

Swanage Town Council **Refurbishment of Toilets**

Pre-construction information

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1) Project Synopsis Information

Project Title and Description:	
Swanage Town Council Refurbishment and upgrading of toilet facilities within Swanage Town Hall, Mermond Place Toilet Block, King Georges Toilet Block and Beach Gardens.	
Key Dates:	Works to commence in December 2017 (specific start date to be agreed), and completed no later than 26/03/2018.

Key Contacts:	
Client	Swanage Town Council, Swanage Town Hall, High Street, Swanage, Dorset BH19 2NZ Contact: Geoff Brookes Tel: 01929 423636, 07967 199690
Principal Designer	Dorset Property, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ Contact: James Lee Tel: 01305 221915 Email: j.p.lee@dorsetcc.gov.uk

Constructor	Unknown at present
Significant issues to be considered/ Health and Safety Statement	
<p>A significant proportion of the work is being undertaken adjacent to public space. Whilst the project will take place in the closed season it must be borne in mind that the general public visit Swanage out of season and will likely be present outside the working area throughout the works.</p> <p>Lone working will not be permitted.</p>	
Health and Safety File Required? :	
YES: one hard copy and one electronic copy	

The Pre-construction information should be read with the preliminaries, specification and drawings.

2) Description of project (detailed)

a) Project description and programme details:

Project Title:	Refurbishment of Toilets
Address:	<p>Swanage Town Hall, Swanage Town Hall, High Street, Swanage, Dorset BH19 2NZ</p> <p>Toilet Block, Mermond Place Car Park, Mermond Place, Swanage, Dorset BH19 1DQ</p> <p>Toilet Block, King Georges Car Park, Swanage, Dorset BH19 1PW</p> <p>Beach Gardens, Swanage, Dorset BH19 1PG</p>
Nature of the works	
<p>Swanage Town Hall – Partitioning of existing Gents toilet to form new Accessible toilet facility.</p> <p>Mermond Place – Complete internal and external refurbishment of Toilet Block, including electrical rewire and installation of electrical supply to proposed car charging point.</p> <p>King Georges – Complete internal external refurbishment of Toilet Block. Formation of new DDA compliant toilet facility. Supply of a temporary toilet for use by the public for the duration of the contract period.</p> <p>Beach Gardens – Demolishment of existing storage shed. Excavation and installation of foundation to receive supplied modular toilet and shower block and all associated service connections. In-filling between pillars under main building balcony to form new storage facility and installation of roller shutters for access.</p>	
Occupied site:	Swanage Town Hall and Beach Gardens main building will be occupied throughout the contract period.

b) Programme

Programme:	Start: December 2017 for works	Finish: no later than 26/03/2018	No. of weeks: to be confirmed.
Construction commencement lead in time	4 weeks		
Other programme issues/ requirements	Not known at present		

3) Project Contacts

a) Contact Details

Contacts (name, address and contact details):	
Client	Swanage Town Council, Swanage Town Hall, High Street, Swanage, Dorset BH19 2NZ Contact: Geoff Brookes Tel: 01929 423636, 07967 199690
Principal Designer	Dorset Property, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ Contact: James Lee Tel: 01305 221915
M&E	Dorset Property, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ Contact: Geoff Chambers Tel: 01305 225215

4) Client's considerations and management requirements

Client Health and Safety Statement:	Working areas and compounds are to be cordoned off from the general public at all times, in compliance with standard health and safety guidelines.
Communications:	All communications related to the works should be directed to: James Lee Tel: 01305 221915 Email: j.p.lee@dorsetcc.gov.uk
Welfare provision (what's available including service hook-ups)	Contractor to provide welfare provision. Main compound to be located at King Georges Playing Field Car Park. Exact position to be agreed.
Site security (items to be taken into account)	Contractor to be issued with keys to each working site. Access to Contractor is responsible for the security of the sites during the contract periods.
Hoarding	All site boundaries will be fully fenced off with suitable Heras fencing or solid hoarding as agreed by the client at the pre-

	contract site meeting.
Vehicle movement (Deliveries)	Deliveries to be directed to specific site locations where possible, or to main compound at King Georges Car Park otherwise in times of light restrictions (in agreement with Client).
Emergency Procedures	<p>Provide detail of Emergency Procedures for fire and other emergencies in the Construction Phase H&S Plan. Include written confirmation of such arrangements in the Construction Phase Health and Safety Plan. In the event of a site emergency local first aid facilities will be necessary.</p> <p>The nearest Accident and Emergency unit is at:</p> <p>Swanage Hospital, 32 Queens Road, Swanage, Dorset BH19 2ET</p>
Permits to work	Hot work permits will be required where burning off existing paintwork and all other hot work is undertaken. Works will be completed to allow at least one hour for materials to cool before checking at the end of the working day.
Fire precautions	Precautions the contractor deems necessary are to be noted and the information supplied to James Lee and Mr G. Brookes as part of the Construction Phase Health & Safety Plan.
Smoking policy	No smoking will be permitted at the site. In addition swearing will not be tolerated. Audio equipment is not to be used on site.
Parking etc.	Specific arrangements to be agreed. It is assumed that parking at Swanage Town Hall will be restricted to one bay, light restrictions at Mermond Place and Beach Gardens, and main contractor parking located at King Georges Playing Field Car Park.

5) Site Risks – Existing including Health and Safety Considerations

Risk Area	Description/ Action considerations
Site Layout - Current	Stepped/ramped access to front entrance/Admin Area, scaffolding proposed to be installed here.
Services Layout and location	Gas, Water, Electricity are supplied via underground services.
Hazardous materials on site	None.
Structural considerations	None.
Ground Conditions	Each site approximates a level area.
Asbestos Statement (management thereof)	Asbestos relating to the project is detailed in the particular refurbishment survey.
Client activities which pose a risk	Both the Town Hall and Beach Gardens Tennis Club will be occupied/in use throughout the contract period.

to construction activities	
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6) Significant Design and Construction Hazards

	Description
Significant design assumptions: Co-ordination of ongoing design work and handling alterations	None
Co-ordination of information relating to hazards identified during design works	None
Materials requiring particular precautions	None

Appendix i: Asbestos Register

To be forwarded separately.

Appendix ii: Health and Safety File Proforma

The file will be a record of the Health & safety issues relating to the structure and its equipment which might affect the health or safety of anyone carrying out construction, maintenance or demolition or of anyone who may be affected by such work. It is to be project specific and contain only relevant information.

1 no. hard copy will be required in an A4 in loose leaf white 4 ring binder with hard covers each indexed, divided and appropriately cover titled. An additional electronic copy in the form of a CD/DVD rom will also be supplied.

It should include the following sections

- (1) Introduction - into need for file and reasoning behind it.
- (2) Description of work and contributing parties - a brief description of the work carried out; to include dates and contributing parties, including a list of all sub-contractors. Within this section should be detailed, and cross referenced, other files such as the Building User Manual and the Mechanical and Electrical File (if this is separate).
- (3) Residual hazards - A statement should be made by all of the designers describing any remaining hazards within the design such as remaining asbestos, contaminated land, buried services, maintenance or cleaning difficulties, etc.
- (4) Key structural principles - To include, for example, bracing, sources of substantial stored energy, safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- (5) Hazardous materials - For example lead paint, pesticides, special coating which should not be burnt off, etc.
- (6) Removal or dismantling of installed plant and equipment - For example any special arrangements for lifting, order or other special instructions for dismantling, etc.
- (7) Cleaning and maintenance equipment - Information about equipment provided for cleaning and maintaining the structure.
- (8) Significant services - To include the nature, location and markings of significant services, for example underground cables, gas supply equipment, firefighting services, etc.
- (9) As-built drawings - Drawings to include, location of fire doors, toughened glass, fire compartmentalisation, fire muster points, lighting and power, gas and water pipes, etc.

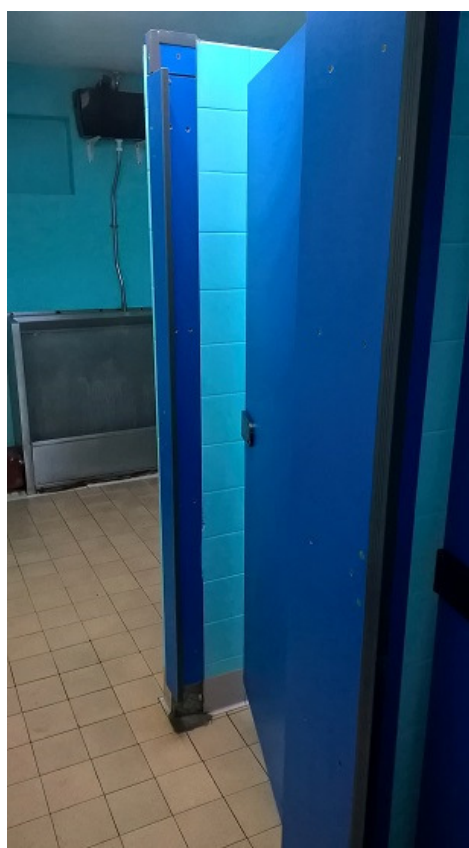
Appendix iii: Site Photographs (existing)

Swanage Town Hall



King Georges, Main Beach Car Park





Mermond Place





Beach Gardens



