BMA

BUILDING SERVICES CONSULTING ENGINEERS

2nd Floor Britannic Building
3 Upperhead Row
Huddersfield
HD1 2JL

Pre-Construction Information

For The : **Boiler Replacement**

At : **Wakefield College, Radcliffe Building**

For : **Wakefield College**
Margaret Street
Wakefield
WF1 2DH

Document Ref : **2017-060PCI**

Date : **November 2017**

Constructionline

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1.0 General

The purpose of the pre-construction safety information is to identify the main health and safety issues regarding the construction work and form the basis for the principal contractor to submit their proposals for managing the problems in compliance with the Construction (Design and Management) Regulations 2015.

The principal contractor will develop this pre-construction information during the construction phase as part of their duties.

Key hazards have been identified in relation to the design and methods of construction envisaged by the designers.

Additional hazards may be identified by the principal contractor and contractors. These must be included in the principal contractor's initial assessment/development of the construction phase plan.

The development of the construction phase plan, to incorporate changes to the design proposed by the principal contractor and/or contractors, may only be done in conjunction with and agreement of the principal designer and client. Any activities carried out on site not compatible with procedures agreed with the principal designer and Client are the sole responsibility of the principal contractor.

The pre-construction information will also be developed to take account of the Contractor's requirements. These include specific requirements with regard to site safety and the control of hazards, which may vary during the course of the works.

The pre-construction information must be read in conjunction with the work schedules and preliminaries and general contract condition.

The principal contractor will provide information for incorporation into the health & safety file in accordance with the CDM Regulations 2015 with which the principal contractor must make themselves aware.

At completion of the contract the health & safety file is to be returned to the principal designer who will review the file for completeness and pass it on to the client.
The principal contractor must ensure that their health & safety policy complies with all current legislation in particular:

- The Construction (Design & Management) Regulations 2015
- Health & Safety Work etc Act 1974
- Management of Health & Safety Work Regulations 1999
- COSHH Regulations 2002

- Control of Asbestos Regulations 2012

2.0 Project Details

2.1 Client**:**

Jon Howard

Wakefield College

J.Howard@wakefield.ac.uk

2.2 Contract Administrator:

Christopher Mellor

Brian Mellor Associates

cmellor@bmellorasc.co.uk

2.3 Principal Designer:

Christopher Mellor
BMA Consulting Engineers
2nd Floor Britannic Building
3 Upperhead Row
Huddersfield, HD1 2JL
Tel: 01484 513 973

2.4 Description of Works:

The works comprise of the replacement of existing boiler plant and associated works within Radcliffe Building at Wakefield College

3.0 Existing Site and Environment

3.1 Site Location:

The site is Radcliffe Building, Wakefield College, Margaret Street Wakefield. WF1 2DH.

3.2 Site Constraints:

Vehicular access to the site passes through a live college area
care will need to be taken to not disrupt or obstruct the activities of the college and adjacent businesses. Vehicles can access the rear of the existing building from Newstead Road. Suitable segregation must be employed between operatives and the public and suitable traffic management employed as the site will remain in operation during the works. All liaison and co-ordination with the client must be maintained throughout the works.

The college will remain live throughout the works and as such segregation between the working areas and the existing School areas must be undertaken at all times. The contractor must follow the instructions of School staff members at all times.

The principal contractor must provide their own welfare facilities, in accordance with Schedule 2 of the CDM Regulations 2015, for the duration of the contract, as there will be none available on site. Storage and welfare facilities must be suitably secured throughout the works.

3.3 Site Services:

A site survey has not been undertaken to locate below ground services.

There is an electricity sub-station on site within the site boundary.

The Principal Contractor must ensure adequate investigations are undertaken prior to works commencing on site as accuracy of plans cannot be guaranteed. The Principal Contractor must ensure the client and design team are notified of any services which may be affected by the works and co-ordinate their isolation/ disconnection prior to works commencing on site and details of the procedure must be included in the Construction Phase Plan.

3.4 Fire Precautions and Emergency Procedures:

There is to be no burning of materials on site. Contractor welfare and operations must not cause the obstruction of any fire exits, evacuation points or fire brigade access. The fire risk assessment for the site should be reviewed with the principal contractor's site fire risk assessment.

Emergency procedures to include as a minimum the following:-

- Telephone numbers and addresses of local emergency services
- Names of qualified first aiders on site
- Location of site accident book
- Procedures for notifying emergency services
- Procedures for reporting accidents

- Names of responsible persons to whom accident reports should be made
- Hours of work
- No working over weekend without prior consent by the client or contract administrator
- Specific personnel and training to site operatives

3.5 Ground Conditions:

A site survey has not been undertaken to determine existing ground conditions.

3.6 Boundaries and Access:

The site boundaries are open. The contractor shall segregate the working areas from areas of College access at all times.. Access is permitted during normal working hours, Monday to Friday 7am to 5pm (TBC).

3.7 Delivery, Waste Collection and Storage Restrictions

The principal contractor must comply with all statutory requirements, including noise, waste and avoidance of general nuisance throughout the duration of the project. No skips are to be used on the project.

Secure storage facilities to be provided on site for dangerous equipment and any flammable fuels. Storage must be located a suitable distance from buildings.

Contractors shall ensure that any waste produced on the site is kept to the absolute minimum.

All generated waste is to be disposed of by licensed carriers in accordance with current legislation. Contractors shall properly manage the storage of waste materials onsite. Stored waste shall be managed to minimise the risks to all affected by the works. These risks shall include those related to the environment, fire, hygiene and health.

4.0 Programme

- Tender period: Monday 16th October to Monday 23rd October 2017
- Start on site: Monday 13th November 2017 - TBC
- Date for completion: Friday 27th November 2017 (2 weeks construction phase)

5.0 Design Risk Management Record:

Significant risks have been identified by the team and collated into the attached Design Risk Management Record (DRM (Appendix A)). Note. This DRM is not exhaustive and the principal contractor is responsible for identifying and communicating to the client and design team any additional hazards arising during the course of the works for whatever reason.

It is the obligation of the principal contractor to:

Supplement the DRM with any additional hazards they identify, including those relating to their own methods of working and any contractor designed elements.
Define the means by which they will control all the hazards identified.
Carry out any risk assessments as soon as practicable and prior to execution of specific elements of work on site.

The construction phase plan must be updated by the principal contractor to incorporate hazards identified prior to the work proceeding and copies of any data produced passed to the principal designer.

At all times measures must be taken by the principal contractor to reduce the risk to health and safety in accordance with all current statutory legislation, best practice, standards and guidance. These are to include dealing with the risks and are not limited to the items identified.

Noted below are significant hazards or work activities which have been identified in the design phase of the project and which cannot be eliminated or designed out, along with suggested measures and precautions to reduce or control them.
It is essential that the construction phase plan produced by the principal contractor adequately addresses all of the hazards noted by way of risk assessments and measures to ensure "safe systems of work" described in sufficient detail to be adjudged sufficient to allow work to commence on site. Only significant hazards have been noted on the assumption that generic type hazards will be fully allowed for by normal competent contractor's skills.

The procedure for the consideration and acceptance of health & safety implications for design elements is as follows:-

- Submit details of the health & safety issues to the principal designer, together with the results of risk assessment (with one identical copy to be retained on site).

- The procedures for dealing with unforeseen eventualities during project execution resulting in substantial design changes and which might affect resources:
- As soon as an unforeseen eventuality arises, the principal designer is to be informed.

- Health and safety issues arising are to be submitted as soon as reasonably practicable after the occurrence.

- Details of redesign and the health and safety implications are to be submitted for consideration in good time before execution.

- Health hazards arising from construction materials where particular precautions are required will be identified by designers as hazards that cannot be designed out. They should be specified as far as is necessary to ensure reliable performance by a

competence contractor who may be assumed to know the precautionary information that suppliers are, by law, required to provide.

5.1 Hazardous Materials:

An Asbestos R&D survey has been carried out and has been enclosed within the pre-construction information. It is a requirement of the contractor to carry out the removal of these materials within the plantroom as part of this contract. No work whatsoever should be undertaken by the contractor without full understanding of the risk and location of asbestos containing materials. Risk assessments and method statements for the removal of asbestos should be issued to the contract administrator and principal designer for review. Timescales for removal should be clearly highlighted on the contract programme.

However, If the principal contractor suspects there is a further risk of asbestos above that identified, this shall be notified to the CA and work shall cease and a further asbestos survey should be undertaken by an accredited or certified surveyor of any suspect material.

No banned, deleterious or hazardous materials are to be used during construction. The principal contractor is expected to assess their own and their Contractors materials for health hazards which they may introduce to site. The principal contractor is to advise on particular precautions required from the previously identified hazards and any additional hazards relating to their own method of construction. It is assumed that the specification of the materials will ensure reliable performance by a competent contractor with full knowledge of precautionary information supplied by manufacturers (i.e. COSHH data sheets, recommended methods of installation etc.).

It is anticipated that the following materials may be used where non-hazardous materials are not available. The hazards can be minimised by use of appropriate method statements and provisional protective equipment.

- Cement based products
- Silicates created through cutting masonry and ceramic materials
- Pressure impregnated preservatives and other preservative treatments in timber products
- Man-made particle boards e.g. plywoods, MDF etc. where formaldehyde products and derivatives may be present
- Diesel, paraffin, turpentine, anti-freeze and similar products
- Adhesive solvents, paint solvents and the like
- Epoxy based, two pack adhesive and paint products
- Products containing silicones
- Lead - This building may contain lead pipework, flashing and lead based paints. The contractor is to ensure that all employees / site operatives are aware of and comply with all relevant approved method statements.

- Dust (including respirable crystaline silica) Mercury (in fluorescent lamps / tubes etc.) shall be carefully removed from site for disposal at a regulated site.
- Radioactive materials (smoke detectors etc.) Care shall be taken when removing smoke detectors which may contain radioactive materials. These shall be identified on site by the contractor and removed from site for disposal at a regulated site.
- Glazing - The principle contractor is to protect existing windows from breakages, for example by boarding over locally to works or applying adhesive film to glass to ensure workers working near windows are not a risk of falling through openings.
- Hot works – Refer to HSE guidance including COSHH essentials for welding, hot work and allied processes
- Dust from softwood machining – Appropriate local extract required and refer to HSE guidance

6.0 Construction Phase Plan

The construction phase plan, in accordance with 'Managing Health and Safety in Construction' L153 must record the arrangements for managing the significant health and safety risks associated with the construction phase as a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible, in considering what information is included, the emphasis is that it:

- Is relevant to the project
- Has sufficient detail to clearly set out arrangements, site rules and special measures needed to manage the construction phase; but is still proportionate to the scale and complexity of the project and the risks involved.
- The plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

7.0 Health and Safety File

The health & safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. A health & safety file is only required for projects involving more than one contractor.

The principal contractor is advised that information will have to be provided on an ongoing basis, in parallel with the development of the construction phase plan, to enable the principal designer to review the health and safety file and deliver it to the client on practical completion.

Therefore, the health & safety file must be submitted to the principal designer two weeks prior to practical completion.
The health & safety file must be maintained and updated by the client as a requirement of CDM 2015. Items relating to operations & maintenance, planning, certification or user-guides should be within separate files, outside the legal requirements of the health & safety file.

Two copies of the health and safety file, within an A4 binder, on A4 size paper or folded to A4 size, are required, along with one electronic copy on a CD, unless instructed otherwise by the client.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of work activities carried out
- Any hazards that have not been eliminated through the design and construction process, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- 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
- Hazards materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

8.0 Schedule of Pre-Construction Information

8.1 Design Risk Management Record
8.2 Asbestos R&D survey.

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Design Risk Management Register

2017-060 Radcliffe Building

Status
- Obtained and issued
- Under development/Review/Pending
- Outstanding/ Action Required

Owner

BMA Brian Mellor Associates
WC Wakefield College
CA Main Contractor

	Design Area/Element	Associated Hazards	Hazard Owner	DESIGN ACTION / EVIDENCE	Who	Status	ASSOCIATED PCI	Who	Status	ASSOCIATED H&S FILE INFO	Who	Status
1	Demolition / Refurbishment	Asbestos	BMA / GCA	ACMs Identified in R&D Survey carried out	BMA	Removal required as part of scheme by Contractor	R&D Survey HSE Guidance	BMA/CA	Risk remains until completion	Removal certification	CA	
2	Groundworks	Buried services / Contamination	BMA	No below ground service works anticipated as part of scheme	BMA	Should this become a required element of the scheme, Contractor to advise on requirement and scan to be undertaken	HSE Guidance	BMA/CA				
3	Design / Specification / Operation	Falls from height / Access For Maintenance and installation	BMA / CA / MA	High Level Plant Room presents risks of falling/ Maintenance and installation issues. Pumps and valves relocated to ground floor as part of design to reduce risk	BMA / CA /WC		HSE Guidance	BMA / CA / WC				
4	Services	Unidentified Services - Incorrect valves/switches. Incorrect installation worked on unlabelled / incorrectly labelled services	BMA	All relevant information to be passed to contractor. Installation surveyed with exploratory work and tests as necessary	BMA		Existing installations to be clearly labelled and tested before works commence	CA		As installed drawings		
5	General Construction Works	Works are within a live College Environment	CA	Contractor to develop a method of safe working for the works to ensure surrounding areas are not exposed to any risks. Working area to be limited to Plantrooms and controlled by College	BMA / CA			CA/WC	Risk remains until completion	(No Residual Risk after completion)		
6	Existing Site / Building	Hazardous Materials	BMA	The existing building may contain hazardous materials such as: lead, dust, mercury, radioactive material (smoke detectors)	BMA / CA	Contractor to submit method statements for approval and to ensure that all employees on site are aware and comply with method statements		CA	Risk remains until completion			