

MICHAEL JONES M.R.I.C.S., M.C.I.O.B.

Chartered Building Surveyor

Chartered Quantity Surveyor

Construction Cost, Building Design and Project Management Consultant

CDM Regulations Consultant

Vale View, North Rew Lane, Martinstown, Dorset. DT2 9DU

Telephone and Fax: 01305 889379 Mobile: 07788 718718

Email: michael@mjsurveyors.co.uk

PRE – CONSTRUCTION

INFORMATION PLAN

(CDM REGULATIONS 2015)

FOR

REPOINTING WORKS

AT

**THE ELMS
ST ANDREWS DRIVE
CHARMOUTH
DORSET
DT6 6LN**

OCTOBER 2019

INTRODUCTION

- A This Pre-Construction Information Plan has been prepared by Michael GW Jones MRICS MCIOB, CDM Regulations Consultant, in accordance with the Construction (Design and Management) Regulations 2015 which became operative on 6th April 2015.
- B The Contractor is to complete the Appraisal form and submit it with his Construction Phase Health & Safety Plan.
- C The Pre-Construction Plan is intended to assist the Principal Contractor to develop his Construction Stage Health and Safety Plan.
- D The Principal Contractor should include in his Plan all appropriate risk assessments prepared by all contractors involved in the project.
- E The Principal Contractor should include in his Plan all Designers risk assessments prepared as required by The Construction (Design and Management) Regulations 2015
- F The Principal Contractor should include in his Plan all arrangements for fulfilling the Principal Contractors duties.
- G The Principal Contractor should include in his Plan all details dealing with Health and Welfare aspects and complying with all relevant current legislation.
- H The Principal Contractor must prepare and issue to the Client his Health and Safety Plan before any works commence on site.
- I The Plan should allow for provision for modification as the project progress and information becomes available and kept under constant review throughout the project.
- J A Health and Safety File will be prepared by the Principal Contractor and reviewed by the Principal Designer for the Client, who will retain the file on completion of the project. The Principal Contractor, and other Contractors, together with Designers will all be required to provide relevant information to be incorporated into the file.
- H The Contractor is also referred to HSE Requirements which includes additional information to that within this document.

CONTENTS

Pre-Construction Information Plan

FURTHER DOCUMENTS

Drawings prepared by Michael GW Jones MRICS MCIOB.

1. DIRECTORY

1.1 NAMES OF PARTIES

1.1.1 THE CLIENT

CHARMOUTH PARISH COUNCIL (TEL: 01297 560826)
THE ELMS
ST. ANDREWS DRIVE
CHARMOUTH
DORSET
DT6 6LN

1.1.2 PRINCIPAL DESIGNER

MICHAEL GW JONES MRICS MCIQB (TEL: 01305 889379)
VALE VIEW
NORTH REW LANE
MARTINSTOWN
DORSET
DT2 9D

1.1.3 PRINCIPAL CONTRACTOR

TO BE CONFIRMED

1.1.4 CDM REGULATIONS CONSULTANT

MICHAEL GW JONES MRICS MCIQB (TEL: 01305 889379)
VALE VIEW
NORTH REW LANE
MARTINSTOWN
DORSET
DT2 9DU

1.1.5 HEALTH AND SAFETY EXECUTIVE

INTER CITY HOUSE (TEL: 01179 886000)
MITCHELL LANE (FAX: 01179 262998)
VICTORIA STREET
BRISTOL
BS1 6AN

1.1.6 LOCAL AUTHORITY

DORSET COUNCIL (TEL: 01305 251010)
SOUTH WALKS HOUSE
SOUTH WALKS ROAD
DORCHESTER
DORSET
DT1 1UZ

1.1.7 ELECTRICITY – WESTERN POWER DISTRIBUTION

1.1.8 WATER - WESSEX WATER

DESCRIPTION OF PROJECT

2.1 SITE LOCATION

**THE ELMS
ST. ANDREWS ROAD
CHARMOUTH
DORSET
DT6 6LN**

2.1.1 SITE LOCATION PLAN

Refer to drawings.

2.2 NATURE OF WORKS

2.2.1 SUMMARY OF WORKS

The works comprise repointing works to all elevations of the building together with garden and boundary walls to the west and north of the building.

2.3 TIMESCALE

2.3.1 (i) Project commencement - TBC

2.3.2 (ii) Project completion - before 31st March 2020

2.3.3 The principal contractor will be required to prepare a programme of works for the project and a requirement of his Health and Safety Plan is that the programme proposed must demonstrate the allocation of adequate resources have been allocated to the competent execution of this project in respect of Health and Safety matters.

The principal contractor will be required to keep the Health and Safety Plan under constant review during the construction phase, and make modifications in accordance with changes of circumstances as the project proceeds.

The principal contractor shall ensure that the health and safety signage and instructions are capable of being understood by all personnel on site, together with delivery drivers etc.

3. THE SITE

3.1 LOCATION

3.1.1 The site is situated between St. Andrew's Road and The Street.

3.1.2 The site comprises a main building together with a parking and access area. Consideration to the occupants/tenants of the main building and neighbouring properties is crucial and it is important that a safe construction programme and method of work is agreed between neighbours, client and principal contractor prior to any work commencing on site.

3.1.3 The principal contractor must take all reasonable precautions to safe guard occupants/tenants, residents, site visitors, personnel working on site and members of the public, with particular reference to the following:-

- a) Noise and dust generated and sequence of operations.
- b) Pedestrian and vehicular access to and from the site, in particular, contractor's vehicles are to be parked within the designated working area, when possible, and is to note that St. Andrew's Road is private and, therefore, no parking will be allowed in this area.
- c) Site security with particular reference to unauthorised access from St. Andrew's Road.
- d) Working adjacent to public highway.
- e) Erection of scaffolding in working areas, including providing access during working hours for the Council staff, tenants and the public.

3.1.4 Temporary site accommodation is to be provided by the Principal Contractor and temporary toilet facilities are to be used. It is the duty of every Employer to ensure that suitable and sufficient welfare facilities are available on construction sites. These facilities must adhere to the requirements laid down in Schedule 2 of the Construction (Design & Management) Regulations 2015 which stipulate the requirement for and standard of facilities provided.

3.1.5 The above requirements are summarised as follows:-

Sanitary conveniences shall be adequately ventilated, lit and kept in a clean and orderly condition. Separate rooms containing sanitary conveniences should be provided for men and women except where doors can be secured from the inside.

Suitable and sufficient washing facilities (including showers if required) shall be provided so far as reasonably practical and must be in the immediate vicinity of the sanitary convenience or changing room, be clean, well lit and adequately ventilated with a supply of clean hot, cold or warm water which shall be running as far as is reasonably practical, together with a supply of soap, towel or other suitable means of drying or cleaning.

An adequate supply of wholesome drinking water shall be provided which should be conspicuously marked by a sign with a sufficient number of cups or vessels to drink this water.

Accommodation for clothing is required including facilities for drying.

Facilities for changing clothing must be supplied and be separate for men and women. These facilities shall (where necessary) be provided to enable persons to lock away their personal effects and clothing.

Rest Rooms or a rest area shall be provided with tables, seating and arrangements to protect non-smokers. The room(s) should have ventilation, heating and lighting. The rest facilities should include the means for boiling water and include suitable arrangements to ensure that meals can be prepared and eaten. Facilities for pregnant women or nursing mothers should also be provided where necessary.

3.2 VEHICULAR/PEDESTRIAN MOVEMENTS

- 3.2.1** The contractor will be required to maintain access and egress from the site in St. Andrew's Road in case of emergency as required at all times for both vehicles and pedestrians, making such alternative satisfactory means as necessary. It is reiterated that St. Andrew's Road is private and the contractor must keep access clear to this road and to the building at all times.
- 3.2.2** Space for storage of materials will be restricted to the site working area. Contractors vehicles are to be parked within the designated working area.

METHOD OF WORKING

- 3.3.1** The contractor will carry out all necessary works observing all Health and Safety procedures as stated in the Method Statements and his Health and Safety policy.
- 3.3.2** The principal contractor is advised that in addition to the Construction (Design and Management) Regulations 2015, the Construction (Health, Safety and Welfare) Regulations 1996 came into force on 2nd September 1996 and consequently all necessary steps should be taken to ensure compliance with both sets of Regulations.

3.4 FIRE ESCAPE/FIRE FIGHTING EQUIPMENT/EMERGENCY SERVICES

- 3.4.1** The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Under Renovation Sixth Edition January 2006 will apply to this project.
- 3.4.2** General fire drill – a Muster Point is to be designated.
- 3.4.3** The Construction Phase Plan must set out procedures for raising the alarm and the means of escape in the event of fire. Fire extinguishers must be provided and the Code of Practice must be followed to ensure a safe work place is maintained with proper provisions for safety in the event of fire.
- 3.4.4** Consideration must be given to the safety of Contractors operatives, visitors to the site, sub-contractors etc.
- 3.4.5** At all times during the works, the signs indicating escape routes must be kept clearly displayed. The escape routes must be designated in the Safety Plan and considered in the light of the programme of works as local conditions may require local adjustment of a safe route from time to time. Existing escape routes will be maintained and must be kept clear of debris, plant and undue obstruction.
- 3.4.6** A method of raising the alarm must be provided. An audibility test and practice drill should be carried out with the available alarm for the period when it will be in use. Suitable klaxons or air horns must be available at strategic locations to ensure all work areas are within hearing range of the alarm. All personnel must be made aware of the risks and procedures for fire safety in force on the site.
- 3.4.7** Should there be a potential for fire hazards during the works, a competent Fire Safety Coordinator should be appointed with specific duties for ensuring effective procedures for fire safety are in operation during the project.
- 3.4.8** Fire extinguishers are to be kept available during the construction works. This may involve the setting up of temporary fire points as work proceeds. If there is any doubt as to the fire safety arrangements, the Local Fire Safety Officer is to be contacted and asked to inspect the arrangements.
- 3.4.9** Where temporary coverings are to be used to protect installations, these must comply with the recommendations of the Loss Prevention Councils Code of Practice for the protection of construction sites from fire, these coverings should not increase the fire loading or increase the risk from spread of flame.
- 3.4.10** Any temporary fire screens are to be retained at the specified design resistance until the new fire safety measures have been completed. The contractors safety plan is to indicate the necessary phasing.

3.4.11 The Principal Contractor's Construction Phase Plan is to indicate any necessary phasing and the management of sub-contractors/suppliers fire safety arrangements and Fire Safety Induction.

3.5 PUBLIC UTILITY SERVICES

3.5.1 Service locations will be verified by the client who will undertake all correspondence with all relevant statutory authorities or other companies on site, and provide the principal contractor with all relevant information before any works commence.

3.5.2 Particular attention should be made where excavations are to be undertaken, and for overhead services where scaffolding or tower access is to be provided, making full allowance and provision for protection or sheathing as required by the relevant authorities or statutory undertakers.

3.6 HAZARDOUS MATERIALS

No evidence of asbestos on site, other where clearly marked inside the building.

3.7 EXISTING STRUCTURE/SERVICES

3.7.1 The building is three storey structure comprising brick cavity walls generally with a slated roof.

3.7.2 The building is accessed via a porch within the west elevation of the building.

3.7.3 The building is bounded on the east elevation by an attached private property known as East Wing, and the rear by a single storey flat owned by the Parish Council.

3.7.4 Electricity and water are available within the main building and it is understood that the client will arrange for an electricity supply and water supply.

3.8 IDENTIFIED AREAS OF RISKS/HAZARDS

3.8.1 The Contractor is to refer to standard safety requirements in accordance with WPD requirements regarding access works under the cables, permitted working areas etc.

3.8.2 See the following schedule of identified hazards.

**CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015
HAZARD IDENTIFICATION**

PROJECT: PROPOSED REPOINTING WORKS

STAGE: PRE-COMMENCEMENT – 31ST OCTOBER 2019

ELEMENT	IDENTIFIED HAZARD	RISK ANALYSIS	PROPOSED PRECAUTION
A Preliminaries/General Conditions	Work adjacent to St. Andrews Road and The Street. Materials and plant deliveries. Work adjacent to adjoining properties. Erection of scaffolding. Use of site vehicles and parking arrangements. Access and egress of vehicles from site. Work in areas available to the public and users of the building.	Danger to workforce and public. Danger to workforce. Danger to public. Danger to existing owners. Danger to public.	Barrier fencing and warning signs. Hazard tape and fencing/goal post. Compliance with Statutory Authority regulations. Warning signs and direction of traffic. Heras fencing and hazard tape. Provide adequate safety precautions. Scaffold licences. Safety netting.
B Walls	Working at height. Dust. Noise.	Danger to workforce and public.	Adequate labour and hoisting equipment. Provide safety precautions.
C External Works	Work adjacent neighbouring properties and access to main building.	Danger to workforce and public.	Provide adequate safety precautions.

3.9 CLIENT’S REQUIREMENTS AND UNDERTAKINGS

3.9.1 PERSONS ON SITE FOR THE CLIENT’S BUSINESS

There are likely to be persons on site for the Client’s business, the contractor must ensure that site security and safety is maintained at all times.

3.9.2 RESTRICTIONS ON ACCESS

There may be restrictions on access to the site, especially with early/late starts and working periods. The contractor is to liaise with the client and neighbours to ensure that any disruptions have been previously agreed.

The Contractor is to note that a Party Wall Agreement with the neighbouring properties is in place, a copy of which can be viewed via the Client. Any conditions within the agreement are to be complied with.

3.9.3 RESTRICTIONS ON TIME

See previously.

3.9.4 OTHER RESTRICTIONS

See previously.

There may be the possibility that some essential works can be carried out at weekend/out-of-hours, the contractor will require permission from both the client and the contract administrator before commencing any out-of -hours work. Normal working hours assumed as 0800 to 1900 Monday to Friday and 0800 to 1230 on Saturdays.

3.9.5 EVACUATION PROCEDURES

The principal contractor is responsible for evacuation procedures and signage from the contract area.

3.9.6 RESPONSIBILITY FOR INFORMING OF ENVIRONMENT CHANGE AND RESTRICTIONS

The Principal Contractor is responsible for informing personnel of a change in the environment.

3.9.7 SITE WASTE MANAGEMENT PLAN

Under the SWMP Regulations 2008 a site waste management plan is mandatory for this construction project. SWMPs are intended to assist Contractors in managing the waste produced on a construction site by providing a framework for assessing the amount and type of waste that will be generated and identifying methods by which it can be reduced, reused, recycled or disposed. An SWMP must be in place prior to the commencement of the construction phase of the project.

Principal Contractors are required to acknowledge their responsibilities under the SWMP Regulations 2008 and an SWMP should be provided alongside the Construction Phase Health & Safety Plan. Information on creating an SWMP can be found within specific accredited industry guidance.

With regard to contamination risks special precautions must be taken to avoid run-off from the site causing contamination of watercourses. The Principal Contractor is to include for provisions for the storage of fuel, control of washings from mixing and concreting operations and other possible contaminants arising from the works.

3.10 SITE RULES

3.10.1 SECURITY ARRANGEMENTS FOR PERSONS ON CLIENT'S BUSINESS

Contractor to advise.

3.10.2 FIRE AND EMERGENCY POLICY ON SITE

The Client's policy to be maintained.

Emergency exit routes are to be established and clearly identified on the site layout plan as contained within the Construction Phase Health & Safety Plan.

3.10.3 SECURITY ARRANGEMENTS FOR WORKFORCE

Contractor to advise.

3.10.4 SECURITY ARRANGEMENTS IMPOSED ON CONTRACTOR

The contractor is to ensure the contract area remains secure at all times and any temporary works do not jeopardise the work force and general public and the security of the adjoining properties.

3.10.5 CONTRACTORS SITE RULES

Site rules are primarily to be developed by the principal contractor. The principal contractor is to provide additional rules on the following:-

- Training
- Induction
- Equipment
- Personal protective equipment
- Accident reporting

The Site Manager should hold a CITB Construction Site Managers Safety Certificate or be of a similar standard of competence in safety matters.

All site operatives, including any sub-contractors, must have attended a site safety awareness course, and must have appropriate certificates of competence as requested for relevant activities on site. If there is to be scaffolding erected the sub-contractor should also have the appropriate certificate of competence and a competent person is required to carry out regular inspection of plant and equipment.

Certain items of plant, in particular excavating, haulage, lifting appliances and scaffolding require regular inspection and/or testing. All such test certificates must be referred to in Method Statements and in site procedures where appropriate.

3.10.6 OTHER CONTROL MEASURES

Permit to Work Systems are to be implemented as required; compliance to be within the adopted principals of IEC 62446; good site practices are to be established, operated and monitored in accordance with the approved Code of Practice (Managing Health & Safety in Construction – CDM 07) as prepared by the HSE. Any constraints imposed by the documents are to be contained within the PCIP Appendices.

The current construction regulations set out a number of statutory inspections which have to be carried out by competent persons before work commences and at given intervals during the course of the works. The Construction Phase Health & Safety Plan should indicate who is to carry out these inspections and the basis of their competence.

3.10.7 RULES REQUIRED BY THE PRINCIPAL DESIGNER

The contract works are to be carried out in full accordance with current legislation and Health and Safety Requirements.

3.11 CONTINUING LIAISON

3.11.1 CONSTRUCTION PHASE SAFETY PLAN

The principal contractor shall furnish an adequate initial construction phase safety plan. The principal contractor shall outline in his working method how he intends to manage the hazard assessment of design and material input by sub-contractors and suppliers.

NOTE

Work must not commence until receipt of the Construction Phase Safety Plan. It is the client's duty not to allow an appointment to be made until such a Plan is furnished.

The Plan shall have the following sections:-

- Project overview
- Management arrangements
- Health and safety standards
- Information for contractors

Selection procedures
Communications and co-operation
Activities with risks to health and safety
Emergency procedures
Accident reporting
Welfare
Information and training for site personnel
Consultation procedures
Site rules
Health and safety file
Monitoring arrangements
Project review

3.11.2 WORKING METHOD

The contractor is to provide information on all his design works and design alterations during the construction period.

3.11.3 HEALTH AND SAFETY FILE

Practical completion depends on the file being substantially complete

Please provide duplicates of all information for the file. This should be prepared by the Principal Contractor in 4-hole ring binders for presentation to the Client. Drawings must not be punched and be in clear plastic sleeves. The principal contractor shall set out the manner he will manage the collation for the Health and Safety file information in his construction phase plan.

3.11.4 CONTENTS OF THE HEALTH AND SAFETY FILE

The Approved Code of Practice accompanying the CDM Regulations (HSG 224) sets out, in Appendix 4, relevant headings for the information which is likely to be included within a health and safety file. The headings set out below give the basic elements that will need to be included within the file.

a) DRAWINGS

The drawings should be the final, "as built" version, i.e. as amended from the originals through the construction process. These will represent the final structure as it actually exists and not just as it was conceived. The drawings should indicate:-

- i) The position of incoming services and distribution (any or all which may be concealed).
- ii) The location and details of various building materials used, etc.

The drawings should identify the various types of insulation material, flammable finishes, etc which may represent hazards if they are disturbed.

The drawings are able to convey a lot of information and are likely to cross-refer to the information on hazards under the various headings below.

b) DESIGN CRITERIA

The file should contain details of the design concepts behind various elements of the structure.

c) CONSTRUCTION METHODS AND MATERIALS USED

The file should identify any specific sequence which was used in the erection of the building, and which might need to be reserved during any alterations or demolition. For the materials used, this would particularly refer to any substances which were potentially hazardous, such as flammable

finishes or various types of insulating materials. These may be identified on the drawings or as a separate piece of documentation.

a) INTERNAL EQUIPMENT AND MAINTENANCE FACILITIES

The file needs to set out the various elements within the construction which are provided for maintenance and have health and safety implications for those using them, for example:-

i) Facilities for roof access.

b) MAINTENANCE PROCEDURES FOR THE OVERALL STRUCTURE

The file needs to outline health and safety issues with regard to the overall structure and its finishes. These procedures should include details of required frequency of cleaning, types of cleaning materials to be used and those to be avoided, etc.

c) OPERATING AND MAINTENANCE MANUALS

Manuals are required with regard to any specialist plant or equipment, including maintenance schedules with appropriate references for re-ordering, replacements, etc. these would include general mechanical and electrical items.

d) INCOMING/OUTGOING SERVICES

Information on services should be included within the file.

METHOD STATEMENTS – GENERAL GUIDE TO CONTENTS

Method Statements should include the following information:-

1. The item of work.
2. The location, including access and site boundary.
3. Duration of the works including key stages.
4. Safety arrangements required.
5. Personnel involved – numbers, skills, training and PPE requirements.
6. Briefing arrangements for site personnel affected by the Method Statements.
7. Resources to be used (plant and machinery).
8. Detail of how the work will be carried out, including drawings and/or explanation and necessary scaffolding/ladders and arrangements for erection and dismantling temporary works.
9. Detail of temporary works required.
10. Risks identified with proposed method of control.
11. Emergency arrangements – fire, injury etc.