



Evans & Langford LLP

- ◆ Structural & Civil Engineers
- ◆ Land & Building Surveyors
- ◆ Geo-Environmental Engineers
- ◆ Project Managers
- ◆ CDM Consultants
- ◆ Contract Administrators

Bearsted Parish Council

Drainage, driveway, carpark and other associated works at Church Landway, Bearsted, Kent

Pre-Construction Information

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015



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The Construction (Design and Management) Regulations 2015

Pre-Construction Information

Project: Drainage, driveway, carpark and other associated works at Church Landway, Bearsted, Kent

Client: Bearsted Parish Council

Job No: 13886

Date: October 2016

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A Requirements for Construction Phase Plan

1. Description of the Project

1.1 Name of Client

Bearsted Parish Council
Parish Council Office
Madginford Hall
Egremont Road
Bearsted
ME15 8LH

Phone No.: 01622 630165

Contact: Michelle Rumble

Email: clerk@bearstedparishcouncil.gov.uk

1.2 Principal Contractor

Not appointed yet

Phone No.:

Contact:

Email:

1.3 Principal Designer

Evans & Langford LLP
91 King Street
Maidstone
Kent
ME14 1BG

Phone No.: 01622 690120

Contact: Daniel McLeish

Email: Daniel.McLeish@evanslangford.co.uk

1.4 Location of Project

Church Landway, Bearsted, Maidstone, Kent

1.5 Nature of Construction Work

Drainage, driveway, carpark and other associated works.

1.6 Projected start date (construction phase)

To be agreed with the Client.

1.7 Planned construction period

To be agreed with the Client.

1.8 Programme

Principal Contractor to prepare.

1.9 Designers

Subject	Designer	Remarks
Permanent Works	Evans & Langford LLP	
Temporary Works	Principal Contractor	

1.10 Use of completed structure as a workplace

Church Landway is open to the public and not considered a workplace and therefore the design does not need to take account of the relevant requirements of the Workplace (Health Safety and Welfare) Regulations.

1.11 Extent and location of existing records and plans

The Client has a limited amount of existing records and plans which can be inspected by prior appointment.

The Principal Contractor is responsible for carrying out his own searches particularly in respect of existing services.

1.12 Health and Safety Files for existing structures

None.

2. Client's Considerations and Management Requirements

2.1 Arrangements

2.1.1 Organisation Structure

The management structure and areas of responsibility for the project are based on the individuals and companies as identified in section 1. For further and up to date information refer to the Construction Phase Plan.

2.1.2 Safety Goals for the Project

The primary safety goal for this project must be to complete the project without the occurrence of any accidents or the creation of any health hazards, affecting either members of the project team or the public.

2.1.3 Arrangements for Monitoring and Review

To achieve the above stated aim the measures applied to this project will be:

- The Principal Contractor will be responsible for ensuring that all sub-contractors brought onto the site under their control will be fully aware of all the hazards posed by the site environment and the work that they are to carry out.
- To ensure that safe systems of work are provided for all activities carried out.
- To ensure that only competent personnel are employed on the project and that they have received information and training which enables them to contribute positively to their own health and safety, and that of others involved in the project.
- To ensure that regular consultation takes place with all companies involved in the project regarding the information and training required for the objectives to be met.

Project meetings are to be held as required by the Project Manager with relevant company representatives. Health and safety issues will be reviewed and discussed at these meetings.

At the end of the project the Principal Designer will undertake a review of any health and safety issues arising during the project. The findings of this review will be made known to the Client and Principal Contractor.

2.1.4 Arrangements for Liaison between Parties

During the design and tender stages of the project the Client will hold meetings as required with designers, suppliers and contractors to review the implications of their work and obtain relevant health and safety information. Where there is an overlap between parties, or they are likely to be affected by the work of others, they will be issued with full details of the proposals for comment.

Details of any remaining hazards shall be passed to the Principal Designer for inclusion in the Pre-Construction Information document.

2.1.5 Security Arrangements

The CDM project site is to be kept secure throughout the works. The Principal Contractor and any Sub-Contractors shall be responsible for the security of their equipment and any other items brought onto the site.

2.1.6 Welfare Provision

There are no welfare facilities on the site, and the Principal Contractor will be responsible for ensuring the welfare facilities satisfy the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 at all times.

2.2 Requirements

2.2.1 Site Hoardings / Fencing

The CDM project site is to be suitably hoarded / fenced at all times to ensure unauthorised access cannot be achieved.

2.2.2 Site Transport

Any site transport is to be restricted to the confines of the CDM project site.

2.2.3 Client's Specific Health and Safety Requirements

The Client has no specific health and safety requirements.

2.2.4 Permits and Authorisation Requirements

The Client has no specific permits and authorisation requirements other than requiring the Principal Contractor to comply with relevant conditions.

2.2.5 Emergency Procedures and Means of Escape

Emergency procedures and means of escape to be determined and monitored by The Principal Contractor.

The Principal Contractor is to arrange for attendance by the emergency services if required. The Principal Designer and Client are to be informed of the situation as soon as possible thereafter.

Notification of the Health and Safety Executive must follow if required under Health & Safety Legislation.

2.2.6 Site Rules and Other Restrictions

The Principal Contractor will be responsible for setting down specific rules for the project site and for communicating these to all site personnel, visitors etc. through inductions and site notices.

The Principal Contractor should note that the adjacent tennis club, bowls club and Woodland Trust sites will be open to the public for the duration of the works, and access must be maintained to these facilities.

2.2.7 No-go areas and Authorisation procedures

Access to surrounding areas other than as expressly provided for in this project is strictly prohibited.

2.2.8 Designated Confined Spaces

The Principal Contractor shall identify the need for such designation if necessary in accordance with safe systems of work and implement procedures accordingly.

2.2.9 Smoking and Parking restrictions

Smoking is not permitted on site unless agreed with the Client and only then in a designated area.

Limited parking is available within the carpark which may be used by the Principal Contractor, by prior agreement with the Client.

3. Environmental Restrictions and Existing On-Site Risks

3.1 Safety Hazards

3.1.1 Boundaries and Access

The boundary of the CDM project site is shown on Evans & Langford LLP drawing no 13886/01.

Access to the CDM project site will be either via A20 Ashford Road or Church Lane, and then into Church Landway.

3.1.2 Restrictions on deliveries, waste collection or storage

Deliveries, waste collection and storage materials are to be within the confines of the CDM project site. The A20 Ashford Road is not to be obstructed.

3.1.3 Adjacent land uses

The CDM project site is adjacent to a tennis club, bowls club and Woodland Trust site. Residential units are adjacent to the Client's boundary.

3.1.4 Existing storage of hazardous materials

Not applicable.

3.1.5 Existing services

See 1.11 above.

3.1.6 Ground conditions (stability)

No details available.

3.1.7 Existing Buildings

Not applicable.

3.1.8 Previous structural modifications

Not applicable

3.1.9 Adverse effects on the structure

Not applicable.

3.1.10 Restrictions relating to existing plant and equipment.

Any existing equipment should be suitably protected so as not to cause any damage to it by activities on this project. The Principal Contractor is to provide the relevant details to demonstrate how this will be achieved.

3.1.11 Health and safety information on existing structures

Not applicable.

3.2 Health Hazards

3.2.1 Asbestos

The encountering of asbestos on this project is not anticipated. If the Principal Contractor encounters any materials suspected as containing asbestos this shall be reported immediately.

3.2.2 Existing storage of hazardous materials

Not applicable.

3.2.3 Ground conditions (contamination)

No details available.

3.2.4 Existing structures – Hazardous materials

Not applicable.

3.2.5 Health risks from Client's activities

Not applicable.

4. Significant Design and Construction Hazards

4.1 Design assumptions and control measures

None.

4.2 On-going design work and design changes

There are no Contractor-designed elements.

Should it become apparent to the Principal Contractor or any Designer that significant design changes with health and safety implications are required as a result of:

- unforeseen conditions encountered during construction
- changed requirements of the Client
- design development
- any other reason

The designer shall notify the Principal Designer.

As the effects on the design information in the pre-construction information become known to the designer he shall provide revised information to the Principal Designer. Revised information should generally be in the same form as information previously provided.

The Principal Designer, having ensured that the requirements of Regulation 11 have been met will provide the Principal Contractor with any information needed to allow him to revise the construction phase plan issued under Regulation 12.

4.3 Significant risks identified during design

The following schedule lists significant hazards or work sequences that have been identified by the designers and which cannot be avoided or designed out. **This schedule is not intended to list those hazards/safety issues which should be evident to a competent Contractor.**

Where appropriate an indication is given of the precautions it is assumed will be used to deal with these hazards. Measures listed are not mandatory unless so stated in the Contract.

All current legislation must be complied with.

Hazard	Details	Suggested Precautionary Measures
Evans & Langford LLP as Principal Designer for this project have confirmed there are no residual hazards / safety issues which will not be evident to a competent Contractor.		

4.4 Method Statements Required

The following hazards are considered to be of sufficient significance to justify detailed method statements from the Principal Contractor or other Contractors. Where practicable these method statements should be incorporated in the Construction Phase Plan prepared in accordance with CDM Regulations 2015.

- Method statements are required for all activities.

4.5 Materials requiring particular precautions

None of the materials presently specified for use on this project are known to present significant hazards to health and safety requiring exceptional precautions.

5. Health and Safety File

5.1 Format and Content

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. **The file is only for projects involving more than one contractor.**

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- a brief description of work carried out;
- any hazards that have not been eliminated through design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- hazardous materials used (e.g. lead paints and special coatings);
- information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables, gas supply equipment; firefighting services etc;
- information and as-built drawings of the plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should **not** include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc.

Appendix A
Requirements for Construction Stage Plan

Construction Phase Plan – Required Contents

The Construction Phase Plan must record the:

- health and safety arrangements for the construction phase;
- site rules; and
- where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase,

The information included in the plan should ensure:

- is relevant to the project;
- has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but
- is still proportionate to the scale and complexity of the project and the risks involved.

The plan should **not** include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessment, records of how the decisions were reached or detailed safety method statements.

The following list of topics should be included in the plan:

- a description of the project such as key dates and details of key members of the project team;
- the management of the work including;
 - the health and safety aims for the project;
 - the site rules;
 - arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings;
 - arrangements for involving workers;
 - site induction;
 - welfare facilities; and
 - fire and emergency procedures.

The control of any of the specific site risk listed in Schedule 3 where they are relevant to the work involved.