proposed New Gate
	Drainage Details

OTHER DRAWINGS AND DOCUMENTS

Drawing/Document No.	Description
1873-010-T67	Schedule of Works
	NBS
1873-005-T43	Instructions for Tendering
1873-006-T41	Contract Preliminaries
1873-007-T42	Preconstruction Information
1873-008-T44	Tender Return

FURTHER INFORMATION INCLUDED WITHIN THE CONTRACT DOCUMENTS:

GEOL23-7823 Phase II Ground Investigation Report.

EXISTING CDM HEALTH AND SAFETY FILES:

None.

6.0 DESIGN INFORMATION

6.1 TYPICAL HEALTH AND SAFETY HAZARDS:

Typical hazards and risks identified by the Designers associated with the type of work anticipated as part of the project are listed below. In general, these are hazards that a competent Contractor should be familiar with. Information relating to these hazards is incorporated into this document, drawings and other documents referenced in this Plan. Residual issues resulting from Design Risk Assessments are identified in Section 11 'Designers Risk Assessments'.

- Delivery of plant / materials
- Access to the site; construction vehicles to the new Community Park site.
- Vehicular and pedestrian movements by members of the public.
- Security of the site - There is a risk of theft and vandalism in the area of the site
- Working in hazardous areas, including live services and dust
- Occupational H&S hazards (noise, vibration etc.)

6.2 SIGNIFICANT HEALTH AND SAFETY RISKS:

The Designers have identified specific areas of risk to be considered by the Contractors. Residual Issues resulting from Design Risk Assessments have been identified in Section 11 "Designers Risk Assessments".

The significant hazards identified are as follows:

- Working adjacent to areas occupied by members of the public
- Potential for unidentified contaminants within the site
- Live overhead and underground services within the site boundary
- Plant movements

DESIGN ASSUMPTIONS AND CONTROL MEASURES:

All works must comply with all relevant European and British Standards and Specifications and other Specifications referred to in the contract.

The design of all temporary works will be considered to be 'design' under the CDM 2015 Regulations.

ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK:

Design work may continue throughout Contract Period. Arrangements for the co-ordination of design work are as follows:

- Any unforeseen eventualities which occur during site works and which may require substantial design changes or affect resources shall be brought to the attention of the Contract Administrator as soon as possible for him to inform the Principal Designer and other parties.

7.0 SITE WIDE ELEMENTS

LOCATION OF SITE ACCESS AND EXIT POINTS:

Vehicular access to the car park shall be through the car park entrance off Station Road. Contractor's car parking to be in the car park, or as agreed by the Contract Administrator.

TEMPORARY SITE ACCOMMODATION/WELFARE:

The location of the Contractors site accommodation and welfare facilities to be agreed with Shotton Parish Council.

The Principal Contractor shall make arrangements for the provision, maintenance and removal of his site accommodation and welfare facilities on completion of the works. In addition, to reinstate the area to the satisfaction of the client.

The contractor is to arrange for services to the site compound as necessary.

UNLOADING, STORAGE AND OTHER DEFINED AREAS:

Unloading of all plant and materials should be within the designated working/compound areas.

The Contractor should ensure that, lifting equipment does not extend beyond the limits of the working area or damage any existing structures or services.

8.0 EMPLOYER CONSIDERATIONS

THE FOLLOWING OPERATIONS WILL CONTINUE DURING SITE WORKS:

- Other construction activities will be undertaken within other areas of the Park, the construction of the new Community Park.
- Groundsman access to the Bungalow.
- The Park will be open to members of the public, 8.30am to 7pm.
- Contractor deliveries and grounds maintenance

RESTRICTIONS ON TIMES:

All work and ancillary operations shall only take place between the hours of 8.00am and 5.00pm Monday to Friday, or as agreed with the Contract Administrator.

RESTRICTIONS ON ACCESS:

The Principal Contractor is required to ensure that all personnel intending to carry out work on the Site undergo a site specific safety briefing, or induction, prior to entering the Site.

The Contractors site personnel shall be clearly identifiable and carry personal identification.

There will be a requirement for all personnel and visitors to site, to sign in and confirm their presence on site.

9.0 SITE RULES

EMERGENCY PROCEDURES:

The Principal Contractor must ensure suitable evacuation procedures are drawn up and implemented, in accordance with any existing procedures for the site.

Site access roads and roads shall be kept clear at all times for Emergency Services vehicles. Access for Emergency Services to all parts of the site are to be maintained at all times. Sub-Contractors and visitors to be informed by the Principal Contractor via site induction.

OTHER RESTRICTIONS:

Property of landowners and third parties, for example existing services, roads, footpaths and structures, etc shall be protected from damage.

All persons shall comply with the legal requirements regarding the wearing of personal protection equipment; the Principal Contractors smoking policy, drugs and alcohol policy and also be advised of the site specific rules during the site induction.

Other site rules will be set by the Principal Contractor.

THE PRINCIPAL CONTRACTOR WILL BE REQUIRED TO PROVIDE ADDITIONAL RULES ON THE FOLLOWING:

Induction of other employers and Sub-Contractors on the Works site for:

- Training
- Use of PPE
- Manual handling
- Hazardous areas
- Accident reporting
- Working at height
- Protection of third parties, structures, plant and equipment
- Site Security
- Protection of non-employees
- COVID-19 mitigation measures

10.0 PROJECT LIAISON PROVISIONS

CONTRACTOR DESIGNED WORKS:

The Principal Contractor is to liaise with the Principal Designer with regard to design work which is to be carried out by Sub-Contractors or other Contractors engaged by the Principal Contractor. The information may include:

- i) Designer risk assessment
- ii) List of hazards
- iii) Hazardous substances, materials used, etc.

All method statements submitted by the Principal Contractor shall contain details of any temporary works design.

The updating and monitoring of a temporary works register shall continue throughout the project by the designated Temporary Works Supervisor.

DESIGN ALTERATIONS:

Details of all design alterations will be issued to the Principal Contractor by the Architect, together with associated residual issues identified in the Designers risk assessments. Copies to be issued to the Principal Designer.

Any unforeseen eventualities which occur during the Site Works Period and which may require substantial design changes or affect resources shall be brought to the attention of the Principal Designer.

HEALTH AND SAFETY FILE:

D3 associates Ltd, as Principal Designer, will establish and maintain the Health and Safety File throughout the project period and will be responsible for site content and update until the File is formally issued to the Employer on completion of Site Works.

The File is intended to be a reference document for those persons who maintain the site and also any persons who carry out subsequent construction.

The Principal Contractor is responsible for collating the method statements, risk assessments, COSHH assessments and other information for the File.

11.0 DESIGNERS RISK ASSESSMENTS

This section contains a list of residual issues which are the result of risk assessments carried out by all appointed Designers. These are risks which cannot be avoided or designed out. The residual issues provide a broad indication of the precautions assumed for dealing with them.

The risk assessments may indicate assumed methods of working. Any methods of working have been assumed for design and risk assessment purposes only. If Contractors wish to propose alternative methods of working which conflict with the suggested proposals of the Designers, then written agreement should be obtained from the Designers before implementing the alternative proposals.

R1	Pedestrians/third parties injured by Contractor's road vehicles
R2	Collisions between Contractor and other party vehicles/machinery
R3	Live services – gas, electric cables, water, sewers, Telecoms
R4	Pollution of watercourse

A copy of the risk assessments and residual issue information for the above is presented in Appendix A.

12.0 APPENDIX A

12.1 DESIGNERS RISK REGISTER

12.2 HAZARD CONTROL

H&S RISK REGISTER - FORM D1

Client	Shotton Parish Council					
Project No. & Name	1838 Shotton Youth Hub – Car Park Extension					
Design Stage	<input type="checkbox"/> Feasibility	<input type="checkbox"/> Conceptual	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Detailed	<input type="checkbox"/>	Other (state)
Rev	Details		Date		Prepared	Approved
R1	Detailed design		19.10.23		GR	PH

- This Register is a live document, containing details of hazards associated with a project. It should be reviewed and revised as necessary throughout the various stages of design until handover.
- Where a hazard/risk can be ELIMINATED or REDUCED or CONTROLLED by the Designer, "Form D2: Hazard Elimination & Management (Design) should be used to record design actions/assumptions and sign off these when complete.
- Where a SIGNIFICANT hazard cannot be dealt with by the Designer this Register MUST indicate what information is to be provided, to whom and how
- SIGNIFICANT HAZARDS are not necessarily those that result in the greatest risk, but are those 'not likely to be obvious to a competent contractor or other designers; unusual or likely to be difficult to manage effectively'

Ref	Describe hazard or hazardous activity and potential effects	Who's at risk	Can hazard be eliminated, reduced or controlled by design? If yes go to form D2. If no complete final columns	Is hazard significant? (see definition)	Information to be provided for significant hazards Describe what information, to who and how	Done?
H1	Site pedestrians/third parties injured by Contractor road vehicles	Contractors/Other parties	Yes	Yes	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas	
H2	Collisions between Contractor and other party vehicles/machinery	Contractors/Other parties	Yes	Yes	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas. Contractor to refer to the Pre-Construction Information.	

Ref	Describe hazard or hazardous activity and potential effects	Who's at risk	Can hazard be eliminated, reduced or controlled by design? If yes go to form D2. If no complete final columns	Is hazard significant? (see definition)	Information to be provided for significant hazards Describe what information, to who and how	Done?
H3	Live services – gas, electric cables, water, sewers, telecoms	Contractor's personnel	Yes	Yes	Designer to make available to the Contractor existing site drawings. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	
H4	Pollution of watercourse	Contractors/Other parties	Yes	Yes	Designer to make available to the Contractor existing site drawings. Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of any construction materials to prevent pollution to watercourse.	

H&S HAZARD ELIMINATION, REDUCTION AND CONTROL (DESIGN) - FORM D2

Client	Shotton Parish Council				
Project No. & Name	1838 Shotton Youth Hub – Car Park Extension				
Design Stage	Feasibility	Conceptual	x	Detailed	Other (state)

Rev	Details	Date	By
R1	Detailed Design	20.10.23	GR

- This Form should be used to record the design actions carried out to ELIMINATE, REDUCE or CONTROL hazards and risks.
- Relevant information should be included on drawings or in documentation e.g. Pre-Construction Information, Pre-Construction Health and Safety Plan or Health and Safety File

Ref (as Form D1)	Hazardous description	Designer actions to eliminate, reduce or control hazard and risk State any assumptions	Action owner	How will information be communicated?	Action completed	
					Signed	Date
R1	Site pedestrians /third parties injured by Contractor road vehicles	Designer to provide works layout drawings showing access routes to the works area across the main redevelopment site from the highway. Contractor to develop working area, site compound, traffic and pedestrian route plan	D3a	Detail layout drawings to Contractor.		
R2	Collisions between Contractor and other party vehicles /machinery	Designer to provide works layout drawings showing access routes to the works area. Contractor to develop working area traffic and pedestrian route plan	D3a	Contractor to refer to the Pre-Construction Information		

R3	Live services – gas, electric cables, water, sewers, telecoms	Designer to make available to the Contractor existing site drawings. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	D3a	Contractor to refer to the Pre-Construction Information		
R4	Pollution of watercourse	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of construction materials to prevent pollution to watercourse.	D3a	Contractor to refer to the Pre-Construction Information.		



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