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PRE-CONSTRUCTION INFORMATION

for

Proposed Remodelling and Extensions

at

**Wivenhoe Town Council Offices,
77 High Street, Wivenhoe, CO7 9AB**

Prepared by

The Principal Designer - Duncan Clark & Beckett Ltd

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1 GENERAL

This Pre-Construction information has been prepared to meet the requirements of Regulations 4 and 5.

Regulation 4

A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.

Regulation 5

Pre-construction information is information already in the client's possession (such as an existing health and safety file, an asbestos survey, structural drawings etc) or which is reasonable to obtain through sensible enquiry (Regulation 2(1)). The information must be relevant to the project, have an appropriate level of detail and be proportionate to the nature of the risks.

The client has the main duty for providing pre-construction information. This must be provided as soon as practicable to each designer (including the principal designer) and contractor (including the principal contractor) who is bidding for work on the project or has already been appointed. For projects involving more than one contractor, the client should expect the principal designer to help bring the pre-construction information together and provide it to the designers and contractors involved.

The purpose of this document is to identify the main health and safety issues regarding the construction work so as to enable the designers and contractors to make arrangements to carry out or manage the work having in mind the risks involved. This Pre-Construction Information draws together the information obtained from the Client, the Designers and the site visit carried out by the Principal Designer. It provides details on the significant site-specific issues that the Principal Contractor will have to manage during the construction phase.

The Principal Contractor under these regulations, prior to commencing work on site, shall be required to prepare a Health & Safety Plan containing their arrangements and information for the project taking into account the risks and activities involved and the welfare of persons at work or affected thereby to be provided under the relevant statutory provisions to satisfy the requirements of Regulations 12 of the Construction (Design & Management) Regulations 2015.

The construction phase plan must set out the arrangements for securing health and safety during the period construction work is carried out. These arrangements include site rules and any specific measures put in place where work involves one or more of the risks listed in Regulation 12, Appendix 3 and Schedule 3.

The Contractor shall be deemed to have visited the site and inspected the drawings and contract documents and have made allowance in their tender price for all reasonably foreseeable hazards, whether or not described in this Pre Construction Information, arising from local conditions, the nature and accessibility of the site, and the nature and extent of the operations, storage space for materials, position of services and drains, the nature of the ground, materials being used and execution of the contract works generally.

The tender is to adequately describe welfare facilities that will be provided for this project.

2 DUTY HOLDERS REQUIREMENTS

Summary of duties under the CDM regulations Construction (Design and Management) Regulations 2015

CDM duty holders – who are they?

Commercial Clients

Organisations or individuals for whom a construction project is carried out.

Summary of role / main duties are to make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated.

Clients must also make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided.

Principal designers

Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Summary of role / main duties are to plan, manage, monitor and co-ordinate health and safety in the pre- construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.

Prepare and provide relevant information to other duty holders. Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

Designers

Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work.

Summary of role / main duties are when preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

Principal contractors

Contractors appointed by the client to co- ordinate the construction phase of a project where it involves more than one contractor.

Summary of role / main duties are to plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work.

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety welfare facilities are provided

Contractors

Those who do the actual construction work. They can be either an individual or a company.

Summary of role / main duties are to plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

- For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, prepare a construction phase plan.

Workers

The people who work for or under the control of contractors on a construction site.

Summary of role / main duties are that they must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety co-operate with their employer, fellow workers, contractors and other duty holders.

3 DESCRIPTION OF PROJECT

The project comprises the remodelling and extension of the existing offices. The works will include but are not limited to:

- New foundations.
- Construction of new external walling.
- Installation of new steelwork.
- Internal lining of existing external walls.
- New internal block/timber partitions.
- Works to the existing first floor.
- Creation of new external glazed lobby.
- Associated roofing works.
- New rooflights at roof level.
- Refurbishment of existing windows and doors.
- New secondary glazing.
- New fascias, soffits, double glazed windows and doors.
- All associated M&E works.

3.1 NAME OF CLIENT

Wivenhoe Town Council

3.2 LOCATION

The site of the works is within the grounds of 77 High Street, Wivenhoe, Essex, CO7 9AB.

3.3 CONSTRUCTION WORK

The building will not be occupied during the course of the works by the client, but the contractor is to liaise closely with the client on a day to day basis with regard to Health & Safety including day to day fire safety etc.

3.4 TIME SCALE OF WORKS

Works to commence	TBC
Works to be completed	TBC

The Client will allow a mobilization period of 4 weeks from the date of appointing the Principal Contractor. This is the time allocated for the planning and preparation before construction work begins on site.

On-site working hours are to be agreed with all parties involved in the project.

3.5 IDENTIFICATION OF MANAGEMENT AND DESIGNERS CLIENT

Client

Wivenhoe Town Council, 77 High Street, Wivenhoe, Essex, CO7 9AB.
Tel: 01206 822864
Email: townclerk@wivenhoe.gov.uk

Principal Designer

Duncan Clark and Beckett Ltd, 12a William's Walk, Colchester, Essex CO1 1TS.
Tel: 01206 578732
Email: mail@dcbarchitects.co.uk

Principal Contractor

TBC

3.6 ELEMENTS OF WORK DESIGNED BY PERSONS ENGAGED BY THE EMPLOYER

Structural Engineer

Morgan Engineering Consultants - Innovation Centre, Boundary Road, Colchester, CO4 3ZQ.
Tel: 07708 446575
Email: oliver.morgan@morganeng.co.uk

Other consultants

3.7 ELEMENTS OF WORKS DESIGNED BY PRINCIPAL CONTRACTOR OR NAMED CONTRACTORS

- Arrangements for access, deliveries, removal of waste and welfare facilities
- Demolition / strip out techniques
- Scaffolding
- M&E

3.8 FURTHER INFORMATION REQUIRED FROM THE CLIENT

- Any asbestos register or R&D survey results relevant to the works.
- Access to the Health and Safety file on request.
- Fire risk assessment.
- Electrical test certification.

This information should be requested and when received, should be forwarded to the Principal Designer for them to consider and distribute as appropriate.

3.9 COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS

This Pre Construction Information has been compiled as a result of information shared between the Principal Designer, Client and Designers.

All unforeseen eventualities which may occur during demolition and which affect previously recognized health and safety issues or resources must be reported to the Principal Designer.

All design work carried out by the Principal Contractor or appointed contractors during the construction phase, to include temporary works, must be notified to the Principal Designer.

Principal Designer must be informed of all new design and revised designs. Where required additional meeting will be held with the Client in attendance.

The Principal Contractor is required to liaise with the Principal Designer should any specific issues be raised that have not been discussed in this information.

4 THE EXISTING ENVIRONMENT

Existing environmental restrictions and hazards the designers and contractors are to take into consideration with their design and management of the project.

4.1 LOCATION/ EXISTING ENVIRONMENT

The proposed site is within the grounds of 77 High Street which are clearly identifiable by boundary line fencing/hedging and walls. The building itself is located midway along the High Street Road which is made up of public buildings and dwellings

The Client will not occupy the building throughout the works but the site is open for other users so the Principal Contractor should put suitable arrangements in place to ensure the safety of the Client and the general public. This will require ensuring the site is secure at all times and liaising closely with the Client to ensure they are aware of any activities or works taking place which may have an impact on their health or safety. The Principal Contractor should clearly advise in their Construction Phase Plan the arrangements they will put in place to ensure the safety of the Client and general public.

4.2 EXISTING SERVICES

There are overhead services at the front of the site which run parallel with the road and cross the site from the North East corner. Although located away from the main work area, the Principal Contractor will still need to assess if any activities on site pose a risk of striking the cables. This will include delivery vehicles and control measures would include arranging for deliveries in smaller vehicles instead of large high vehicles for example. For the avoidance of doubt there are no records of the underground services. Gas, electrical and water services are located to the North of the site. Prior to excavation works commencing, the Principal Contractor is to use appropriate methods to identify exact location of all services running through site, using CAT & GENNY scanner or similar. Safe digging practices should be followed to identify services, using hand tools and digging alongside services to expose them as opposed to directly above. The Principal Contractor will be responsible for arranging for the isolation of services, where required.

4.3 EXISTING/DEMOLISHED STRUCTURES

Elements of the existing services will need to be removed and reinstated as part of the works.

4.4 SITE ACCESS, EGRESS AND SECURITY

The main front entrance into the site can be used by the Contractor but they are to ensure they are kept clear and secure at all times.

The Contractor will have sole responsibility to ensure that the work areas are secure at all times, including out of hours with no risk posed to the Client and/or their visitors. The Principal Contractor will also be responsible for preventing unauthorised persons accessing site throughout the works and ensure that if any works compromise the security of the building, during any opening up works for example, then suitable arrangements are put in place to prevent unauthorised access into building.

The site is to be left in a safe condition out of hours, which will include ensuring access onto any scaffolding is removed by removing ladder access and ensuring all edges are suitable protected with no risks of fall. As the Client will continue to occupy the premises throughout the works the Principal Contractor should refer to the HSE Guidance Note – 'Protecting the Public, Your Next Move'.

4.5 SITE TRANSPORT ARRANGEMENTS AND VEHICLE MOVEMENT RESTRICTION

With the site restricted in size, the use of any site plant should be suitably managed to prevent collisions. Plant and pedestrian areas should be clearly segregated and a banksman should assist all plant movements.

Any deliveries to site should also be suitably arranged to avoid local busy periods and banksman used to ensure the safety of the public during loading/unloading to the front of site.

As mentioned in previous section, the Principal Contractor will need to assess the risk posed from the overhead cables crossing site and establish suitable control measures to ensure they are not struck by site transport.

4.6 NO GO AREAS AND OTHER AUTHORISATION REQUIREMENTS

The Client will not occupy the building throughout the works but all site operatives should be informed to restrict movements to the agreed work areas and any site compound and welfare facilities established only. No person is to enter or use any other area of the building without prior permission from the Client.

4.7 WELFARE / TEMPORARY SITE ACCOMMODATION

The principal contractor will be responsible for ensuring that suitable and sufficient welfare facilities, in accordance with the requirements of the Construction (Design & Management) Regulations 2015 are in place and maintained throughout the construction phase. The details of the welfare facilities to be provided should be included within the Principal Contractors Construction Phase Plan. The contractor must otherwise outline in their Construction Phase Plan how they will meet the requirements for construction site welfare, i.e. drying facilities, drinking water, and rest facilities. Suitable facilities must be provided from the commencement of the project, reflecting the numbers on site and the nature of the work being undertaken. The Construction Phase Plan must adequately describe how these facilities will be maintained. The Principal Contractor is also to establish suitable storage areas which are to be secured where required.

4.8 EMERGENCY PROCEDURES AND MEANS OF ESCAPE

Procedures in respect of emergencies are to be established by the Principal Contractor and described in their Construction Phase Plan and communicated to all site operatives and visitors during induction and notices displayed on site. First aid must be available on site at all times and a notice must be displayed on site informing those on site of the contact details and facilities provided for first aid on site. Arrangements for evacuating and raising alarm in the event of a fire and also the provision of fire extinguishers should also be established.

4.9 GROUND CONDITIONS

No contamination issues are currently known but the Principal Contractor is to ensure that site operatives involved in excavation works wear appropriate PPE and are instructed to inform Site Management of any discovered residues or potential ground contamination they encounter.

5 THE DESIGN

The following significant hazards or work sequences have been identified from the design stage which cannot be avoided and will be a risk to the health and safety of construction workers and others. The contractors are required to issue appropriate information prior to any contract works commencing.

Design assumptions / Significant Hazards / Suggested work methods

Asbestos – No information is currently available. The Principal Contractor is to ensure that a competent person risk assesses the proposed work areas to identify if there is a risk of asbestos containing materials being present. If even the slightest risk that asbestos may be present then a refurbishment and demolition survey is to be commissioned. The Principal Contractor is to confirm the arrangements for asbestos in their Construction Phase Plan.

Working at height - the Principal Contractor is to ensure that all works at height are suitably planned and undertaken off suitable platforms with the required edge protection in place. Step-ladders should only be used for short duration, light duty work. All scaffolding, including tower scaffolding must be erected by competent persons and regularly inspected in accordance with regulations. All edges where there is a risk of fall should be suitably protected. The Principal Contractor will be responsible for providing fall arrest systems when working on the roof and at height.

Manual Handling and lifting of heavy materials - Delivery and handling of materials, delivery of access equipment, and removal of waste, requires careful planning considering the access constraints. Pre-planning for all significant lifts of heavy, bulky or unwieldy items is recommended. The contractor will need to consider the segregation of public areas during material delivery and movements. Any hoist will require protective measures to exclude persons from the immediate area in case of failure.

Materials falling from height – These will also pose a significant risk to not only those working on site but also the Client and their neighbours. The Principal Contractor is to ensure that suitable arrangements are in place to prevent any items falling from height and also to protect the safety of any person in close vicinity underneath the works taking place. The arrangements should include suitable edge protection on all platforms including kick boards but it is also recommended that brick guards are used where required. During any periods of highwinds the Principal Contractor should assess the safety of all materials and equipment stored on site, especially at height to ensure that there is no risk of them blowing off site which may require suitably securing them down, covering them or moving inside the building. Fall of tools, dust & debris, roofing materials etc. particularly at but not limited to the tenanted internal/working area and external yard. Measures will be required to prevent falling materials including smaller particles and dust. Any sheeting material must consider wind loading on the scaffold. There should be no uncontrolled bombing of waste materials.

Contact with services – The Principal Contractor is to refer to all information available from utility Companies regarding any services passing through the site. The assumed location of underground drainage is marked up on the drawings but information should be obtained from the utility Company regarding exact location prior to any excavation works. Prior to excavation works commencing, the Principal Contractor is to use appropriate methods to identify exact location of all services running through site, using CAT & GENNY scanner or similar. Safe digging practices should be followed to identify services, using hand tools and digging alongside services to expose them as opposed to directly above. The Principal Contractor will be responsible for arranging for the isolation of services, where required.

Plant/Vehicles - With the site fairly restricted in size, the use of any site plant/vehicles should be suitably managed to prevent collisions. Plant/Vehicle and pedestrian areas should be clearly segregated and a banksman should assist all plant/vehicle movements. Any deliveries to site should also be suitable arranged to avoid local busy periods and banksman used to ensure the safety of the public during loading/unloading to the front of site. As mentioned in previous section, the Principal Contractor will need to assess the risk posed from the overhead cables crossing site and establish suitable control measures to ensure they are not struck by site transport.

Harm to members of the public – All necessary controls and management systems are to be implemented to ensure the safety of the Client, their visitors, their neighbours and other members of the public. Suitable arrangements and controls must be put in place regarding delivery times and the control of vehicle movements/site plant using a banksman. The Principal Contractor is to ensure no risk is posed to others from materials falling from site. The Principal Contractor will be responsible for the security of the site and ensuring suitable arrangements are in place to prevent unauthorised access on to site. Access onto scaffolding should also be removed out of hours. Suitable protection should be established around any service trenches, ensuring that no risk of fall is posed to members of the public.

Excavations – Prior to excavation works commencing, the Principal Contractor is to ensure that all underground services have been identified and the control measures mentioned above in 'contact with services' section are complied with. Strict controls must also be in place regarding segregating pedestrian and plant movements. The Principal Contractor will be expected to batter excavation walls back to a safe angle to prevent possible collapse and suitable edge protection will need to be established along excavation edges.

Noise – any noise from the proposed works are to be strictly controlled and kept well within acceptable levels at all times, with local residents in mind during early hours. Noisy operations are only to be undertaken during local authority permitted hours and any particularly noisy operations are to be communicated to the Client and neighbours in advance to minimise disruption.

Working with lead – All operatives to be informed to wear suitable PPE to prevent skin contact, such as gloves, and ensure that good levels of hygiene are maintained at all times which will require washing of hands after task.

Dust – all dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression or collection systems. Works generating significant amount of dust, such as cutting, should be undertaken outside and ensure that no dust enters the building through windows or doors or the neighbouring properties. Site operatives are to wear suitable RPE to prevent exposure to dusts.

Fire - The Principal Contractor will be responsible for establishing suitable fire detection and firefighting equipment on site. Hot works are to be suitably controlled by Site Management using hot works permits, ensuring that a fire extinguisher is close to hand and a suitable post work check/fire watch is undertaken at the end of the shift. The Principal Contractor is to ensure good levels of housekeeping are maintained on site ensuring the separation of potential ignition sources and combustible materials. If any smoke detectors are covered during any dusty works Site Management must ensure that they are uncovered at the end of the task, and before leaving each day,

5.1 Work activities that will require co-ordination by designers including contractors with a design duty during the construction period

Scaffolding, plumbing, mechanical and electrical installations and associated pipework/cable routes.

5.2 Materials requiring particular precautions

Potential asbestos

Working with Lead

Construction Dust

Asbestos respiratory systems must be provide when dealing with the asbestos

Inhalation and ingestion of Lead when stripping or sanding surfaces decorated previously, or hot lead works.

Paints, primers, knotting solution.

Solvents

Dust during demolition/ soft strip and raking out of masonry.

Wood dusts

Lime mortar with respect to skin and eye contact.

Bird droppings

Pesticide (weed killer)

More common hazards must be controlled by the application of good site management practices, these being known to competent contractors and are not listed above.

6 SITE RULES

The Contractor must ensure that no site activity reflects adversely on the Client by complying with contract conditions, local bylaws and all relevant health and safety legislation. The Principal Contractor will be responsible for establish site specific rules which should include the following points:-

- a) Access to other areas of the building is prohibited without prior permission from the Client.
- b) Separation barriers and fences are to be used with warning signs displayed in easily seen positions to ensure the safety of those on and off site.
- c) Site must be maintained in a safe, secure, tidy and clean condition at all times and at the end of each day
- d) Site waste must be regularly removed to an authorised tip, ensuring there is not a build- up on site.
- e) Appropriate clothing must be worn at all times with some form of identification to clearly show persons are site operatives.
- f) All operations on the site are to wear adequate Personal Protective Equipment suitable for that type of work, to wear a safety helmet at all times where there is a risk of a head injury and to take precautions to prevent the health and safety of other work persons being affected by their work process.
- g) All plant and equipment shall be tested and certificated in accordance with PUWER and LOLER Regulations.
- h) Safe walkways must be established and kept clear at all times.
- i) Smoking/ burning of rubbish is not permitted on site.
- j) No 'Hot Works' may be undertaken within the last two hours of the working day.
- k) No swearing on site.
- l) Audio equipment/radios are not permitted on site.
- m) No headphones to be used on site.
- n) A Principal Contractors continuous presence on site.
- o) Regular report on progress to be provided to client to include details of incidents and near misses.
- p) All site operatives must undertake a site safety induction before commencing work.
- q) Health and Safety introduction shall be provided to all members either working on the site or visiting.

All persons working on site must be competent to carry out the duties requested of them. Any person placed in charge of the site will be conversant with all of the Principal Contractors duties under the CDM2015. HSE expect all site managers on CDM projects to have undergone the CITB 5-day Site Managers Safety Training Scheme or equivalent to be able to demonstrate competence. The Principal Contractor must be satisfied that all sub-contractors are competent prior to offering appointments. Sub-contractors must undergo a form of health and safety competence assessment relevant to the duties they are asked to perform.

The following health and safety goals are required on this project:

Monitoring of accidents and near misses with a goal of zero major accidents.

Minimise risk, disruption or inconvenience to the staff and public, who will require access during the works.

7 HEALTH AND SAFETY FILE

The Principal Contractor is to submit to the Principal Designer one hard and one electronic copy of appropriate information during the course of the contract for inclusion in the Health and Safety File.

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 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) a brief description of the work carried out;
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
- c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- d) hazardous materials used (eg lead paints and special coatings);
- e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
- f) health and safety information about equipment provided for cleaning or maintaining the structure;
- g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- h) information and as-built drawings of the building, its plant and equipment (eg 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. Information must be in a convenient form, clear, concise and easily understandable.

8 EXISTING DRAWINGS AND REPORTS AND RELEVANT SITE INFORMATION

Issued separately, and to include:

Asbestos R&D Survey.
Planning Approval.
Building Regulations Consent.

9 NOTIFICATION FORM F10

The Principal Contractor should raise an F10 form online and this should be displayed on site.