



The Coal  
Authority

# Small Works Pre- Construction Information

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The Coal Authority

*P-024809*

*New Monkland Cemetery – Investigation/treatment of Ground Collapses*

The following document and associated attachments draws together the arrangements for managing the significant health and safety risks associated with the pre-construction phase of a project to enable a suitable and sufficient construction phase plan to be completed.

<b>Description of the Project</b>	
<p>1. Project description including PS&amp;S INFERIS Reference Number and programme including any key dates</p>	<ul style="list-style-type: none"> <li>• <i>P-024809</i></li> <li>• <i>I-350166: vehicle roadway collapse.</i></li> <li>• <i>I-350168: ground collapse.</i></li> <li>• <i>The works comprises the investigation of two ground collapses to determine liability and treat/remediate if accepted.</i></li> <li>• <i>The roadway collapse is to be prioritised. The area is to be excavated to determine cause. Treatment of the collapse will require type 1 aggregate to be compacted in layers, including geo-grid. The surface is to be reinstated with bitumen as appropriate.</i></li> <li>• <i>The collapse adjacent to the boundary wall is to be excavated to determine cause. Treatment of the collapse will require type 1 aggregate to be compacted in layers, including geo-grid, overlain with suitable excavated materials. The surface will be reinstated with turf.</i></li> <li>• <i>Throughout all works, respect and courtesy must be given to users of the cemetery. Boarding will be required to minimise damage to grass.</i></li> <li>• <i>A method to store excavated materials during the works and for potential off-site disposal is also required.</i></li> <li>• <i>Prior to any work, a secure work area shall be established around the immediate area of operations. As the work area is in a remote location, the area shall be secured sufficiently to prevent accidental entry into the work area. The secure area shall be maintained until the works are complete.</i></li> <li>• <i>The works are programmed to commence w/c 30/11/2015 and are envisaged to be of approximately 4-5 days duration.</i></li> <li>• <i>Site address: New Monkland Cemetery, Condorrat Road, Glenmavis, ML6 0NS.</i></li> </ul>
<p>2. Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants including contact number(s)</p>	<ul style="list-style-type: none"> <li>• <i>Client: The Coal Authority (TCA) – [REDACTED]</i></li> <li>• <i>Principal Designer: [REDACTED]</i></li> <li>• <i>Designer: [REDACTED]</i></li> <li>• <i>Principal Contractor: Raynesway Construction (RC) -0141 849011.</i></li> </ul>
<p>3. Extent and location of existing</p>	<ul style="list-style-type: none"> <li>• <i>The existing drawings are available for the</i></li> </ul>

records and plans that are relevant to health and safety on site, including information about existing structures when appropriate	<p><i>project by liaison with TCA.</i></p> <ul style="list-style-type: none"> <li>• <i>It is recommended the Principal Contractor visits the site to satisfy themselves as to the nature and use of the immediate environment.</i></li> </ul>
<b>Client's Considerations and Management Requirements (Delete/add to as appropriate)</b>	
4. Planning for and managing the construction work, including any health and safety goals for the project	<ul style="list-style-type: none"> <li>• <i>Zero accidents.</i></li> <li>• <i>SHE observations.</i></li> <li>• <i>Near misses.</i></li> <li>• <i>Ensuring sub-contractors and others have the necessary health and safety information, instruction, supervision and competence.</i></li> <li>• <i>Ensure that all workers receive a project specific induction prior to starting work.</i></li> <li>• <i>Visitors are to be escorted while on site.</i></li> <li>• <i>Daily plant check.</i></li> </ul>
5. Communication and liaison between client and others	<ul style="list-style-type: none"> <li>• <i>Pre-start meeting.</i></li> <li>• <i>Progress Meeting(s).</i></li> </ul>
6. Security of the site	<ul style="list-style-type: none"> <li>• <i>Heras fencing to create a secure site compound.</i></li> </ul>
7. Welfare provision	<ul style="list-style-type: none"> <li>• <i>Purpose designed vehicle/portable facilities.</i></li> </ul>
8. Site transport arrangements or vehicle movement restrictions, boundaries and access, including temporary access - for example narrow streets, lack of parking, turning or storage space	<ul style="list-style-type: none"> <li>• <i>'Banks man' to supervise vehicle movement.</i></li> <li>• <i>Traffic management plan</i></li> <li>• <i>Segregate pedestrians from plant/vehicles.</i></li> </ul>
9. Fire/explosion precautions	<ul style="list-style-type: none"> <li>• <i>Fire Plan to include muster point.</i></li> <li>• <i>Fire-fighting equipment.</i></li> <li>• <i>Fire alarm klaxon/air horn/shouting 'FIRE/FIRE/FIRE'.</i></li> </ul>
10. First aid/emergency procedures and means of escape	<ul style="list-style-type: none"> <li>• <i>Hospital Route and contact details.</i></li> <li>• <i>First aider.</i></li> <li>• <i>First aid equipment including eye wash.</i></li> </ul>
11. "No-go" areas or other authorisation requirements for those involved in the project	<ul style="list-style-type: none"> <li>• <i>Permits to work</i></li> </ul>
12. Smoking restrictions	<ul style="list-style-type: none"> <li>• <i>No smoking site including work vehicles.</i></li> <li>• <i>No smoking signage</i></li> <li>• <i>Designated smoking area</i></li> </ul>
<b>Environmental Restrictions and Existing on-site Risks (Delete/add to as appropriate)</b>	
13. Any restrictions on working	<ul style="list-style-type: none"> <li>• <i>No works permitted prior to 08:00 or after</i></li> </ul>

hours or deliveries or school hours	<p><i>18:00 (Mon – Fri).</i></p> <ul style="list-style-type: none"> <li>• <i>Working hours restricted to visible daylight hours.</i></li> <li>• <i>Works to cease during a burial ceremony.</i></li> </ul>
14. Adjacent land uses – for example schools, railway lines or busy roads,	<ul style="list-style-type: none"> <li>• <i>Both ground collapses are located within New Monkland Cemetery.</i></li> <li>• <i>Surrounding area comprises residential housing.</i></li> </ul>
15. Existing storage/structures with hazardous materials	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
16. Location of existing services particularly those that are concealed - water, electricity, gas etc.	<ul style="list-style-type: none"> <li>• <i>Presence of unrecorded services should be anticipated.</i></li> </ul>
17. Ground conditions, underground structures, adits, shafts or water courses where this might affect the safe use of plant, for example cranes or the safety of ground works	<ul style="list-style-type: none"> <li>• <i>Presence of unrecorded services should be anticipated.</i></li> <li>• <i>Shallow unrecorded mining is probable within the cemetery.</i></li> </ul>
18. Work on excavations	<ul style="list-style-type: none"> <li>• <i>Trench support (&gt;1.2m deep)</i></li> <li>• <i>Staging/benching/angle of repose</i></li> <li>• <i>Signage “Deep Excavation”</i></li> <li>• <i>Gas monitoring</i></li> </ul>
19. Mine gas/heating/spontaneous combustion	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
20. Mine entry	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
21. Information about existing structures/structural modifications including weakening or strengthening - stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition/shaft exclusion zones are involved)	<ul style="list-style-type: none"> <li>• <i>Gravestones in the cemetery are at risk of falling unexpectedly. Caution should be used when in proximity to headstones.</i></li> </ul>
22. Work at height including work on/near to fragile surfaces	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
23. Any difficulties relating to plant and equipment in the premises, such as Drilling/lifting operations access from third parties	<ul style="list-style-type: none"> <li>• <i>Pedestrian management system/plan</i></li> <li>• <i>Competent Persons</i></li> <li>• <i>Daily checks</i></li> </ul>
24. Confined spaces (culverts etc.)	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
25. Health and safety information	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>

contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures	
26. Work on or near water where there is a risk of drowning	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
27. Asbestos, including results of surveys (particularly where demolition is involved)	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
28. Pollution/contamination of soils, sewers, drains and water courses	<ul style="list-style-type: none"> <li>• <i>Spill kits/booms.</i></li> </ul>
29. Nuisance from dusts/odours/smoke/noise/vibration	<ul style="list-style-type: none"> <li>• <i>Working hours restricted to 08:00-18:00 &amp; visible daylight hours (Mon – Fri).</i></li> <li>• <i>Maintenance regime for equipment.</i></li> <li>• <i>No burning on site.</i></li> <li>• <i>Works to cease during a burial ceremony.</i></li> </ul>
30. Noise and vibration	<ul style="list-style-type: none"> <li>• <i>PPE – hearing protection.</i></li> <li>• <i>Reduce time of use.</i></li> <li>• <i>Job rotation.</i></li> <li>• <i>HSE HAVS calculator to record trigger times</i></li> <li>• <i>Maintained low noise/vibrating equipment</i></li> <li>• <i>Correct tool for the job used by trained operatives.</i></li> </ul>
31. Manual handling	<ul style="list-style-type: none"> <li>• <i>Specific manual handling risk assessment.</i></li> <li>• <i>Mechanise lifting/handling.</i></li> <li>• <i>Trained and competent persons.</i></li> <li>• <i>Reduce loads to be handled.</i></li> <li>• <i>PPE – safety gloves and boots.</i></li> </ul>
32. Contaminated land, including results of surveys	<ul style="list-style-type: none"> <li>• <i>Hygiene control.</i></li> </ul>
33. Waste handling (storage and removal)	<ul style="list-style-type: none"> <li>• <i>Site waste management plan</i></li> <li>• <i>Waste segregation</i></li> <li>• <i>A method to store excavated materials during the works and for potential off-site disposal is also required.</i></li> </ul>
34. Health risks arising from client/stakeholder activities for example cross contamination	<ul style="list-style-type: none"> <li>• <i>Hygienic wipes/hand sanitiser.</i></li> </ul>
<b>Significant Design and Construction Hazards</b>	
35. Significant design assumptions and suggested work methods, sequences or other control measures	<ul style="list-style-type: none"> <li>• <i>The Designer(s) have identified that the construction works represent the type of risks which a competent contractor experienced in this type of works would reasonably expect to encounter during the works.</i></li> <li>• <i>The Principal Contractor/Contractor shall</i></li> </ul>

	<p><i>provide a CPP incorporating risk assessments and method statements detailing how they will plan, organise, implement, monitor and review the health and safety risks identified throughout the duration of the works.</i></p>
<p>36. Arrangements for co-ordination of ongoing design work and handling design changes</p>	<ul style="list-style-type: none"> <li>• <i>The Client/Designer shall submit to the Principal Contractor and CDM Co-ordinator during the project execution, any major changes to the design requirements made during the construction phase.</i></li> <li>• <i>These should be submitted in sufficient time to allow the health and safety implications and the effect on resources to be considered prior to commencement of the work.</i></li> </ul>
<p>37. Information on significant risks identified during design</p>	<p><i>The Principal Contractor must detail within their risk assessments, method statements and safe systems of work detailed arrangements for the suitable control of any significant risk. Significant risks for this project include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Excavations.</i></li> <li>• <i>Anti-social behaviour, theft and unauthorised access may also be a risk.</i></li> <li>• <i>Traffic management.</i></li> <li>• <i>The cemetery is constantly used by members of the public (including children) and employees of North Lanarkshire Council.</i></li> <li>• <i>Throughout all works, respect and courtesy must be given to users of the cemetery. Boarding will be required to minimise damage to grass.</i></li> <li>• <i>A method to store excavated materials during the works and for potential off-site disposal is also required.</i></li> </ul>
<p>38. Materials requiring particular precautions</p>	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
<p><b>The Health and Safety File</b></p>	
<p>39. Description of the file's format and any conditions relating to its content</p>	<p><b>NB: A health and safety file is only required for projects involving more than one contractor.</b>  <i>The following information will be included in the Health and Safety File:</i></p> <ul style="list-style-type: none"> <li>• <i>a brief description of the work carried out</i></li> <li>• <i>any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)</i></li> </ul>

	<ul style="list-style-type: none"><li>• <i>key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs</i></li><li>• <i>hazardous materials used (e.g. lead paints and special coatings)</i></li><li>• <i>information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)</i></li><li>• <i>health and safety information about equipment provided for cleaning or maintaining the structure</i></li><li>• <i>The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.</i></li><li>• <i>information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)</i></li></ul>
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<b>Additional Comments</b>			
<p>Are there any other health, safety and welfare or environmental hazards not mentioned above that are required to be brought to the attention of the Principal Contractor/Contractor? If YES, please provide details below and continue overleaf if necessary.</p>			
<b>Hazards</b>	<b>Comments</b>	<b>Additional Control Measures Required</b>	
<p><b>NB:</b> Upon completion of this pre-construction information a copy must be supplied to the Principal Contractor/Contractor for to enable the Construction Phase Plan to be completed. A record of the Principal Contractor/Contractor’s receipt of the form shall be maintained within Inferis.</p>			
<b>TCA Representative Name (Print)</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
██████████	Project Manager		
<p><b>NB:</b> The overall choice of risk control measures is the responsibility of the Principal Contractor/Contractor. The Coal Authority requires the Principal Contractor/Contractor to implement the hazard control measures for those areas identified in this Pre-construction Information within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.</p>			
<b>Contractor Representative Name (Print)</b>	<b>Date</b>	<b>Position</b>	<b>Signature</b>
<p>I accept this Pre-construction Information and agree to implement the appropriate control measures within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.</p>			