



The Coal
Authority

Small Works Pre- Construction Information

The Coal Authority

KILNHURST BUSINESS PARK

GLASSHOUSE ROAD

KILNHURST

S YORKSHIRE

S64 5TH

ADDITIONAL INFORMATION FOR INVOICES

SITE CODE 159/ACCOUNT CODE 39542/MINEWATER-334

The following document and associated attachments draws together the arrangements for managing the significant health and safety risks associated with the pre-construction phase of a project to enable a suitable and sufficient construction phase plan to be completed.

Description of the Project	
1. Project description including PS&S INFERIS Reference Number and programme including any key dates	<ul style="list-style-type: none"> <i>The works comprises of site clearance and demolition of the old electrical housing building, removing old vent stacks and renewal of fencing together with new steps and paths.</i> <i>Prior to any demolition work, a secure area shall be established around the building. The area shall be secured using security fencing. An exclusion zone shall also be in place when removing the vent stacks</i> <i>Ref: I-348823</i> <i>The works are still to be programmed.</i>
2. Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants including contact number(s)	<ul style="list-style-type: none"> <i>Client = The Coal Authority (TCA) – [REDACTED]</i> <i>Principal Designer = [REDACTED]</i> <i>Designer = [REDACTED]</i> <i>Principal Contractor = NAL Plant [REDACTED]</i>
3. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate	<ul style="list-style-type: none"> <i>The existing site layout has been provided to the Contractor</i> <i>It is recommended the Principal Contractor visits the site to satisfy themselves as to the nature and use of the immediate environment.</i> <i>Confirmation of electricity disconnection should be obtained prior to starting the works</i> <i>Confirmation of any demolition requirements from Council will be relayed after clarification</i>
Client's Considerations and Management Requirements (Delete/add to as appropriate)	
4. Planning for and managing the construction work, including any health and safety goals for the project	<ul style="list-style-type: none"> <i>Zero accidents</i> <i>SHE observations</i> <i>Near misses</i> <i>Ensuring sub-contractors and others have the necessary health and safety information, instruction, supervision and competence</i> <i>Ensure that all workers receive a project specific induction prior to starting work</i> <i>Visitors are escorted while on site</i>
5. Communication and liaison between client and others	<ul style="list-style-type: none"> <i>Pre-start meeting</i> <i>Progress Meetings</i>
6. Security of the site	<ul style="list-style-type: none"> <i>The external perimeter should be maintained whilst works progress leaving</i>

	<i>minimum fence down overnight whilst renewing perimeter fence</i>
7. Welfare provision	<ul style="list-style-type: none"> • <i>Permanent site facilities</i>
8. Site transport arrangements or vehicle movement restrictions, boundaries and access, including temporary access - for example narrow streets, lack of parking, turning or storage space	<ul style="list-style-type: none"> • <i>'Banks man' to supervise vehicle movement</i> • <i>If required liaise with other users of the business park with regards to any foreseeable traffic issues</i>
9. Fire/explosion precautions	<ul style="list-style-type: none"> • <i>Fire Plan to include muster point</i> • <i>Fire-fighting equipment</i> • <i>Fire marshal</i> • <i>Fire alarm klaxon/air horn/shouting "FIRE/FIRE/FIRE"</i>
10. First aid/emergency procedures and means of escape	<ul style="list-style-type: none"> • <i>Hospital Route and contact details</i> • <i>First aider</i> • <i>First aid equipment/eye wash</i>
11. "No-go" areas or other authorisation requirements for those involved in the project	<ul style="list-style-type: none"> • <i>Exclusion zone for demolition works and removal of vents</i>
12. Smoking restrictions	<ul style="list-style-type: none"> • <i>No smoking on site including work vehicles</i>
Environmental Restrictions and Existing on-site Risks (Delete/add to as appropriate)	
13. Any restrictions on working hours or deliveries or school hours	<ul style="list-style-type: none"> • <i>Normal working hours – hours that the business park is open</i>
14. Adjacent land uses - for example schools, railway lines or busy roads,	<ul style="list-style-type: none"> • <i>Business Park and open space</i>
15. Existing structures with hazardous materials	<ul style="list-style-type: none"> • <i>COSHH assessments</i> • <i>Material Safety Data Sheets</i> • <i>Signage if required</i> • <i>Asbestos Survey to be carried out prior to removal of electrical equipment from brick building</i>
16. Location of existing services particularly those that are concealed - water, electricity, gas etc.	<ul style="list-style-type: none"> • <i>CAT scanning</i> • <i>hand digging for fence posts</i>
17. Ground conditions, underground structures, adits, shafts or water courses where this might affect the safe use of plant, for example cranes or the safety of ground works	<ul style="list-style-type: none"> • <i>Works to be carried out on shaft cap, ie removal of vents/equipment.</i> • <i>Care to be taken when demolition carried out as there are void/trenches around the brick building both internally and externally</i>
18. Work on excavations	<ul style="list-style-type: none"> • <i>Trenches / Voids to be filled</i>
19. Mine gas/heating/spontaneous combustion	<ul style="list-style-type: none"> • <i>Whilst works are carried out to the vents/shaft area gas monitoring to be</i>

	<i>carried out – there have been no issues with gas in the past whilst monitoring has been carried out</i>
20. Mine Entry	<ul style="list-style-type: none"> • <i>N/a</i>
21. Information about existing structures/structural modifications including weakening or strengthening - stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition/shaft exclusion zones are involved)	<ul style="list-style-type: none"> • <i>PPE – hard hat zones</i> • <i>Exclusion zones for demolition works</i>
22. Work at height including work on/near to fragile surfaces	<ul style="list-style-type: none"> • <i>Method statements for removal for vents</i>
23. Any difficulties relating to plant and equipment in the premises, such as Drilling/lifting operations access from third parties	<ul style="list-style-type: none"> • <i>Exclusion zones for demolition</i> • <i>Gas risk assessment</i> • <i>Lifting Plan for removal of vents/concrete roof to brick building</i>
24. Confined spaces (culverts etc.)	<ul style="list-style-type: none"> • <i>Trenches / voids around the brick building both internally and externally – these are to be filled</i>
25. Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures	<i>N/A</i>
26. Work on or near water where there is a risk of drowning	<ul style="list-style-type: none"> • <i>N/A</i>
27. Asbestos, including results of surveys (particularly where demolition is involved)	<ul style="list-style-type: none"> • <i>Asbestos Survey</i> • <i>Licensed Operator to remove</i> • <i>UKATA trained personnel</i> • <i>Treat as hazardous waste</i>
28. Pollution/contamination of soils, sewers, drains and water courses	<ul style="list-style-type: none"> • <i>N/A</i>
29. Nuisance from dusts/odours/smoke/noise/vibration	<ul style="list-style-type: none"> • <i>Working hours restricted to daylight hours (Mon-Fri only)</i> • <i>No burning on site</i>
30. Noise and vibration	<ul style="list-style-type: none"> • <i>PPE – hearing protection</i> • <i>Correct tool for the job used by trained operatives demolition by plant not hand held</i>
31. Manual handling	<ul style="list-style-type: none"> • <i>Mechanise lifting/handling</i> • <i>Specific manual handling risk assessment</i> • <i>Trained and competent persons</i> • <i>Reduce loads to be handled</i> • <i>PPE – safety gloves and boots</i>
32. Contaminated land, including	<ul style="list-style-type: none"> • <i>N/A</i>

results of surveys	
33. Waste handling (storage and removal)	<ul style="list-style-type: none"> • <i>Site waste management plan</i> • <i>Waste segregation</i> • <i>Waste transfer/consignment notes</i> • <i>Licensed waste carriers</i>
34. Health risks arising from client/stakeholder activities for example cross contamination	<ul style="list-style-type: none"> • <i>N/A</i>
Significant Design and Construction Hazards	
35. Significant design assumptions and suggested work methods, sequences or other control measures	<ul style="list-style-type: none"> • <i>The Designer(s) have identified that the construction works represent the type of risks which a competent contractor experienced in this type of works would reasonably expect to encounter during the works.</i> • <i>The Principal Contractor/Contractor shall provide a CPP incorporating risk assessments and method statements detailing how they will plan, organise, implement, monitor and review the health and safety risks identified throughout the duration of the works.</i>
36. Arrangements for co-ordination of ongoing design work and handling design changes	<ul style="list-style-type: none"> • <i>Any minor changes will be discussed and agreed as the job proceeds</i>
37. Information on significant risks identified during design	<p><i>The Principal Contractor must detail within their risk assessments, method statements and safe systems of work detailed arrangements for the suitable control of any significant risk. Significant risks for this project include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>Asbestos removal from redundant electrical housing building</i> • <i>Access and egress to and from site due to proximity to third party industrial units</i> • <i>Anti-social behaviour, theft and unauthorised access may also be a significant risk</i> • <i>Contaminated ground requiring safe removal and disposal</i> • <i>Exposure to mine gases – when removing vents and fitting new vent stack</i> • <i>Full consideration of LOLER when delivering and removing cabins from site</i> • <i>Full consideration of LOLER when lifting the vents and existing concrete roof to the brick building</i> • <i>Potential collapse of the shaft – materials falling into the shaft causing instability</i> • <i>Provide a safe system of work for working around the shaft to ensure protection of all operatives/pedestrians</i> • <i>Traffic Management, plant movements, a</i>

	<i>trained banks man must be in place at all times</i> <ul style="list-style-type: none"> • <i>Work at height, edge protection will be required and other suitable control measures where there are any potential falls</i>
38. Materials requiring particular precautions	<ul style="list-style-type: none"> • N/A
The Health and Safety File	
39. Description of the file's format and any conditions relating to its content	NB: A health and safety file is only required for projects involving more than one contractor. <i>The following information will be included in the Health and Safety File:</i> <ul style="list-style-type: none"> • <i>a brief description of the work carried out</i>

Additional Comments			
Are there any other health, safety and welfare or environmental hazards not mentioned above that are required to be brought to the attention of the Principal Contractor/Contractor? No			
Hazards	Comments	Additional Control Measures Required	
NB: Upon completion of this pre-construction information a copy must be supplied to the Principal Contractor/Contractor for to enable the Construction Phase Plan to be completed. A record of the Principal Contractor/Contractor's receipt of the form shall be maintained within Inferis.			
TCA Representative Name (Print)	Position	Date	Signature
	Senior Project Manager	6 July 2015	
NB: The overall choice of risk control measures is the responsibility of the Principal Contractor/Contractor. The Coal Authority requires the Principal Contractor/Contractor to implement the hazard control measures for those areas identified in this Pre-construction Information within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.			

Contractor Representative Name (Print)	Date	Position	Signature
I accept this Pre-construction Information and agree to implement the appropriate control measures within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.			