

PRE-CONSTRUCTION INFORMATION PACK

476 Garstang Road, Preston

Date: 29/04/20




Revision: A



Amendments to the Pre-Construction Information

DATE	ISSUE	COMMENTS
29 TH APRIL 2020	REV A	FOR ISSUE

This document has been issued by the project client appointed CDM Advisor / Principal Designer for the project, on the Client’s behalf, to meet compliance with the CDM Regulations 2015.

PREPARED:	SHAUN BRENNAN	SIGNATURE:	
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APPROVED:	LEWIS DUFF	SIGNATURE:	

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1.0 Description of Project

1.1 Project Description

A brief description of the project should be provided. Not merely the type of work, but the elements of work involved in the project.

1.2 Specific Project Directory

The following table provides the project-specific roles and necessary contact details for liaison with other CDM duty holders and consultants associated with the project:-

MEMBER	ADDRESS	TELEPHONE	E-MAIL
CLIENT	Pat Hastings C/O Broughton- In- Amounderness Parish Council		pathastings@yahoo.com
PRINCIPAL DESIGNER ADVISOR / CLIENT CDM ADVISOR	Shaun Brennan Safer Sphere Victoria House 15 Pocket Nook St St Helens Merseyside WA9 1LR	07590839352	Shaun.brennan@safersphere.co.uk
PRINCIPAL DESIGNER	Matthew Ashton MgMa Studio Ltd Suite 37, Oriel Chambers 14 Water St Liverpool L2 8TD	01512366627	matthewashton@mgmastudio.co.uk
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STRUCTURAL / CIVIL ENGINEER	REFA 45 Bridgeman Terrace Wigan WN1 1TT	01942826020	info@refa.co.uk
SERVICES CONSULTANT	T.B.C.		
LANDSCAPE ARCHITECT	T.B.C		
INTERIOR DESIGNER	T.B.C		
PRINCIPAL CONTRACTOR	T.B.C.		

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1.3 Existing Records

The client via the Principal Designer should provide all available record information that is relevant to the proposed construction works. The Principal Designer should advise as to which records are applicable with the client and or the Principal Designer providing the records to form part of the Pre-Construction Information Pack. The information should be issued as soon as possible to be available to the project designers and contractors.

Record	Number / Reference	Origin	Location
Building Survey and Condition Survey	BS3960	Jones & Company	Part of Tender Pack
Asbestos Survey			

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2.0 Client’s Considerations & Management Requirements

2.1 Planning for and Managing the Works – Client CDM Brief

PROJECT:	476 Garstang Road, Broughton, Preston, PR3 5JB.
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PROJECT OBJECTIVES:	The Project is to extend an existing property to create a community hub within the village of Broughton, near Preston Lancashire
CLIENT REPRESENTATIVE:	The Client representative is Pat Hastings of Broughton – in – Amounderness Parish Council
STAKEHOLDERS:	There are a number of stakeholders including the Parish Council, local residents and the owners of 478 Garstang Road and other agencies that will have a vested interest
DESIGN PROGRAMME:	The Stages 1-4 have been completed at the time of writing this document.
DESIGN STAGE PRINCIPAL DESIGNER:	The Design Stage Principal Designer is Matthew Ashton of MgMa Studio Ltd with Safer Sphere as the Principal Designer Advisor
CONSTRUCTION STAGE PRINCIPAL DESIGNER:	There has been no Construction Stage Principal Designer appointed at the time of writing this document.
DESIGNER COMPLIANCE:	<p>The client expects that all designers associated with the project comply with the requirements of Regulation 9 of CDM 2015. All designers must cooperate and coordinate with the Principal Designer in ensuring hazard elimination and risk reduction. This may involve the provision of information, CDM Workshops and or design reviews. Where any residual risks are identified in the design these will be highlighted on the consultant drawings with warning triangles and column notes where applicable. The client objective is to meet with industry best practice in relation to providing a project that can be built, used, maintained and ultimately demolished without undue risk to safety or exposure to ill health.</p> <p>The above applies to consultant designers, contractor designs, specialist and any designers as defined in CDM 2015.</p>
CONSTRUCTION PROGRAMME:	At the time of writing this document, there is no published construction programme.
PRINCIPAL CONTRACTOR:	At the time of writing this document no Principal Contractor has been appointed.
PRINCIPAL CONTRACTOR COMPLIANCE:	<p>The appointed contractor for the project, will for the purposes of the CDM Regulations 2015 be the Principal Contractor as required under this legislation. To this end the contractor will be responsible for planning, managing and monitoring all activities in pursuance of safety and health.</p> <p>The successful delivery of the project is reliant on the management of the aspects relating to health and safety, as well as the normal constraints of cost,</p>


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	<p>programme and quality. Broughton – in – Amounderness Parish Council put great emphasis on the controls for H&S on site as well as the importance of the projects being compliant with the CDM Regulations 2015.</p> <p>A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved from client to operatives so that the programme is delivered at the highest level of safety standards within the construction industry.</p> <p>The aim of Broughton – in – Amounderness Parish Council including the specific H&S goals is to comply with all appropriate health & safety legislation and minimum standards. These can be achieved by providing a safe and healthy working environment that will minimise workplace hazards and thereby minimise potential accidents to personnel and others involved directly or indirectly with the work and also minimise the likelihood of harmful incidents.</p> <p>The client will pursue this project to have:</p> <ul style="list-style-type: none"> • No prosecutions or enforcement notices for Health & Safety issues • No reportable injuries, diseases or dangerous occurrences • No falls from height of personnel, materials, plant or equipment • No personnel injured by the movement of plant or vehicles especially during reversing operations • No slips, trips & falls • No fires, environmental incidents or cases of public nuisance. • No cases of occupational dermatitis, ‘Hand Arm Vibration Syndrome’ (HAVS) or occupational ‘Noise Induced Hearing Loss’. • No cases of occupational injury from manual handling. <p>In addition to these Safety Goals the following targets have been set for achievement by the Contractor & Sub-Contractors:</p> <ul style="list-style-type: none"> • Safe working will be a condition of employment in all contractors’ organisations • They will ensure that no additional fire risk is provided to the property as a consequence of the planned works • They will maintain site security throughout the duration of the construction works.
MONITORING:	<p><i>Details of the client monitoring H&S in design and construction or as follows: -</i></p> <p>The Client has commissioned the services of Safer Sphere to monitor compliance of the Principal Designer and Principal Contractor delivery. These duty holders must cooperate and communicate with Safer Sphere to allow them to undertake these services on behalf of the client in accordance with Regulation 4(6) of CDM 2015. This will involve meetings, document reviews and physical audits as necessary through the design and construction programme. The Principal Designer and Principal Contractor must cooperate with Safer Sphere to enable their reporting to the Client.</p>
HANDOVER:	<p>The project H&S Files and O&M Manuals are required to be issued in draft format at Practical Completion of the works, with final documentation issued within 30 days of PC.</p>

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	<p>The Principal Contractor will be responsible for preparing, collating and issuing the O&M Manuals in accordance with BISRIA Guidance BG1.</p> <p>The Principal Designer(s) shall, for the stages of their appointment, ensure the H&S File is prepared as a live document and handover to the following Stage Principal Designer, or Principal Contractor where the Principal Designer appointment ceases prior to completion.</p> <p>Confirm as follows: -</p> <p>RIBA 1-4 H&S File Responsibility: Client RIBA 5 H&S File Responsibility: Principal Contractor RIBA 6 H&S File Responsibility: Principal Contractor</p>
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This document has been prepared by the project client and appointed Principal Designer for the project, on the Client’s behalf, to meet compliance with the CDM Regulations 2015.

CLIENT:	PAT HASTINGS	SIGNATURE:	
CDM ADVISOR:	SHAUN BRENNAN	SIGNATURE:	

2.2 Site Security

Under regulation 18 of the Construction Design Management Regulations 2015, Securing the site is the duty of the principal contractor. A contractor must not begin work on the construction site unless reasonable steps have been taken to prevent unauthorised access to the site. Therefore, it is suggested that:

- Any boundary fence should not be less than 2m high,
- The boundary fence should not be capable of being easily climbed.
- It should be either close-boarded or covered with mesh not exceeding 30mm in size,
- The fence should be planned, designed and constructed to ensure that it is stable and will not fall over,
- Access openings should be fitted with gates which must be kept locked at all times when the site is unoccupied,
- The use of a turnstile access control or similar security card system should be considered to control unauthorised access,
- Gates should be clearly signed and positioned with good sightlines, well illuminated and with either security personnel or surveillance of the gates maintained when they are open,
- Pedestrian access gates should be separate for vehicular access gates; particularly where full boarded hoarding is used for fencing that will restrict visibility at site entrances
- Video surveillance equipment and monitoring may be considered,
- Fencing should be regularly inspected and properly maintained,
- Materials should not be placed or stacked near the fence where they could allow it to be climbed over,
- Suitable signage and warning notices should be fixed to the fence particularly where there could be

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- any risk from additional measures such as barbed wire,
- If there is any chance of harm from any security measures, the police or a reputable security company should be consulted first,
- Vision panels in hoardings are a useful way of satisfying the general public’s curiosity of the construction works without putting themselves at risk, and these can be supplemented by progress bulletins.

It should be noted that fencing and signage are items of temporary works which can be subject of unauthorised modification or high winds and must be recorded on any Temporary Works (TW) Control Register.

2.3 Welfare Facilities

The principal contractor must ensure that suitable and sufficient welfare facilities are provided and maintained throughout the construction phase. As a minimum, all welfare arrangements must meet the requirements of Schedule 2 of CDM 2015.

Facilities must be made available before any construction work starts and should be maintained until the end of the project. The principal contractor must liaise with other contractors involved with the project to ensure appropriate welfare facilities are provided. Such liaison should continue for the duration of the construction phase and take account of any changes in the nature of the site which require, in turn, changes to the provision of welfare facilities. Access to all temporary accommodation – offices, welfare facilities, compounds and workshops should include segregated routes for pedestrians.

2.4 Site Transport & Vehicular Restrictions

Safe access and good visibility for plant and vehicles entering and leaving the site must be ensured. Trained vehicle marshals should be used on busy highways near public footpaths and elsewhere if reversing is necessary. Suitable warning signs must be posted at entrances and exits. One-Way systems or other means of controlling site transport and avoiding the need to reverse should be set out.

Where possible, pedestrians should be excluded from vehicle circulation routes with physical barriers guiding them to crossing points which are clearly identified through signage and/or road markings for both pedestrians and vehicles. Arrangements must be made to provide areas where vehicles and vehicle wheels can be cleaned, and drivers can ensure their loads are secure or loose materials covered before the vehicle leaves site.

There are no vehicle height or weight restriction in the area of the site, other than those imposed by the Highways Act 1980.

2.5 Client Permit to Work Systems

The client has no specific requirements in relation to permits to work. It is expected that the contractor will operate their own approved permit to work system, following current HSE guidance and legislation.

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2.6 Fire Precautions, Emergency Procedures & Means of Escape

The Client has no specific requirements regarding fire precautions other than those required by the Preliminaries, Form of Contract and insurance provisions.

The Principal Contractor shall take note of the Joint Code of Practice published by the Building Employers Confederation, The Loss Prevention Council and the National Contractors Group entitled 'Fire Prevention on Construction Sites' and take action where the Code demands.

It is expected that the Principal Contractor will provide welfare facilities, office and storage facilities and as such will be required to comply with the Regulatory Reform (Fire Safety) Order 2005. The 'Responsible Person' as defined by the Regulations will be required to prepare or procure a Fire Risk Assessment which deals with such matters as preventing fire arising, controlling fire spread and providing means of escape, a method of warning of fire and equipment for fighting fire and reviewing all arrangements.

The Principal Contractor's Construction Phase Plan shall include accident and emergency procedures. These procedures shall take account of other occupants on the same site and elsewhere in the area, whether or not defined by the Client.

Note: At the time of writing this document the Government is reviewing the RRFSO and Building Regulations Part B 1&2. The Fire Regulations may change before work starts work, therefore, the Fire Arrangements may have to be changed to suit.

2.7 No-Go Areas

The client has not highlighted any areas of restricted access within the site.

2.8 Smoking & Parking

A no-smoking policy should be established and implemented on-site, with the exception of designated areas where smoking will be permitted and areas of the site where there is no significant fire risk or quantity of combustible materials. Where smoking areas are permitted, they should be separate from other areas frequented by non-smokers and designated accordingly. "NO SMOKING" signs must be displayed where appropriate.

2.9 Confined Spaces

Currently, there are no known confined spaces within the proposed development area. However, confined spaces are likely to become present during the construction process in the way of inspection chambers, trenches and enclosed rooms.

All works within confined spaces must be managed in accordance with the Confined Spaces Regulations 1997.

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3.0 Environmental Restrictions & Existing On-site Risks

Safety Hazards

3.1 Boundaries & Access

The site is bordered by a main road that runs through the center of the village.



The site is also bordered by a construction site, the house being built is set back from the road, but the entrance to the site is located to the front of the property.



The Principal Contractor must address the boundaries and access in the Construction Phase Plan.

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3.2 Delivery And Waste Vehicle Restrictions

The Principal Contractor will need to time the deliveries to before 08.30 hrs. and after 16.00hrs so that the traffic doesn't interfere with the School nearby. The Principal Contractor should try to book in the deliveries and waste vehicle movements so as not to cause any traffic interference.

3.3 Adjacent Land Uses

The Adjacent land is a mixture of Commercial and Residential properties. Access will be required to all of the properties and should not be blocked at any time.

3.4 Existing Storage of Hazardous Materials

At the time of writing this document, there has been no hazardous materials identified on the site, however, the Principal Contractor should take care when exposing cavities, and attic spaces and electrical cupboards and if any suspect materials are found a specialist should be brought in to identify the materials and advise on the requirements for either removing or making safe.

3.5 Location of Existing Services

At the time of writing this document the client has not provided any utility plans.

3.6 Ground Conditions & Underground Structures Affecting Demolition Plant

Please see the Survey report provided in the Tender pack.

3.7 Information on Existing Structures

Please see the Survey report provided in the Tender pack.

3.8 Structural Integrity & Previous Modification of Structures

Please see the Survey report provided in the Tender pack.

Health Hazards

3.9 Asbestos

An Asbestos Survey has been undertaken and the report is in the Tender Pack. The report states there was no Asbestos was detected at the time of the survey. Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified buried within the fabric of the building during the survey. Asbestos shuttering buried within concrete slabs, asbestos hidden by structural supports, asbestos hidden behind other asbestos products, and building structures which are unsafe to fully access are potential locations. It must presume that Asbestos may still remain

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unidentified in these types of areas and any suspect materials should be sent off as a sample for testing. If suspect materials are found, then all works must cease in that area until the samples have been identified as a ACM or eliminated as a ACM.

3.10 Existing Storage of Hazardous Materials

Not Applicable to this project.

3.11 Contaminated Land

Please refer to survey report in the Tender Pack.

3.12 Existing Structures Containing Hazardous Materials

Please refer to survey report in the Tender Pack

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Project Specific Significant Hazards Identified by Design

3.13 Significant risks identified during design

A CDM Design review has been undertaken with the design team, and any significant risks will be identified through this process.

Where contractors have design input, CDM design summaries indicating hazards addressed and control measures considered as part of the design process should be submitted to the Principal Designer through the Principal Contractor.

All designers must provide information that other project team members are likely to need to identify and manage the remaining risks. **This should be project specific and concentrate on significant risks which may not be obvious to those who use the design.** For example, providing generic risk information about the prevention of falls is pointless, because competent contractors will already know what needs to be done, but if the design gives rise to a specific and unusual fall risk which may not be obvious to contractors, designers should provide information about this risk.

Designers also need to provide information about aspects of the design that could create significant risks during future construction work or maintenance. If in doubt about the level of information needed, the best way to find out is to ask those who will use it.

Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are:

- (a) not likely to be obvious to a competent contractor or other designers.
- (b) unusual; or
- (c) likely to be difficult to manage effectively.

Information should be brief, clear, precise, and in a form suitable for the users. This can be achieved using:

(a) **Notes on drawings** – this is preferred, since the notes will then be immediately available to those carrying out the work. They can refer to other documents if more detail is needed and be annotated to keep them up to date.

(b) **Written information provided with the design** - this should be project specific and should only contain information which will be useful to those constructing or maintaining the structure.

(c) **Suggested construction sequences** showing how the design could be erected safely, where this is not obvious, for example, suggested sequences for putting up pre-cast panel concrete structures. Contractors may then adopt this method or develop their own approach.

It is not always possible to provide all the information at the same time, particularly when design work is continuing while construction work is underway. In these circumstances, information should be released as the design develops, but construction work should not be allowed to proceed unless all the information necessary for the work to be carried out safely has been provided.

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3.14 Items requiring particular precautions

Red, amber and green lists are practical aides to designers on what to eliminate/avoid, and what to encourage.

Please follow the link to view the HSE RAG List in the CITB Guidance for Designers
<https://www.citb.co.uk/documents/cdm%20regs/industry-guidance-designers.pdf>

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4.0 Construction Phase H&S Plan

The successful contractor must provide a suitable and sufficient Construction Phase H&S Plan to the CDM Consultant for review in sufficient time and a minimum of 2 weeks prior to commencement on site. Works will not be authorised for commencement until a satisfactorily prepared plan is in place.

5.0 Project H&S File

The Principal Designer will collate the required information and prepare a H&S File for the project based on the remaining hazards and risks. The Designers and Principal Contractor has a duty to obtain relevant information for the health & safety file as required by the Principal Designer. It is important that this information is provided promptly, and all parties must ensure that any contractors and or designers appointed by them are aware of what is expected from them and when to deliver it. The H&S File will be part of the handover documentation, and as such handover will not be accepted without this completed document.

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