



Pre-Construction Information Pack

The Construction (Design & Management) Regulations 2015

Project:

**New Community Hall Facility Hallam Fields Walk Birstall Leicester
LE4 3LH**

for

**Birstall Parish Council
Council Offices
Birstall Rd
Leicester
LE4 4DH**

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Chesterton Smart Ltd

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Subject Details:

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In compliance with The Construction (Design and Management) Regulations 2015 Appendix 2

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1.0 Introduction

This document has been assembled on behalf of the Client, in accordance with the Construction (Design and Management) Regulations 2015 and other appropriate legislation. Its purpose is to help the Principal Contractor, as far as possible, to appreciate and take provisions to minimize the key risk features of the project (identifiable at the planning stage). It also highlights the health, safety and welfare provision that must be made for this project. The CONSTRUCTION PHASE PLAN will be the health and safety management document for use and expansion during the course of the works on site.

All contracting companies and personnel working on this project must adopt high standards of on-site health and safety. Risks must be minimized as far as reasonably practicable by the selection of appropriate working methods. It is the Principal Contractor's responsibility, through effective site direction, to ensure that this occurs in practice as well as theory. It is essential that all contractors and their employees agree to adhere to on-site safety rules and current health and safety legislation, guidelines and codes of practice.

All contractors including the Principal Contractor must be accredited to theSSIP Procurement Scheme.

The Principal Contractor must make certain that every contracting company is issued with, and has read, the Principal Contractor's Construction Phase Plan, with attention to adequate mobilisation periods to enable adequacy of resources. This document will have been prepared using guidelines and information contained in this document and any additional information that the Principal Contractor can include regarding the inherent risks of the tasks he accepts.

All contract personnel must receive a site safety induction, covering the relevant points of the Plan, the key risk elements, the pre-agreed safe methods of working and any site rules, from the Principal Contractor, prior to starting work.

Duties of Principal Contractors under the CDM 2015 Regulations:

The PC will ensure that following takes place before and during the works:

- a) To take the initial health and safety information from the Principal Designer and develop it into a management document to control health & safety throughout the project.
- b) To take reasonable steps to ensure co-operation between all contractors sharing the site.
- c) To ensure, so far as is reasonably practicable, that all contractors (and persons) follow the rules contained in the health & safety plan.
- d) To take reasonable steps to ensure that only authorised persons are allowed on site
- e) To ensure that the project notification details (F10) are displayed (when required)
- f) To liaise and co-operate with the Principal Designer and other contractors as required
- g) To give reasonable direction to any contractor, with regards to health & safety
- h) To ensure that any specific site rules are included in the Health & Safety Plan
- i) To disseminate information to contractors on the risks associated with the work
- j) To ensure that contractors' employees are aware of any site rules contained in the health & safety plan, and have been trained in the site's emergency procedures.
- k) To make suitable arrangements, taking into account the nature and size of the project, for employees and contractors to advise, discuss and comment on issues that will affect their health & safety.
- l) To take measures to ensure that all other parties involved in the project are;
 - Provided with the necessary information in respect of health and safety (and allow adequate time for planning and preparation)
 - Are aware of their duties under the regulations (In particular the requirement for the client to appoint a competent Principal Designer)
 - Are competent to carry out the roles to which they are to carry out
 - Ensure that all workers have been provided with suitable induction, information and training.
- J) To ensure that the construction phase is properly planned, managed, and monitored with competent site management/supervision.
- K) To maintain a project health & safety file and present this to either the Client (If the Principal Designer has left the project) or the Principal Designer at the end of the project.

2.0 Description of Project

Project description and programme.

The project comprises the construction of a New Community Hall Facility and associated external works in Hallam Fields Walk Birstall Leicester LE4 3LH for the Birstall Parish Council.

Key dates are:

Planned commencement – Monday 4th March 2019

Planned completion – Friday 2nd August 2019

Surrounding area considerations

- Nearby shopping precinct
- Cedar Mews residential home
- Residential private and social housing
- Recreational spaces
- Access/egress/carpark/road surface protection
- General public/pedestians/retailers
- Foot traffic/security of site
- Motor vehicles/lorries/general traffic



LOCATION PLAN AND SITE AREA

(a) Details of client, designers, Principal Designer, Principal Contractor and other consultants. Duty holders under CDM 2015 are:

Clients - A 'client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

Principal Designer - A 'Principal Designer' must be appointed by the Client in righting and must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the

pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety under regulation 5 (1) (a) and regulations 11 (1 to 7).

Designers - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.

Principal Contractors - A 'principal contractor' has to be appointed for projects which has 2 or more contractors on site and / or if the project last more than 30 days with 20 or more operatives on site at any one time or involve 500 person days of construction work (notifiable).

The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work. Under regulation 8 (1) of the CDM regulations 2015 the principal contractor will take on the role of the principal designer to the project under a design and build nature.

Contractors - A 'contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

Table 1 A summary of roles and duties under CDM 2015

CDM duty holders:* Who are they?	Summary of role main duties
<p>Clients: are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • other duty holders are appointed; • sufficient time and resources are allocated; <p>Making sure:</p> <ul style="list-style-type: none"> • relevant information is prepared and passed to other duty/holders; • the principal designer and principal contractor carry out their duties; • welfare facilities are provided. <p>See paragraphs 23-52 for more guidance.</p>
<p>Domestic clients: are people who have construction work carried out on their own home. or the home of a family member that <i>is not</i> done as part of a business, whether for profit or not</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to;</p> <ul style="list-style-type: none"> • the contractor, on a single contractor project; <p>or</p> <ul style="list-style-type: none"> • the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. <p>See paragraphs 53-56 for more guidance.</p>
<p>Designers: are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction; and the maintenance and use on a building once it is built. • Provide information to other members of the project team to help them fulfil their duties. <p>See paragraphs 72-93 for more guidance.</p>
<p>Principal: designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project_ This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks; • ensuring designers carry out their duties. <p>Prepare and provide relevant information to other duty holders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> <p>See paragraphs 94-115 for more guidance.</p>

<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ■ liaising with the client and principal designer; ■ preparing the construction phase plan; ■ organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ■ suitable site inductions are provided; ■ reasonable steps are taken to prevent unauthorised access; ■ workers are consulted and engaged in securing their health and safety; and ■ welfare facilities are provided. <p>See paragraphs 110–146 for more guidance.</p>
<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p> <p>See paragraphs 147–179 for more guidance.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> ■ be consulted about matters which affect their health, safety and welfare; ■ take care of their own health and safety and others who may be affected by their actions; ■ report anything they see which is likely to endanger either their own or others' health and safety; ■ cooperate with their employer, fellow workers, contractors and other dutyholders.

(c) The Workplace (Health, Safety and Welfare) Regulations 1992.

The proposed structure will be used as a workplace, therefore the design shall take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

(d) Extent and location of existing records and plans.

The Principal Contractor should take cognisance of all drawings issued to inform of the location of existing services.

- Confirmation of services locations to be undertaken by the Principal Contractor
- Plans of proposals site compound and access/egress routes to and from site

(e) Project Team:

Project Manager:

Nicholas Riozzi MRICS IMaps

Chesterton Smart Ltd
28 Highfield Road
Groby
Leicestershire
LE6 0GU
Contact: Nicholas Riozzi MRICS IMapS
Tel: (0116) 224 3165
Mob: 07505 814066

Project Title / Location:

New Single Storey Community Hall Facility
Hallam Fields Walk
Birstall
Leicester
LE4 3LH

Project Client:

Birstall Parish Council this
Council offices
Birstall Road
Leicester
LE2 7JR
Contact: Mrs Sue Coulson (Clerk)
Home: 0116 27603336
Mob 07711 959173

Or

Contact: Mrs Anne Marshall (Chair)
Home: 0116 2913973
Mob 07907 601142

Principal Designer (Pre-contract only):

Chesterton Smart Ltd
28 Highfield Road
Groby
Leicestershire
LE6 0GU
Contact: Nicholas Riozzi MRICS IMapS
Tel: (0116) 224 3165
Mob: 07505 814066

Principal Contractor: TBC

Consulting Engineers:

Mechanical & Electrical Consultants
Name: BEC Consulting
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Long Acre Willow Farm Business Park
Castle Donington Derby DE74 2 UH
Telephone: (01332) 811711
Email: info@bec-consulting.co.uk

Landscape Architects:

ISL Associates Ltd
Francis House
Taragon Business Centre
9/13 Coventry Road Burbage
Leicestershire
LE10 2HL

T. 01455 611 950
E. chris@ianstempla.co.uk or info@ianstempla.co.uk
W. www.ianstempla.co.uk

3.0 Client's considerations and management requirements

(a) Arrangements for:

(i) planning for and managing the construction work:

General:

The Principal Contractor is to ensure that all persons employed on the works comply with all Health and Safety Legislation.

The Principal Contractor shall ensure, as far as practicable, the health, safety and welfare at work of all persons employed on the project.

Without prejudice to the generality of the employer's duty, the matters to which this duty extends to include in particular: -

- a. the provision and maintenance, of plant, and systems of work that are, as far as is reasonably practical, safe and without risk to health.
- b. arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- c. the provision of information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of employees.
- d. so far as is reasonably practical as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risk.
- e. the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risk to health, and adequate as regards facilities and arrangements for welfare at work.

Health and Safety Reports/Communication:

The Principal Contractor should appoint a person who has responsibility for liaising with the project team on Health and Safety matters.

The Principal Contractor and their appointed designers during the Construction Phase shall provide weekly reports regarding Health and Safety, copies to be issued to the Project Manager/Health and Safety Consultant. Co-ordination and liaison on Health and Safety should principally be through the Project Manager for Client matters.

Risk Assessments/Safe Systems of Work:

The Principal Contractor shall ensure that suitable and sufficient assessments of the risks and necessary precautions relating to materials and work activities are undertaken before work is carried out. The Principal Contractor shall monitor the progress of their works, and in the event of any unforeseen eventualities, report to the Client any matters which could affect the safe method or execution of the work or the resources required.

The Principal Contractor shall ensure that suitable risk assessments are prepared by sub-contractors under their control.

All such sub-contractors will be required to demonstrate compliance with the Construction (Design and Management) Regulation 2015.

The Principal Contractor shall draw up and enforce such site rules, as they consider necessary for the safe execution of the works.

Health and Safety Goals for the Project:

The Principal Contractor should establish H&S objectives for this project to ensure the continued safety and health of its contractors and all those in the vicinity of the works, throughout the project. Contractors should be actively encouraged during induction, team briefings and toolbox talks for input into further improving safety standards.

The Principal Contractors, should be familiar with the following HSE publications:-

'Managing Health and Safety in Construction (L153)', which provides guidance on duties, responsibilities and safe working practices to be followed on construction site and related activities.

'Protecting the Public - Your Next Move (HSG 151)' which provides advice on segregation and protection of third parties.

"The Safe Use of Vehicles on Construction Sites" (HSG 144), which provides practical guidance on how to prevent on-site vehicle accidents

Contractors should also be aware of their various responsibilities under all health, safety and environmental legislation - in particular:- (the list is not exhaustive)

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Construction (Design & Management) Regulations 2015

The Provision and Use of Work Equipment Regulations 1998

The Manual Handling Operations Regulations 1992

The Control of Substances Hazardous to Health Regulations 2005

The Work at Height Regulations 2005

Notification of Conventional Tower Crane Regulations 2010

Lifting Operations and Lifting Equipment Regulations 1998

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

The Control of Asbestos at Work Regulations 2012

The Workplace (Health, Safety and Welfare) Regulations 1992

(ii) Communication and liaison between client and others.

Arrangements for securing co-operation between Contractors:

Regular site meetings will be arranged between all Contractors and the Principal Contractor to discuss progress and matters of Health and Safety.

Any amendments to the Safety Plan arising from such meetings will immediately be entered into the Safety Plan and revised copies will be issued to all Contractors.

Arrangements for management meetings:

Regular progress meetings will have an item of Health and Safety added to the agenda and the Safety Plan will be monitored, amended as necessary and reissued.

(iii) Security of the site.

The Principal Contractor shall ensure the security of the site at times. He must liaise with the (client) representatives/Project Manager and his Health and safety adviser regarding positioning of the compound areas and provide adequate and suitable hoardings 'Heras' fencing, warning signage, security etc for the works, ensuring that all required measures and the appropriate notifications are in place prior to commencement on site.

The PC should refer to and familiarise himself thoroughly with the License to Occupy agreement included in the tender documentation. Strict adherence to the principles set out with the document is required and you should include for these measures within your Construction Phase Plan.

The Principal Contractor must ensure (without exception) that the appropriate measures are put in place to protect the residents, general community and the users of the adjacent retail and public areas from construction activities always during the works.

The client has indicated the requirement for a night watchmen/security during the contract period. This is to be included in your Construction Phase Plan.

(iv) Welfare provisions.

The Principal Contractor shall provide and maintain all welfare and other facilities as required by the Construction (Design and Management) Regulations 2015, throughout the Contract period. The provision of which should be marked on a site layout plan. The facility must be of an adequate size for the maximum number of operatives on site at any one time. Alternatively, times of use are to be staggered to avoid overcrowding of the facility. The Principal Contractor must allow for solid faced temporary hoardings and netted Heras fencing, warning signage requirements and any other measures as required during the works on site.

Skips and storage of materials and plant must be contained within the site compound areas (1 and 2) and secured at all times (location of compounds as shown on plan).

(v) archaeology requirements.

No archeological requirements are necessary.

(vi) Waste management plan procedures. Waste management plan:-

The Principal Contractor must record:

- The identity of the person removing the waste
- The types of waste removed and;
- The site that the waste is being taken to

(b) Requirements relating to the health and safety of persons involved in the project.

(i) Site hoarding requirements.

The Licence to Occupy dictates that suitable solid site hoardings will be required around the site welfare compound areas for the duration of the works. The area leading to the rear of the retail units (1) is to be left clear of traffic or obstruction at all times. Hoardings will also need to be of a height sufficient to deter intruders from accessing the site. They will need to be robust for security purposes but capable of being moved (if required) to allow access for larger vehicles to enter the rear of the retail units adjacent.

The Principal Contractor should ensure the security of the site areas during the project construction phase and take all reasonable measures to prevent unauthorised access (HSG 151 "Protecting the Public - Your Next Move). Where work is required externally on the public pavements, grassed areas or road to make connections or alterations to services, cognisance should be taken of the New Roads and Street Works Act 1991, Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters.

The site area and any plant or machinery must be secured and obvious using suitable methods such as cones, lights, signs, barriers, fencing, gates or hoardings to prevent un-authorised access both during and after normal working hours. Problems associated with vandalism, theft and nuisance should be expected at this location. Take account of the risks associated with unauthorised persons and especially children entering the work area while construction activities are taking place and all reasonably practicable measures should be taken to safe guard the public and the site area. Due to the location, nature and requirements of the site, consideration must also be given to:

- Access to any existing isolation points
- Access arrangements for third party inspections (to be agreed)
- Permanent site security personnel (night watchmen)

(ii) Site transport access arrangements and restrictions.

All contractors' employees' vehicles will be restricted to parking as delineated on plans below. No contractor parking will be allowed in the One Stop shopping area (1) apart from that identified on the plan provided in line with the Licence to Occupy agreement. Contractor parking and access to site will be restricted to within the site access compound facing Cedar Mewes (2) or on road. Access to the site will be determined and managed by the Principal Contractor. Deliveries to the site should be managed under a strict but manageable traffic management plan compiled and managed by the Principal Contractor. Cognisance should be taken of local road restrictions, residential parking allocation, (single and double yellow lines, parking meters and restricted parking close to the site etc).

Any pedestrian public pathways/routes are to be maintained free of vehicles at all times apart from any times when permits dictate otherwise for partial or full closures. Any permits needed are to be obtained by the principal Contractor. These should be obtained from the Local Authority. Care is to be taken in the operation of site vehicles, mobile plant and delivery vehicles, and must comply with the Safe Use of Vehicles on Construction Sites HSG 144 published by the HSE.

The Principal Contractor shall be responsible for the overall health and safety on site at all times including on site personnel and visitors to the site during the contract. The Principal Contractor shall take all reasonable and appropriate steps to exclude any unauthorised persons from the works site always using construction industry methods.

(v) Emergency procedures and means of escape.

The Principal Contractor shall have Emergency procedures in place, together with Induction procedures making those under their control aware of their procedures. The Principal Contractor shall establish emergency procedures and site rules etc, to cover their works on or adjacent to the site, these should be included within the Construction Phase Health and Safety plan.

The Principal Contractor shall maintain a booking in/daily register of staff, operatives and visitors who enter on to the site which shall be made available at all times and will be used for the purposes of a "muster role" in the event of an emergency evacuation.

Local hospital:

Leicester Royal Infirmary
Infirmary Square
Leicester
Leicestershire
LE1 5WW
Tel: 0300 303 1573

(vi) 'No-go' areas.

The Principal Contractor must limit his work to the construction site as indicated on the drawings and where appropriate as stated in the Licence to Occupy agreement. All activities are to be confined to the designated site and compound areas.

The contractor will be responsible for applying for any partial footpath or road closure permits on Hallam Fields Walk or Road and the public recreational space footpaths as identified on plans. This is necessary to protect the general public during the working day and when services installation works are to be undertaken.

(vii) Confined spaces

The Principal Contractor must carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety (The Management of Health and Safety at Work Regulations 1999, Regulation 3).

For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- a) the task;
- b) the working environment;
- c) working materials and tools;
- d) the suitability of those carrying out the task;
- e) arrangements for emergency rescue.

No areas of specific concern are present.

(viii) Smoking and parking restrictions.

The construction site is to be a non-smoking site and will not be allowed on site at any time.

No parking of contractors will be allowed for in the retail shopping area as set out in the License to Occupy agreement. To avoid conflicts with the retailers it is imperative that the Principal Contractor make sure all those involved on the scheme are informed of this prior to commencement on site. This is to remain constant for the duration of the contract period.

(ix) Temporary works.

Temporary works is a widely used expression to describe an "engineered" solution used to support or protect an existing structure or permanent works during construction or to support an item of plant or equipment or the vertical sides or side slopes of an excavation, or to provide access.

The construction of most types of permanent works will require the use of some form of temporary works.

The Principal Contractor and Contractors must develop systems and procedures for the management of temporary works these should follow British Standard 5975: 2008.

The Principal Contractor must describe site specific arrangements for temporary works within their health and safety plan.

Prior to commencement of works the Principal Contractor must provide evidence of their Temporary Works Policy and name of Temporary Works Coordinator.

The British Standard recommends specific arrangements for managing temporary works, namely: -

- a) A competent temporary works co-ordinator is appointed.
- b) A temporary works supervisor is appointed.
- c) A temporary works file is created.
- d) Designs and calculations are recorded for all temporary works.
- e) Arrangements are put in place to monitor and review all temporary works and
- f) designs as they are being installed.
- g) Arrangements are put in place to inspect any temporary works prior to loading.
- h) Regular monitoring and inspection of all works.
- i) Proper planning, review and monitoring when it comes to striking any temporary works.

PRE-TENDER SCHEDULE OF TEMPORARY WORKS

To be developed by the Principal Contractor as works progress

Project:	New Community Hall Facility Hallam Fields Walk Birstall Leicester			
Prepared by:	Principal Designer	Temporary Works Coordinator:	PC – TBA	
Number	Temporary Works Item	Relevant Yes/No	PC/sub contract design	Date Design required by
1	Temporary hoardings/fencing and security strategy to be developed in line with the License to Occupy agreement.	Yes	PC	Prior to start
2	Warning signage/barriers during deliveries to and from site.	Yes	PC	Prior to start
3	Ground support /spoil heap/muck way.	Yes	PC	Prior to start
4	Foundations	Yes	PC	Prior to start
5	Falsework support	No	NA	Prior to start
6	Access and working scaffold	Yes	PC	Prior to start
7	Lifting arrangements/operations	Yes	PC	Prior to start
8	Trench/excavation support	Yes	NA	Prior to start
9	De-watering	No	NA	Prior to start
10	Temporary roadway/protection	Yes	PC	Prior to start
11	Tree protection	No	NA	NA
12	Piling rig standing area / bases	No	NA	NA
Others	To be developed by the PC as works progress			

4. Environmental restrictions and existing on-site risks

(a) Safety hazards:

(i) Boundaries and access - see above.

To protect members of the public, live construction areas on site, including the Contractor's compounds, will need to be isolated at all times.

Access to the site will be via the designated access routes. Any access required through the public car park and any timings of delivery or restrictions need to be agreed and adhered to throughout the contract. Care to be given with reference overhead cables, existing service points, fire exits, pedestrians and retail customers users of the surrounding facilities etc.

The Principal Contractor must ensure that the relevant local authority, permits notifications are in place for the works required i.e.

- a. Temporary road/car park closures
- b. Temporary footpath closures
- c. Any other required permits or notifications pertinent to all services installation requirements

Site facilities consisting of a single or two-storey office and welfare facilities will be required within the site compound area (1) and close liaison will be required between the Employers Agent and the Principal Contractor to ensure the position is consistent with the License to Occupy agreement. The site will need to be secured and protected and suitably signed at all times.

(ii) Deliveries storage and waste collection.

Access to the site is restricted. The site is within a residential area, care to be taken as noted. The Principal Contractor should operate a 'just in time' procedure for materials and any other schedule deliveries. All deliveries to be managed by the permanent on-site manager.

Waste collection to follow the same principal.

As part of the Principal Contractors Traffic Management Plan, procedures are to be developed to ensure the existing car park and made grounds are protected and kept free of material debris, mud build up etc. A wheel wash system is also to be allowed for within your preliminaries.

(iii) Adjacent land uses

The areas around the site is a mix of residential and retail and care and consideration is to be given provided at all times.

The public car parking adjacent to the retail outlets must not to be used for contractor's vehicles at any time during the contract period. A banks man must be employed all times to safe guard the users of the facilities and to controlling traffic movements to and from the site compound areas and the public car park when necessary.

Where possible all deliveries or special operations should be undertaken outside of core/peak retail shop opening times.

(iv) Storage of hazardous materials.

The Principal Contractor must provide a storage area with a spill response procedure in compliance with The Control of Substances Hazardous to Health Regulations, material inventory to be kept to a minimum.

(vi) Location of existing services.

Prior to any excavation the Principal Contractor should confirm the location of all services (or other buried obstructions) by liaising with the statutory undertakers and or by carrying out a scan or survey using CATs and use of ground penetrating radar. Reference should also be made to HSE guidance document HSG47 'Avoiding danger from underground services'.

(vi) Ground conditions.

Refer to preliminary site /soil investigation documents and any other information that has been provided included details of the public sewer and building close by arrangements. You are advised to undertake your own investigations to confirm the accuracy of the sites ground conditions.

(vii) Information about existing structures.

The proposed development is on a Greenfield site. However there is a mix of residential accommodation, retail property and a residential home close by. The Principal Contractor must ensure that their work does not affect any nearby residents. Additionally, the Principal Contractor must ensure that they minimise disruption to the retail activities close by.

(viii) Difficulties relating to plant and equipment on the site.

The site is restricted in terms of access and space availability. Difficulty in maneuvering plant and machinery in an around the site is to be anticipated.

(vii) Flood risk.

The construction site is not in an area that is prone to flooding. You should however confirm tis with the Environmental Agency and take any necessary precautions.

(iiv) Habitat.

There are no known infestations on site. Beyond the normal pest issues expected in any urban area and therefore not expected to be an issue.

(iiiv) Tree protection/works health hazards:

There are no trees in or around the vicinity of the site that will cause any risk to health and safety or require protection.

(i) Asbestos.

The site is Greenfield and therefore it is not anticipated that there are any asbestos based materials on or around the site. However, asbestos material is found or a suspect material uncovered then work must stop in that area pending further investigation by a specialist contractor.

(ii) Storage of hazardous materials.

The Principal Contractor must allow provision for the suitable storage of hazardous materials where an alternative material cannot be used, storage and spill procedures are to comply with The Control of Substances Hazardous to Health Regulations (COSHH).

(iii) Contaminated land, including results of surveys.

Refer to Nicholls Colton soil investigation Geotechnical details for initial guidance.

5.0 Significant design and construction hazards

The design of the project, along with the selection of construction techniques/materials should be based around the aesthetic requirement and designed to minimise any risks associated with the construction and future operation of the building. This should take account of all processes including delivery, installation, maintenance, cleaning and final decommissioning. For any residual hazards that cannot be eliminated, it is important that the design team provide suitable information providing advice for installers and users.

The Management of Health and Safety at Work Regulations 1999 require every employer to make suitable and sufficient assessment of:-

- a. the risks to the health and safety of his employees to which they are exposed whilst at work;
- b. the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking

Additional regulations also expand this duty further e.g:-

The Construction (Design & Management) Regulations 2015
The Manual Handling Operations Regulations 1992
The Control of Substances Hazardous to Health Regulations 2005
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992

All parties have a duty to clearly identify any significant hazards arising from their operations, to ensure all persons involved in the works are provided with maximum information.

Any implications from design development and/or changes to design, must be considered and no work undertaken unless it is covered in the Construction Plan.

Suitable control measures should be prepared to ensure risks are minimised as far as is reasonably practicable.

(a) Significant design assumptions and suggested work methods, sequences or other control measures.

Refer to designers risk registers to be compiled during the detailed design phase.

(b) Arrangements for co-ordination of ongoing design work and handling design changes.

The Principal Designer, Health and Safety Consultant and Principal Contractor will liaise with all Designers during the design phase and throughout the construction phase; The Safety Plan will be amended as necessary and reissued as and when required.

(c) Information on significant risks identified during design. (To be added to throughout the design phase)

Revision Notes:						
Risk Ref	Description of risk	Likelihood	Severity	Risk	Action Required	Residual Risk
01	<p>Site access: Safe access and egress</p>	4	4	16	<p>Segregation of site, plant, machinery and operatives from pedestrians, retail units other contractors etc. Risk of collisions/striking passing vehicles. PC to fence off/provide barriers and provide signage/define the site work area appropriately. Give advanced warning of start of construction to those affected. Identify diversions of any Public Rights of Way established and clearly signed. Construction sequences assessed to minimise duration obstruction/severance of public rights of way. Identify diversions and safe routes for members of public.</p>	6

02	Excavations: Groundwork e.g. excavations, trench support, drainage etc – confirm existing ground conditions, any contamination, protected areas, drainage depths, water table and any underground structures.	2	4	8	Heras fencing erected at a safe distance away from the excavations, ring fencing dig works. Fall prevention barriers shall be erected around excavations. Control area to prevent risk of person/plant/machinery falling into excavations. PPE /Hard hats & Safety shoes to be worn. Excavations in close proximity to buildings or structures must be assessed by competent person before work commences. Plant and access equipment to be secured when not in use.	3
03	Existing services: Water Electrical Gas Communications	4	5	20	The PC must protect all existing services in and around the site area for the duration of the contract. Consult with the Statutory Undertakers regarding location of any services. Notes should be put on Contactors Proposal drawings.	8
04	Asbestos: N/A	Note	Note	Note	If asbestos material is found or a suspect material is uncovered during the works then work must stop in that area pending further investigation by a specialist contractor.	Note
05	Environmental protection: Pollution - Minimal.				Although no areas have been identified, it is always a possibility that contaminated land may be uncovered during the construction phase. The contractor should determine safe methods of working in the event of encountering contaminated land. Refer to the soil analysis details provided in the Geotechnical report supplied.	Note

06	Plant and Equipment: The construction processes will involve plant, machinery and equipment:	2	4	8	The PC must comply with all current statutory legislation, maintenance inspections and certification. All plant must be made safe while not in use.	3
07	Nuisance: Dust, noise, vibration.	4	2	8	The PC will as part of his methodology develop a safe system to reduce and manage the effects to the operatives and surrounding area. Contractor to determine safe methods of working construction sequences.. Work may also need to be undertaken at specific times, in sensitive areas, to minimise disruption to adjacent properties.	3
08	Working at height: Falling operatives, materials and equipment.	4	5	25	The PC will as part of his methodology develop a safe system to reduce and manage working at heights.	8
09	Mechanical lifting	4	4	16	The PC must put together a detailed lifting plan taking into account weights, plant and any restrictions	6
10	Manual handling	3	3	9	The PC must undertake manual handling assessments for items greater than 25Kg or if the situation dictates. Were possible manual handling is to be eliminated via use of mechanical aids	4

11	Deliveries	3	4	12	Deliveries to be scheduled to avoid any conflict with the surrounding areas/retail units during the course of the normal working day. Implement appropriate traffic control measures.	5
12	Welfare	Note	Note	Note	The PC to provide adequate welfare inc hot and cold water, washing facilities, tables and chairs in line with the requirements of the CDM 2015 Regulations. The contractor is to provide suitable accommodation for site meetings.	Note

13	Site restrictions	Note	Note	Note	Reference to be made to the tender documents, specifically, programming planning, environmental restrictions, parking and site restrictions as set out in the License to Occupy Agreement.	Note
14	Planning, environmental restrictions apply	Note	Note	Note	N/A	Note
15	Protection	Note	Note	Note	The site is operational and the PC must ensure footpaths to the pavilion are protected at all times	Note
16	Biodiversity	Note	Note	Note	N/A	
17	Temporary Works	Note	Note	Note	The Principal Contractor and sub contractors must develop systems and procedures for the management of temporary works these should follow British Standard 5975: 2008. The Principal Contractor must describe site specific arrangements for temporary works within their health and safety plan.	Note
Please read with the Pre Construction Information, performance specification and drawings						

Assessment Matrix

SEVERITY	RATING	LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
>3 day Injury	3	Possible
Major Injury	4	Probable
Death	5	Frequently

Low 1-6 Medium 8-12 High 15-25

X	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

(d) materials requiring particular precautions.

To be added as the design process progresses.

No materials outside of standard building products have been identified as being required. This is to be adhered to by the Principal Contractors design team.

6. The health and safety file

The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely.

The file should be useful to:

- (a) Clients, who have a duty to provide information about their premises to those who carry out work there;
- (b) Designers during the development of further designs or alterations;
- (c) Principal Designers preparing for construction work;
- (d) Principal Contractors and contractors preparing to carry out or manage such work.

The file should form a key part of the information that the client, or the client's successor, is required to provide for future construction projects. The file should therefore be kept up to date after any relevant work or surveys.

Format:

Exact requirements to be confirmed, however the recommended format is:

Section 1 - General information, introduction, project team, contractor registers, Local Authority consents etc

Section 2 - Construction / materials

Section 3 - Test certification

Section 4 — Maintenance equipment documentation

Section 5 - Surveys, reports, waste management, energy calculations etc

All as built drawings to be printed in A3 format and in ACAD and PDF format on the electronic copy.

The Principal Contractor is to supply a draft copy to the Principal Designer 2 weeks prior to practical completion for comment.

The final number of copies will to be confirmed, however both hard copies and electronic copies are required. (Note exact requirements and number of copies will be confirmed prior to commencement).

Information is to be issued to:

Chesterton Smart Ltd

28 Highfield Road

Groby

Leicestershire

LE6 0GU

Contact: Nicholas Riozzi MRICS IMA PS

Tel: (0116) 224 3165

Mob: 07505 814066

What information SHOULD NOT be included:-

- Pre-construction information or construction phase plan
- Construction phase risk assessments, written systems of work and COSHH assessments
- Details about the 'normal' operation of the building
- Construction phase accident statistics
- Information about structures, or part therefore of any structure, that have been demolished - unless there are implications for the remaining or future structure

7. Guidance

The Principal Contractor and Contractors can obtain guidance from <http://www.hse.gov.uk/>

Specific reference should be made to the following guidance applicable to this project:

Managing Health and Safety in Construction (L153)
Protecting the Public — Your Next Move (HSG 151)
The Safe Use of Vehicles on Construction Sites" (HSG 144),
Asbestos Essentials HSG 210

The Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
The Construction (Design & Management) Regulations 2015
The Provision and Use of Work Equipment Regulations 1998
The Manual Handling Operations Regulations 1992
The Control of Substances Hazardous to Health Regulations
The Work at Height Regulations 2005
Notification of Conventional Tower Crane Regulations 2010
Lifting Operations and Lifting Equipment Regulations 1998
The Control of Noise at Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Control of Asbestos at Work Regulations 2012
The Workplace (Health, Safety and Welfare) Regulations 1992

APPENDICES

1. Documents

- a. Initial F10
- b. License to Occupy
- c. Site Compound Locations
- d. Location Plan

2: Tender information:

All available information supplied with the tender documents.