

Revised 22.01.2023

WYMESWOLD CHURCHYARD WALL

Pre-construction information

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Project summary

Repair a section of collapsed retaining wall.

Description of the project

Contact information

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Employer:

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Scope of this document

The production and release of this document will allow the Principal Contractor to comment the preparation of their Construction Phase Plan.

Further editions of the Pre-Construction Information will be issued as more information becomes available.

The Principal Contractor is to ensure that works do not proceed on site until they are in possession of all relevant health and safety information and a suitable Construction Phase Plan has been prepared.

A schedule of the status of information is contained in Section 7.

Timescale for commencement of the construction work

The planned start date for the construction phase is June 2023.

Timescale for the completion of the construction work

The planned completion date of the works is within 26 weeks.

Notifications

The project has not been notified to the Health and Safety Executive.

Existing Health and Safety File

Health & Safety File and Operations & Maintenance Manuals do not exist for this building.

Client's considerations and management requirements

Planning for and managing the construction work, including any health and safety goals for the project

The client is seeking to maintain a high level of health and safety on site at all times. This goal should be reflected by the avoidance of notifiable accidents, incidents and dangerous occurrences, and by no enforcement notices (prohibition or improvement) being issued by the Health and Safety Executive.

Welfare provision

In accordance with Schedule 2 of the Construction (Design & Management) Regulations 2015, welfare facilities must include as a minimum:

Toilet facilities

Washing facilities – with hot and cold running water

Drinking water

Changing room, drying room and lockers

A rest area with heating, tables, seating, a means for boiling water and arrangement for preparing food

First aid

Provisions for first aid must include an adequate number of first aiders / appointed persons, a first aid kit, as well as other facilities appropriate to the risks faced by those on site. First aid boxes should be strategically sited in relation to the work area and be conspicuously marked. The person in charge of the box should ensure that it is kept properly stocked and in a clean, serviceable condition. Details of first aid provisions are to be included in the Principal Contractor's Construction Phase Plan.

Monitoring Health and Safety on Site

The Principal Contractor is required to have access to competent health and safety advice throughout the project and have arrangements in place for regular inspection of the construction site.

Client's rules

The Client has stipulated certain access routes be used by the Principal Contractor within the Tender requirements.

The Principal Contractor is to ensure that the Site Manager for the project has completed the Site Management Safety Training Scheme (SMSTS) and that operatives hold valid CSCS Cards or equivalent, be Asbestos Awareness trained and that these are recorded at inductions.

No-go areas of other authorisation requirements for those involved in the project

The Principal Contractor should not need to access the areas of buildings away from the working areas – other limitations are described within the Tender requirements. Should access be required to other areas, the Principal Contractor should first liaise with the Principal Designer and Client.

Areas the client has designated as confined spaces

The Client has not currently designated any areas as a confined space. However the Principal Contractor should, in areas where space is limited such as the roof lofts above the offices, assess if the Management of Health and Safety at Work Regulations 1999 and Confined Spaces Regulations 1997 apply.

Should the Principal Contractor need to access a manhole as part of the works, this may apply.

Clients rules regarding noise generation and vibration

The Client requires that the Principal Contractor should keep to an absolute minimum noisy and vibration generating works and should follow any guidelines given by the local authority.

The Principal Contractor is to note that the Client requests that he is to be notified well in advance of any noisy works that are to be carried out to enable him to plan accordingly.

Client's rules regarding working constraints

The Client requires that the Principal Contractor should take care not to disturb neighbours in nearby properties. Should the parties in these properties need to be contacted the Principal Contractor should first liaise with the Principal Designer and Client.

Should the parties in nearby properties make enquiries of the Principal Contractor, they should refer them to the Principal Designer and Client.

The Principal Contractor should also refer to the Local Authority regarding their working constraints.

Client's rules regarding working hours

Note any restrictions in the specification.

The Principal Contractor or any sub-contractors should adhere to the guidelines given by the local authority

Access for Client and representatives

The Client will require reasonable access arrangements for their representatives.

Areas of occupation by Client and Principal Contractor

The Principal Contractor should refer to the proposals for Site Set-up, Access and Protection within the specification.

The Principal Contractor and Client are advised to liaise regarding the provision of briefings to each party's respective staff about the Construction works, the working practises of each of the Client's buildings and the risks presented to all persons by both construction and Client activities. This is to include changes to escape routes and procedures within the site and restrictions that will be required.

The Principal Contractor and Client must include each other's activities as part of inductions and safety briefings to any persons attending site.

The Principal Contractor should also liaise with the Principal Designer and Client as to their needs for working space and access.

Services isolation

The Principal Contractor is required to obtain permission from the Client before shutting off any service.

Site hoarding requirements

Comply with the specification.

A barrier or fencing is required at the point of entry to the working areas of the various scaffolds and access points to the roof. Signage is to be provided to denote each area as a 'construction site' and that access must be authorised by the Construction Site Manager before entry.

Security of the premises

Comply with the specification.

The Principal Contractor is to ensure that all security devices remain in working order throughout the duration of the contract. Should this not be possible, a temporary system must be installed.

Arrangements for the security and exclusion of unauthorised persons

The Principal Contractor is to prevent unauthorised access being gained to the working areas and is to ensure unauthorised persons do not access any working areas or areas associated with the works (such as storage or welfare areas).

Environmental Restrictions and Existing Risks

Existing services

Location of existing services particularly those that are concealed – water, electricity, gas, etc

The Principal Contractor is to note that information relation to the location of existing services is available as part of the tender package.

The Principal Contractor is to note that the location of all services may not be shown correctly on drawings. They are to ensure that the structure is appropriately scanned and surveyed prior to the commencement of intrusive works.

Deliveries and waste

The Principal Contractor is required to prepare a plan describing their delivery and waste removal arrangements.

Smoking and parking restrictions to be observed

No smoking is allowed on the project site. Any smoking undertaken by operatives must be well away from the Site buildings and any resulting debris must be disposed of appropriately.

Parking for standard vehicles is available adjacent to the site in parking areas but space is limited.

Storage areas

The Principal Contractor should note that the site areas is limited and special considerations should be made regarding the delivery and storage of plant and materials.

The Principal Contractor is to liaise with the Client on the positioning of storage areas before works commence.

Significant design and construction hazards

Site transport arrangements

The Principal Contractor should consider the following measures to reduce the risk of collisions with pedestrians and / or other vehicles:

Pedestrian barriers / designated crossing points

Mirrors

Speed limits

Banksmen.

Hazard registers

The Principal Contractor should refer to the attached Hazard Register, which comprises a collated register of all risks identified by the design team.

Arrangements for co-ordination of ongoing design work and handling design changes

The Principal Contractor is to refer to the Principal Designer in the first instance regarding any proposed changes or variations to the contracted works.

The Principal Contractor is also to refer to the Principal Designer in the first instance regarding any impact the proposed change works may have on the existing infrastructure.

The Principal Contractor is to note that any proposed works should not have a detrimental impact on the safety systems within the site.

Contractor designed elements

The Principal Contractor is to describe their method of ensuring the competency of all Designers that they appoint, and provide the contact details of all Designers that they propose to use to the CDM Consultant prior to their appointment.

Detailed risk assessments and method statements outlining safe systems of work must be prepared explaining how the designs will be executed.

Temporary works

The Principal Contractor is to ensure that a competent person designs all temporary works (including temporary supports, temporary structures, any buttress and site hoarding.)

Detailed method statements outlining safe systems of work must be prepared explaining how the temporary works design will be executed.

MEWPs

The Principal Contractor is to ensure that where a Mobile Elevating Work Platform is required, only an IPAF or equivalent trained person operated the platform. MEWPs must be inspected daily prior to first use by a competent person and the results recorded. Harnesses and lanyards must be in good condition and work when the platform is raised. The Principal Contractor must ensure a suitable work at height rescue plan is developed avoiding reliance on the emergency services.

Mobile Access Towers

The Principal Contractor is to ensure that where a mobile platform is required, a PASMA or equivalent trained person erects the platform. Platforms must be inspected by a competent person in accordance with the requirement of The Work at Height Regulations 2005 and the results recorded.

Access to mobile towers must be internally via access traps only. Towers must not be used unless brakes are applied and outriggers are in position, if required.

Podiums

The Principal Contractor is to ensure that podiums are not used unless assembled by a competent person in accordance with the manufacturer's instructions. When in use all wheels must be locked with barriers / gates in place and operable. Operatives must dismount any podium before moving it to a new position. Hop ups are for low level access only as determined by risk

assessment.

Edge protection

There are various areas where works are required where there will be insufficient edge protection. Temporary barriers or an adequate alternative should be installed prior to the commencement of works on site.

The Principal Contractor should outline in a method statement a safe system of working which details the precautions that will be taken to ensure that the risk of workers falling from height is reduced as far as is reasonable practical.

Electrical services

The Principal Contractor must treat all existing wiring as live and ensure electrical services are isolated within the working areas before work begins. "Lock Out / Tag Out" procedures should be implemented to prevent accidental re-energising of supplies.

110V supplies must be provided for use on site, and in general only 110V or battery powered equipment should be permitted for use on site. Where voltages over 110V are required, a task-specific risk assessment and permit system must be in place. All electrical supplies over 110V will be protected by RCDs.

The Health and Safety File

The Principal Contractor is to provide two hard copies and one electronic copy of all information provided for the Health and Safety File.

The construction phase plan

The production of a Construction Phase Plan is legally required for this project. An initial Construction Phase Plan must be in place prior to the commencement of works and it must be updated regularly as the project progresses.

The plan sets out how health and safety is to be managed during the construction phase. It should be a focused document, tailored to the project. It is useful to include photograph and sketches to clarify points.

It is not acceptable to bulk the document out with generic information (e.g. generic risk assessments). The level of detail should be proportionate to the risk involved in the project.

Information on the following subject should be included in the plan:

Description of the project

Project description and programme details including any key dates

Details of Client, Principal Designer, Designers, Principal Contractor and other consultants

Management of the work

Health and safety aims for the project

Arrangements for:

Ensuring cooperation between project team members and coordination of their work e.g. regular site meetings

Involving workers

Site induction

Welfare facilities

Site rules

Fire and emergency procedures

The Construction Phase Plan should be an active document that acts as a practical aid to the management of health and safety on site. It should not be produced and hidden away to gather dust.

The Principal Contractor and other contractors must both implement and monitor the plan to ensure that it works in practice. Monitoring arrangements will need to be discussed and agreed with the Client as they form part of the management arrangements.

The purpose of monitoring is to ensure that the precautions described in the Construction Phase Plan are appropriate and followed in practice. The plan needs to be routinely reviewed, revised and refined by the Principal Contractor as the project develops. Where the plan is not being followed those involved must take appropriate actions to deal with the risk. Monitoring may show the plan has shortcomings and needs to be modified.

Any significant changes in the plan should be brought to the attention of all those affected.

Hazard register

Working area within the highway

Issues:

Risk of vehicles from the highway.

Action:

Workforce to be adequately protected and only work within the protected area.

Signage to notify vehicles of the works.

The area around the working area open to the public

Issues:

Movement of vehicles within building damaging / compromising scaffolding base.

Action:

Vehicle movement to be monitored and routes for fork lifts / delivery vehicles still valid once scaffold installed. Scaffold bases to be adequately protected with barriers.

Retained ground

Issues:

Risk of collapse

Action:

Contractor provide design and assess temporary works design and method statements for working.

Work to be undertaken in stages.

Movement of awkward or heavy components.

Issues:

Risk of injury of handling of heavy items. Risk of dropping items from height.

Action:

Principal Contractor to ensure that a method statement for the movement of heavy items is developed and risk assessment undertaken.

Working at height

Issues:

Falling from height and items falling from height where working on temporary platform or area with inadequate edge protection.

Action:

Scaffold to have full protection such as fans and toe boards. Scaffolding / towers / platforms / podiums must be fully checked weekly by trained competent person as required under the Working at Height Regulations.

Service works

Issues:

Electrocution.

Action:

Principal Contractor to carry out services survey in works areas prior to the commencement of works. LOTO system to be operated for all services works.

Manufacture hot lime mortar

Issues:

Manufacture is highly volatile and risks causing serious chemical harm.

Action:

Safely manufacture off site.

The use of lime and lime in powder form

Issues:

Lime dust has associated health risks to operatives and others in the vicinity.

Action:

Appropriate measures will need to be taken to capture and/or suppress dust created by operations.