**PRE CONSTRUCTION INFORMATION WITH RESPECT TO**

**the REPAIR and maintenance to cemetery chapel, Tabley road, knutsford WA16 0EW**

**On behalf of**

**Knutsford town council**

**Prepared by**

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**Contents**

1.0

1.1 Introduction

1.2 Key Elements

1.3 General Duties

1.4 Duties of Contractors

1.5 Duties of Principal Contractors

1.6 The Construction Phase Plan

1.7 Significant Risks

Section A- Description of Project

Section B- Client’s considerations and management requirements

Section C- Environmental restrictions and existing on-site risks

Section D- Significant design and construction hazards

Section E- Format of the Health and Safety File

Section F- Format of the building manual

**1.1 Introduction**

This information has been prepared in consideration to the Construction (Design and Management) Regulations 2015.

*It should be noted that the level of information required by all parties should be proportional to the health & safety risks and complexity of the project. Information should be project specific, it is not the intention to produce a bulk of generic information that does not aid in health and safety matters.*

**1.2 Key Elements**

There are a number of key elements that make up CDM 2015, these include:

* The general principles of prevention (i.e. Risk assessments and elimination/reduction)
* Appointing the right people at the right time
* Making sure that everyone has the information, instruction, training and supervision to carry out their jobs
* Duty holders co-operate and communicate
* Consult with and engage with workers

**1.3 General Duties**

Regulation 8 applies General Duties to contractors and principal contractors with respect to CDM 2015, these include:

* Contractors and Principal Contractors must have the skills, knowledge and experience to undertake the role
* Contractors and Principal Contractors must not accept an appointment unless they can fulfil the above
* Contractors and Principal Contractors must co-operate with other parties
* All persons must report matters that are likely to endanger their own or other H&S

**1.4 Duties of Contractors**

Regulation 8 of the CDM regulations highlights the duties of contractors, these include:

1. Ensure that contractors and sub-contractors have the skills, knowledge and experience to carry out the role
2. Ensure that client are aware of their duties
3. Plan, manage and monitor construction work under their control
   1. On multiple contractor project co-ordinate with the Principal Contractor
   2. Planning would involve taking into account risks to the public and operatives
   3. Take account the principle of prevention
   4. On single contractor projects, the contractor shall provide a Construction Phase Plan before setting up site
   5. Managing the works involves ensuring those engaged are capable of doing the work, put in place prevention/protection measure, provide the right plant/equipment and provide leadership/supervision
   6. Contractors should monitor their work
4. Prevent unauthorised access to Site (where there is not a PC on site)
5. Provide welfare facilities (where there is not a PC on site)
6. Comply with Part 4 of the regulations in respect to general requirements for construction sites

**1.5 Duties of Principal Contractors (PC)**

**A Principal Contractor must for all projects:**

1. Plan, manage, monitor and co-ordinate the construction phase
   1. To ensure that work is carried out with risk to H&S
   2. Plan work stages
   3. Estimate periods of time to complete works stages
2. Take into consideration the principals of prevention
3. Organised co-operation between contractors
4. Provide suitable site inductions
5. Prevent unauthorised access to site
6. Provide welfare facilities
7. Liaise with the Principal Designer and other parties
8. Provide a Construction Phase Plan before work begins
9. Consult and engage with workers

**1.6 The Construction phase Health and Safety plan should include:**

The Construction Phase H&S Plan should include:

1. H&S arrangements for the project
2. Site rules
3. Specific measures for high risk works (as defined in Schedule 3)

The Construction Phase H&S Plan be:

1. Relevant to the project
2. Sufficient detail, but proportional to the project

The Construction Phase H&S Plan should NOT:

1. Include generic documents
2. Detailed safety method statements

**Typical Layout:**

**Section 1: Description of project**

a) Project description and programme details

b) Details of parties involved

c) Extent and location of existing records and plans

**Section 2: Communications and Management of Work:**

a) Management structure and responsibilities

b) Health and Safety goals

c) Arrangements for:

- Regular liaison between parties

- Consultations with the workforce

- Exchange of design information between parties

- Handling changes

- Selection and control of Contractors

- The exchange of information between Contractors

- Site security

- On-site training

- Welfare facilities and first aid

- Reporting and investigation of accidents and near misses

- The production and approval of risk assessments and written systems of work

d) Site Rules

e) Fire and emergency procedures

f) Control of high risk works as detailed in schedule 3 of the regulations

**Section 3: Arrangements for Controlling Site Risks**

This should cover:

a) Delivery and removal of materials, waste and work equipment, taking into account site risks

b) Dealing with services

c) Accommodating adjacent land uses

d) Stability of structures whilst carrying out the work and temporary works

e) Preventing falls

f) Working with or near fragile materials

g) Control of lifting operations

h) The maintenance of plant and equipment

i) Work on excavations and poor ground conditions

j) Work on wells, underground earthworks and tunnels

k) Work on or near water or risk of drowning

l) Work involving diving

m) Work in caissons or compressed air working

n) Work involving explosives

o) Traffic routes and segregation of vehicles and pedestrians

p) Storage of materials and work equipment

q) Any other significant safety risk

r) Health risks

- Removal of asbestos

- Dealing with contaminated land

- Manual handling

- Use of hazardous substances

- Reducing noise and vibration

- Working with ionising radiation

- Exposure to UV Radiation

- Other health risks

**Section 4: Health and Safety File**

The layout is as detailed in section E of this document. The Principal Contractor must collate and store information arising out of his own processes as well as those of his Contractors and Designers. The information should be passed onto the Principal Designer where one is appointed.

**Section 5: The Building Manual**

The building manual (incorporating Operation and Maintenance Manuals), is to be in the format as defined in this ‘pre-Construction Information’, as contained in Section F of this document.

**1.7 Summary of Significant Hazards**

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| **Item** | **Photo** | **Comments** |
| Site Access |  | Cemetery chapel is located off Tabley Road, Knutsford. The property is set back approximately 60m from Tabley road and has a central, slightly westerly orientation within the cemetery. The chapel is accessed via a private driveway. The immediate surrounding area is used as a cemetery, beyond the boundaries of the site the land is primarily used for agricultural purposes with a couple of residential properties. The site entrance may provide issues with goods deliveries given there is a narrow entrance between two stone pillars. The site entrance also leads straight onto a national speed road so caution should be taking when exiting. A banksman may be required for larger vehicles when exiting the site. |
| Working at height |  | Maintenance to the roof covering and replacement of the rainwater goods requires working at height. This shall be done by erecting scaffolding to ensure work is done safely. Contractor to provide detailed method statement.  Allow for regular safety checks to comply with Work at Height Regulations 2005. Ensure that all personnel who use work at height are trained to do so. |
| Removal of Asbestos Containing Materials | - | Pre demolition asbestos survey to be undertaken and asbestos to be removed prior to any works commencing on site. |
| Pedestrians and members of the public | - | Possible issues related to pedestrians. Care should be taken to avoid trespassers and injury to members of the public who visit the site. Personnel are to remain vigilant and conscious of pedestrians within close proximity of the site. Ensure that Heras fencing is secure at the beginning, during and after works work have finished for the day. |

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| A | DESCRIPTION OF PROJECT |  |
| A1.1 | Project/Site Address: | Cemetery Chapel, Tabley Road, Knutsford,WA16 0EW |
| A1.2 | Description of Site: | The property comprises a detached chapel which has not been used for some time. It comprises an entrance with a bell tower above, a large octagonal chapel with fixed pews with an alter area to the west side of the building. There are two ante rooms to the south and north sides of the building. |
| A2 | Description of Works: | The works involve the following in sequence.   * Repair of roof covering * Repointing all elevations and stack * Replace casement windows * Repair cast iron elements to the cellar floor * Replace all rainwater goods * Internal plaster repairs to damp areas * Repair timber doors * Redecorate externally. * Redecorate internally. |
| A3 | Client: | knutsford town council,  COUNCIL OFFICES,  TOFT ROAD,  KNUTSFORD,  WA16 6TA. |
| A4 | Designer: | Fisher German LLP  4 Vicars Lane  Chester  CH1 1QU |
| A5 | Principal Designer | Fisher German LLP  4 Vicars Lane  Chester  CH1 1QU. |
| A6 | Consultants (M&E, SE etc.) |  |
| A7 | Key Dates |  |
| A8 | Minimum amount of time between the appointment of Principal Contractor and start on-site. | 2 Weeks |
| A9 | Intended use of the Buildings | T.B.C. |
| A10 | Existing plans and records |  |
| A11 | Description of Structures: | Chapel made up of stone, timber and cast iron elements. |

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| **B** | **CLIENT’S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS** |  |
| B1 | Planning for and Managing the Construction Work: | The pre-construction information should be read in conjunction with the tender information. Any discrepancy should be reported to the Principal Designer. The pre-construction information is based upon information from the client and designer. The Principal Contractor and sub-contractors may identify additional hazards and these should be identified in the Construction Phase Health and Safety Plan.  The Principal Contractor shall provide the Construction Phase Plan. |
| B2 | Health and Safety goals: | The aim for the project is that no accidents, incidents or near missies occur during the works and that the project is at all times compliant with HSE directives and the Construction (Design and Management) Regulations 2015. Ideally there will be no residual risks attached to the future use or maintenance of the building. |
| B3 | Communications and Liaison Between Client & Others | As part of the plan, the Principal Contractor shall include a flow chart identifying the organisational structure, including the client. The principle contactor shall notify and agrees variations with the Principal Designer. |
| B4 | Security of Site: | The Contractor’s responsibility. |
| B5 | Welfare Provisions: | Must be in accordance with Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Schedule 2. |
| B6 | Client’s Employees/Customers Health & Safety Requirements: | Contractor to maintain site security with site fencing and control points. |
| B6.1 | a) Site Hoardings | Site fencing to be used in accordance with HS (G) 151 ‘Protecting the Public’. |
| B6.2 | b) Site Transport | To be controlled by contractor. |
| B6.3 | c) Permit to Work | To be controlled by contractor. |
| B6.4 | d) Fire Precautions | The PC is to note that there are to be no fires on the site at any time.  A site Fire Safety Plan shall be included and outline means of raising the alarm, nominated fire wardens and location of firefighting equipment. |
| B6.5 | e) Emergency Procedures and Means of Escape | The PC is to produce an Emergency Plan setting out their emergency procedures for dealing with and minimising the effects of:   * Evacuation of the site * Fire * First Aid * Hospital treatment   This Plan must be prepared as a stand-along document so that it can be readily circulated and posted for personnel to read.  First Aid  The PC will make adequate provision for First Aid (including trained First Aider) |
| B6.6 | f) Restricted Areas | Areas outside of the site area. |
| B6.7 | g) Confined Spaces | N/A |
| B6.8 | h) Smoking | None allowed on site. |
| B7 | Training | The Principal Contractor is to ensure that all employees are competent for their respective duties. All staff will undergo site specific induction training before being allowed on site. |
| B8 | Monitoring and Review | The PC will periodically carry out an H&S audit and make available the results to the Client and Principal Designer. |

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| **C** | **ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS** |  |
| **C1** | **Safety Hazards:** |  |
| C1.1 | Boundaries and Access | Access via Tabley Road through the gated entrance and private driveway. |
| C1.2 | Deliveries | Deliveries should be directed into the site.  Banksmen should always be used. Deliveries should be planned with the on-site team. |
| C1.3 | Adjacent Land Uses | The site is primarily a cemetery with the adjacent land used for agricultural purposes. |
| C1.4 | Storage of Hazardous Materials |  |
| C1.5 | Existing Services (Over ground, Underground and within structure) | To be investigated by the contractor prior to work commences. |
| C1.6 | Ground Conditions, Underground Structures etc. | Not known. |
| C1.7 | Existing Structural Modifications | None known. |
| C1.8 | Previous Structural Modifications | Not known. |
| C1.10 | Plant and Equipment access difficulties | Access achieve to property via a private driveway not accessed for any other property. |
| C1.11 | Previous Health and Safety files/Information | None known. |
| C1.12 | Asbestos Surveys and Issues | Existing management survey shows gutters and down pipes to be asbestos pre demolition asbestos survey to be undertaken prior to any works commencing on site. |
| C1.13 | Contaminated Land | N/A |
| C1.14 | Existing Safety Hazards (Platforms, lifts, Stability, fragile materials etc..) | High speed country road, narrow access for plant machinery and material delivery and potential asbestos. |
| C1.15 | Confined Spaces | N/A |

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| C1.16 | Working at Height | Working at height will be required for various work items. |
| C1.17 | Hot Works | To be controlled by the contractor. |
| C1.18 | Lone Working | Not permitted. |
| C1.19 | Sharps | The works will involve sharps within standard building remits. |
| **C2** | **Health Hazards:** |  |
| C2.1 | Asbestos Surveys | Required to make safe the building and surrounding area. |
| C2.2 | Existing Storage of Hazardous Materials | None known. |
| C2.3 | Contaminated Land & Surveys | None known. |
| C2.4 | Existing Structures containing Hazardous Materials | None known. |
| C2.5 | Health Risks From Client’s Activities | Ongoing farming activities. |

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| **D** | **SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS** |  |
| D1.1 | Drawings Issued | Structural Engineer Drawings. No. 5955-01, 02, 03. |
| D1.2 | Design Development | All designs have been finalised before work commences on site. Any contractors design elements should be confirmed. |
| D1.3 | Design assumptions, work methods and sequences | Contractor to provide works programme. |
| D1.4 | Co-ordination of on-going design work and handling design changes | The Principal Contractor shall notify the Principal Designer without delay of any design changes arising during the construction phase of the works or any changes the Principal Contractor wishes to make to the principles on which the Pre-Constriction Health and Safety File was prepared. The Principal Contractor shall provide all the necessary information to allow the Principal Designer to satisfy and inform the other team members if the proposed change before implemented. |
| D1.5 | Significant Risks & Controls (Please provide contractors risk assessments)  **Trivial and standard risks are still to be considered by the contractor.** | Also See Summary Section 1.5 and Designers Risk Assessments (if included).   1. Working in/on existing structures 2. Adjacent users 3. Working with existing hidden services 4. Underground services 5. Environmental conditions- wind 6. Scaffolding 7. Working at heights 8. Plant and Equipment 9. Hand-Arm vibrations 10. Concrete 11. Manual Handling 12. Mechanical lifting and cranes 13. Materials 14. Storage of materials |
| D1.5.1 | Construction Site Issues | * High speed country road. * Narrow access entering and leaving site. * Working adjacent to a working farm. |
| D1.5.2 | Movement of People or Vehicles | As above. |
| D1.5.3 | Manual and Mechanical Handling | * General building operations |
| D1.5.3 | Work Equipment | * General building equipment. |
| D1.5.4 | Electrical Hazards | * General building equipment. * Working on existing services. |
| D1.5.5 | Fire Hazards and Control | * Site to have fully working firefighting equipment and egress routes clear at all times. |
| D1.5.6 | Chemical and Biological | * General building materials. |
| D1.5.7 | Physical and Psychological | * General building issues. |
| D1.5.8 | Working at Height | * Removal of defective timbers and roof slates. * Repointing * Replace rainwater good * decoration |
| D1.5.9 | Excavation and Confined Spaces | Repairs to the cellar |
| D1.5.10 | Demolition | None Known |
| D1.6 | Required Method Statements | All of the above. |
| D1.7 | d) Significant Materials | General building materials. |
| D1.8 | Significant Residual Risks | * Continued shared access * Farming activities |

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| **E** | **The Health and Safety File** |
| E1 | The Health & Safety File is the document that will be handed over to the client for future Health and Safety management of the construction, upon completion. The file will be complied by the Principal Designer, although the Principal Contractor should collate and pass on information to satisfy the requirements below:  (The contents should be indexed) |
| E2 | The File should be set out as detailed below: |
| E2.1 | 1. Description of the work carried out |
| E2.2 | 1. Any residual hazards which remain and how they have been dealt with |
| E2.3 | 1. Key structural principles (bracing, pre-post tensioned members), safe working loads etc. |
| E2.4 | 1. Hazardous materials used |
| E2.5 | 1. Information on the removal and dismantling of plant and equipment |
| E2.6 | 1. Health and Safety information about equipment provided for cleaning or maintaining the structure |
| E2.7 | 1. The nature, location and markings of significant services, including underground cables, gas, fire-fighting |
| E2.8 | 1. As-built information and drawings of the structure, plant equipment, safe access etc. |
| E3 | **It does not have to contain the following:** |
|  | Pre-construction information, construction phase plan, construction phase risk assessments, written systems of work, COSHH assessments, contractual elements, information in other documents (as long as they are cross-referenced) |

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| **F** | **FORMAT OF THE BUILDING MANUAL** |
|  | Two copies will be required. |
| **F1** | **The Building Manual Part 1- General Information** |
| F1.1 | Description of the work carried out. |
| F1.2 | Contact details of client, consultants and Principal Contractor. |
| F1.3 | Originals of all consents and approval (To be added by Contract Administrator). |
| F1.4 | Drawings showing emergency escape routes, location of emergency and firefighting systems, services, shut-off valves, switches etc. |
| **F2** | **The Building Manual Part 2- Building Fabric Information** |
| F2.1 | Details of the construction and materials which may present significant residual hazard with respect to cleaning, maintenance or demolition. |
| F2.3 | ‘As Built’ drawings. |
| F2.4 | Copies of manufacturer’s current literature for all products, including data sheets and maintenance and cleaning recommendations. |
| F2.5 | Copies of guarantees, warranties and maintenance agreements. |
| F2.6 | Copies of all test certificates and reports. |
| **F3** | **The Building Manual Part 3: Building services** |
| F3.1 | Full description of each of the system installed. |
| F3.2 | Description of mode of operation for all systems including capacity and restrictions. |
| F3.3 | Diagrammatic drawings of each system, including plant, pipe routes and values. |
| F3.4 | Schedules of plant, equipment, vales etc. stating their location, duties and performance. Cross reference to drawings. |
| F3.5 | Name and address of manufactures of all plat with catalogue numbers. |
| F3.6 | Manufacturer’s technical literature, including detailed drawings, electrical circuits and operating and maintenance instructions. |
| F3.7 | Copy of all test and commissioning certificates. |
| F3.8 | Copy of manufacturer’s guarantees. |
| F3.9 | Starting up, operating and shutting down instructions. |
| F3.10 | Control sequences for all systems. |
| F3.11 | Schedules of all fixed and variable equipment settings established during commissioning. |
| F3.12 | Procedures for seasonal changeover. |
| F3.13 | Recommendations for preventative maintenance frequency and procedures. |
| F3.14 | Lubrications schedules for all items. |
| F3.15 | List of consumable items. |
| F3.16 | List of recommended spares. |
| F3.17 | Procedures for fault finding. |
| F3.18 | Emergency procedures. |