



Shotton Parish Council

Shotton Outreach Community Youth Hub

Pre-Construction Information

June 2023



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Document Revisions

No.	Details	Date
1	Pre-Construction Information	June 2023



Report for

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Shotton Parish Council

**Shotton Outreach
Community Youth Hub**

Pre-Construction Information

June 2023

D3 Associates Ltd

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1. Introduction

We draw your attention to the Construction (Design and Management) Regulations 2015 and attach the Pre-Construction Information for your development.

This Pre-Construction Information has been specifically prepared to deal with the subject of health and safety of all persons involved with the Works.

It contains all available information about the site and scope of the Works to enable the Principal Contractor and Contractors to be aware of the health and safety aspects of carrying out the Works. It also provides a framework for the management of health and safety procedures during the Site Works Period.

Work will not begin on site until the Principal Designer is satisfied that the designers have demonstrated that health and safety issues have been addressed within the design and that any residual issues have been forwarded to the Principal Contractor. The principal issues to be addressed during this process are:

- Identification of the elements of design where an existing hazard can and will be eliminated.
- Identify/specify equipment that reduces ill health effect upon workers.
- Provide safe access.

The Principal Contractor will be responsible for co-ordinating the activities of all Contractors within the designated working areas allocated under the project.

2. Project Details

Project Name:	Shotton Parish Council – New Shotton Community Youth Hub
Employer:	Shotton Parish Council c/o 14 Claypool Farm Close, Hutton Henry, Co. Durham TS27 4QZ
Contact:	Mr Stuart Wardle Email: wardlestuart@btinternet.com Phone no. 07904 278 889
Contract Administrator:	D3 Associates Ltd Mallan House Bridge End Hexham Northumberland, NE46 4DQ Simon Timperley Email: simon@d3-associates.co.uk Tel: 01434 610 434
Principal Designer:	D3 Associates Ltd Mallan House Bridge End Hexham Northumberland, NE46 4DQ
Contact:	Paul Haverson Email paul@d3-associates.co.uk tel 01434 610 434, mob 0754 911 0145
Principal Contractor:	To be appointed
Contract Manager:	To be appointed
Site Agent:	To be appointed
Safety Advisor:	To be appointed

3. Project Information

SITE LOCATION:
<p>Shotton Parish Community Park, Station Road, Shotton Colliery, DH6 2JL.</p> <p>The Community Youth Hub is situated within the Community Park off Station Road.</p> <p>The works area is as shown on drawing 2002.</p> <p>Note; the existing Community Park will be in operation during the Works.</p>
DESCRIPTION OF WORKS:
<p>The works comprise</p> <ul style="list-style-type: none"> • Demolition of the existing building, construction of a new Community Youth Hub including lobby, toilets, multi-activity space, multi-purpose room, circulation area, kitchen, office, stores, plant room, drainage, utility connections and external works. <p>Works to be undertaken as described in the specification documents and Schedule of Works listed in Section 5</p>
PROGRAMME OF WORKS:
<p>The planned Site Works Start Date is September 2023, completion March 2024.</p>

SAFETY GOALS:

The following health and safety goals have been established for this project. Whilst not all the goals are applicable to the Site Works Period, they have all been included here to emphasise the involvement of all parties in the delivery of a successful project.

- No avoidable/preventable injuries e.g. through lack of training, untidy site, missing PPE, poor planning, inadequate method statements or inappropriate working methods.
- No accidents arising from site testing activities.
- No accidents involving public and Works traffic entering/leaving site.
- No accidents to trespassers through poor housekeeping e.g. poorly managed site security
- No complaints from the public due to excessive noise.
- No pollution of watercourses/ surface water sewers due to on site activities.

Submission by the Principal Contractor of a suitably developed Construction Phase Health and Safety Plan at least two weeks before the proposed start of construction.

Principal Contractor to provide as-built information within 2 weeks of completion, and a Health and Safety File for the site within 3 weeks of handover to the Employer.

ARRANGEMENTS FOR MONITORING AND REVIEW:

During the Site Works Period, the Principal Contractor will be responsible for arranging and chairing regular health and safety meetings. It may be that health and safety forms part of a larger meeting, but should still be the responsibility of the Principal Contractor.

The Principal Designer should be given sufficient notice of such meetings to allow attendance.

Following completion of Site Works, a project review will be carried out by the whole project team which will include health and safety.



4. Existing Environment (Restrictions and Existing on Site Risks)

ADJACENT/PREVIOUS LAND USE:

The site is the location of the current changing rooms building in Shotton Colliery Community Park.

There is existing play areas, MUGA and football pitches surrounding the site, also the Groundsman's accommodation and nearby housing.

Shotton Community Park will remain open during the Works. Users will use the existing car park off Station Road and temporary footpath on grassed area .

PLANNING RESTRICTIONS:

A Planning Application has been submitted to Durham County Council, validated on 5th June 2023.

EXISTING SERVICES:

There are a number of known services within the site boundaries including gas, water, surface and wastewater drains and electricity supplies.

The Contractor should identify and make an allowance for working around any underground and overhead services.

The contractor shall ensure that all services are isolated prior to the utility connection and disconnection works.

ACCESS:

The works are taking place within an operational community park. The Contractor should ensure that there are adequate protection measures in place to prevent unauthorised access to their Works area.

The access to the site is through the car park off Station Road, the Site Compound is located adjacent to the new Community Youth Hub, refer to Site Set-up and Compound drawing no. 2002. Only delivery vehicles allowed access to the site compound.

Station Road has a speed limit of 30mph.

No parking of construction vehicles allowed on Station Road.

The Principal Contractor will ensure adequate signage of the site access/egress.

Reversing of vehicles shall be kept to a minimum, with the provision of a banksman if vehicles are reversing; commercial vehicles should be fitted with reversing alarms.

Sufficient space should be allowed for deliveries avoiding reversing when possible.

Lifting plant and equipment must not extend beyond the limits of any of the working areas. All loading and off-loading of materials should take place within the working areas.

Access for emergency vehicles should be maintained at all times.

Access to all public footpaths to be maintained throughout the construction period.

EXISTING STRUCTURES:

Structures within the working area include the following:

- The principal works area comprises the existing changing rooms and surrounding areas
- The existing community park will be in operation during the Works
- There may be asbestos present in the existing changing rooms. A pre-demolition survey report is included in the tender documents.

EXISTING GROUND CONDITIONS:

Refer to:
Geol Consultants Ltd, Preliminary Ground Investigation Data, May 2023 (Full Phase 2 Report available on request).



5. Available Drawings and Documents

THE FOLLOWING DRAWINGS AND SCHEDULES ARE INCLUDED IN THE CONTRACT DOCUMENTS:

Refer to the Document and Drawing Register

FURTHER INFORMATION INCLUDED WITHIN THE CONTRACT DOCUMENTS:
<ul style="list-style-type: none"> Refer to the Document and Drawing Register
EXISTING CDM HEALTH AND SAFETY FILES:
The ACTS, Demolition Survey Report, 25.07.21, is included in the tender documents



6. Design Information

6.1 TYPICAL HEALTH AND SAFETY HAZARDS:

Typical hazards and risks identified by the Designers associated with the type of work anticipated as part of the project are listed below. In general, these are hazards that a competent Contractor should be familiar with. Information relating to these hazards is incorporated into this document, drawings and other documents referenced in this Plan. Residual issues resulting from Design Risk Assessments are identified in Section 11 'Designers Risk Assessments'.

- Delivery of plant / materials
- Pedestrian and vehicular access to the existing community park
- Security of the site - there is a risk of theft and vandalism in the area of the site
- Working in hazardous areas, including live services and dust
- Working at height; roof construction
- Occupational H&S hazards (noise, vibration etc)
- Removal of asbestos containing materials
- Building demolition

6.2 SIGNIFICANT HEALTH AND SAFETY RISKS:

The Designers have identified specific areas of risk to be considered by the Contractors. Residual Issues resulting from Design Risk Assessments have been identified in Section 11 "Designers Risk Assessments".

The significant hazards identified are as follows:

- Working adjacent to an operational community park
- Working adjacent to public roads, footpaths and car park
- Potential for unidentified contaminants within the site
- Live services within the site boundary
- Demolition of existing building
- Plant movements
- Access to roof
- Craning of steel frame to site
- Working with live sewers
- Building demolition

DESIGN ASSUMPTIONS AND CONTROL MEASURES:

All works must comply with all relevant European and British Standards and Specifications and other Specifications referred to in the contract.

The design of all temporary works will be considered to be 'design' under the CDM 2015 Regulations.

ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK:

Design work will continue throughout Contract Period, in respect of Contractor Designed Works. Arrangements for the co-ordination of design work are as follows:

- Details of design work carried by the Principal Contractor (or his sub-Contractors or suppliers) will be copied to the Principal Designer.
- Any unforeseen eventualities which occur during site works and which may require substantial design changes or affect resources shall be brought to the attention of the Contract Administrator as soon as possible for him to inform the Principal Designer and other parties.
- Verification of existing ground conditions for construction of foundations – contractor to excavate trial holes as agreed by Architect.



7. Site Wide Elements

LOCATION OF SITE ACCESS AND EXIT POINTS:
The access to the site is off Station Road through the car park; refer to Site Set-up and Compound drawing no. 2002. Only delivery vehicles allowed to site compound.
TEMPORARY SITE ACCOMMODATION/WELFARE:
<p>The location of the Contractors site accommodation and welfare facilities to be in the construction site compound as shown on drawing no. 2002.</p> <p>The Principal Contractor shall make arrangements for the provision, maintenance and removal of his site accommodation and welfare facilities on completion of the works. In addition, to reinstate the compound and access road to the satisfaction of the client.</p> <p>Welfare facilities are to address the standards detailed in HSG 150, INDG 220 and CIS18 'Provision of Welfare Facilities at Fixed Construction Sites', and shall include toilets, washing facilities, changing and rest areas, drinking water and eating facilities. Regular cleaning of the facilities provided shall be carried out</p> <p>The contractor is to arrange for services to the site compound as necessary. Electricity and water may be available from existing changing rooms; to be agreed with the client.</p>
UNLOADING, STORAGE AND OTHER DEFINED AREAS:
<p>Unloading of all plant and materials should be within the designated working/compound areas.</p> <p>The Contractor should ensure that, lifting equipment does not extend beyond the limits of the working area or damage any existing structures or services.</p>



8. Employer Considerations

THE FOLLOWING OPERATIONS WILL CONTINUE DURING SITE WORKS:
<ul style="list-style-type: none"> • Access to and operation of the existing community park.
RESTRICTIONS ON TIMES:
<p>All work and ancillary operations shall only take place between the hours of 8.00am and 6.00pm Monday to Friday and 8.00am to 1pm Saturday or as stated in the Planning Permission.</p>
RESTRICTIONS ON ACCESS:
<p>The Principal Contractor is required to ensure that all personnel intending to carry out work on the Site undergo a site specific safety briefing, or induction, prior to entering the Site.</p> <p>The Contractors site personnel shall be clearly identifiable and carry personal identification.</p> <p>This site will be secured by either timber hoarding or moveable Heras fence panels to all boundaries with lockable gates at the entrance to the site compound.</p> <p>The compound should consist of steel containers/cabins, and fenced off to separate from main site work. Where it is possible, materials should be locked away in the steel containers.</p> <p>The need for manned security should be assessed and reviewed as necessary over the duration of the Works.</p> <p>There will be a requirement for all personnel and visitors to site, to sign in and confirm their presence on site. Compound/Working Area gates shall remain secured at all times to protect the public from site.</p>



9. Site Rules

EMERGENCY PROCEDURES:

The Principal Contractor must ensure suitable evacuation procedures are drawn up and implemented, in accordance with any existing procedures for the site.

Site access roads and roads shall be kept clear at all times for Emergency Services vehicles. Access for Emergency Services to all parts of the site are to be maintained at all times. Sub-Contractors and visitors to be informed by the Principal Contractor via site induction.

OTHER RESTRICTIONS:

Property of landowners and third parties, for example existing services, roads, footpaths and structures, etc shall be protected from damage.

All persons shall comply with the legal requirements regarding the wearing of personal protection equipment; the Principal Contractors smoking policy, drugs and alcohol policy and also be advised of the site specific rules during the site induction.

Other site rules will be set by the Principal Contractor.

THE PRINCIPAL CONTRACTOR WILL BE REQUIRED TO PROVIDE ADDITIONAL RULES ON THE FOLLOWING:

Induction of other employers and Sub-Contractors on the Works site for:

- Training
- Use of PPE
- Manual handling
- Hazardous areas
- Accident reporting
- Working at height
- Protection of third parties, structures, plant and equipment
- Site Security
- Protection of non-employees.

10. Project Liaison Provisions

<p>CONTRACTOR DESIGNED WORKS:</p> <p>The Principal Contractor is to liaise with the Principal Designer with regard to design work which is to be carried out by Sub-Contractors or other Contractors engaged by the Principal Contractor. The information may include:</p> <ul style="list-style-type: none"> i) Designer risk assessment ii) List of hazards iii) Hazardous substances, materials used, etc. <p>All method statements submitted by the Principal Contractor shall contain details of any temporary works design.</p> <p>Temporary structures will include the perimeter hoarding and fencing and the site cabins. Scaffolding should be designed and erected by a competent contractor only. A TW Register should be drawn up by the designated Temporary Works Coordinator prior to site commencement highlighting all temporary works involved in the project. The updating and monitoring of the register shall continue throughout the project by the designated Temporary Works Supervisor.</p>
<p>DESIGN ALTERATIONS:</p> <p>Details of all design alterations will be issued to the Principal Contractor by the Architect, together with associated residual issues identified in the Designers risk assessments. Copies to be issued to the Principal Designer.</p> <p>Any unforeseen eventualities which occur during the Site Works Period and which may require substantial design changes or affect resources shall be brought to the attention of the Principal Designer.</p>
<p>HEALTH AND SAFETY FILE:</p> <p>D3 associates Ltd, as Principal Designer, will establish and maintain the Health and Safety File throughout the project period and will be responsible for site content and update until the File is formally issued to the Employer on completion of Site Works.</p> <p>The File is intended to be a reference document for those persons who maintain the site and also any persons who carry out subsequent construction.</p>



The Principal Contractor is responsible for collating the method statements, risk assessments, COSHH assessments and other information for the File.



11. Designers Risk Assessments

This section contains a list of residual issues which are the result of risk assessments carried out by all appointed Designers. These are risks which cannot be avoided or designed out. The residual issues provide a broad indication of the precautions assumed for dealing with them.

The risk assessments may indicate assumed methods of working. Any methods of working have been assumed for design and risk assessment purposes only. If Contractors wish to propose alternative methods of working which conflict with the suggested proposals of the Designers, then written agreement should be obtained from the Designers before implementing the alternative proposals.

R1	Pedestrians/third parties injured by Contractors road vehicles
R2	Collisions between Contractor and other party vehicles/machinery
R3	Live services – gas, electric cables, water, sewers, Telecoms
R4	Hazardous materials in existing structures – possible asbestos related diseases
R5	Working at height from above ground structures - Appropriate access equipment required and edge protection
R6	Pollution of watercourse
R7	Demolition of existing building

A copy of the risk assessments and residual issue information for the above is presented in Appendix A.



Appendix A: Designers Risk Register/Hazard Control

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D3 Associates Ltd FORM D1: REGISTER OF HAZARDS (DESIGN)

PROJECT No. 1788 PROJECT TITLE: SHOTTON PARISH COUNCIL – SHOTTON OUTREACH COMMUNITY YOUTH HUB Page 1 of 1	DESIGN STAGE				REV.	DETAILS	DATE	BY
	Feasibility	Conceptual	Detailed	Other (state) Tender				

- This Register is a live document, containing details of hazards associated with a project. It should be reviewed and revised as necessary throughout the various stages of design until handover.
- Where a hazard/risk can be ELIMINATED or REDUCED or CONTROLLED by the Designer, “Form D2: Hazard Elimination & Management (Design) should be used to record design actions/assumptions and sign off these when complete.
- Where a SIGNIFICANT hazard cannot be dealt with by the Designer this Register MUST indicate what information is to be provided, to whom and how
- SIGNIFICANT HAZARDS are not necessarily those that result in the greatest risk, but are those ‘not likely to be obvious to a competent contractor or other designers; unusual or likely to be difficult to manage effectively’

REF.	DESCRIBE HAZARD OR HAZARDOUS ACTIVITY AND POTENTIAL EFFECTS	WHO’S AT RISK	CAN HAZARD BE ELIMINATED, REDUCED OR CONTROLLED BY DESIGN? If Yes go to Form D2. If No complete final columns	IS HAZARD SIGNIFICANT? (see definition)	INFORMATION TO BE PROVIDED FOR SIGNIFICANT HAZARDS Describe what information, to who and how	COMPLETED?
R1	Site pedestrians/third parties injured by Contractor road vehicles	Contractors/Other parties	Yes	Y	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas	
R2	Collisions between Contractor and other party vehicles/machinery	Contractors/Other parties	Yes	Y	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas. Contractor to refer to the Pre-Construction Information	
R3	Live services – gas, electric cables, water, sewers, telecoms	Contractors personnel	Yes	Y	Designer to make available to the Contractor existing site drawings if available. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	
R4	Hazardous materials in existing structures – asbestos related diseases	Contractors personnel	Yes	Y	Designer to provide any relevant asbestos survey reports. Contractor to refer to Pre-Construction Information and pre-demolition survey.	
R5	Falls from height from above ground structures - Appropriate access equipment required and edge protection.	Contractors personnel	Yes	Y	No existing as-built drawings are available; single and two storey building. Contractor to refer to the Pre-Construction Information.	
R6	Pollution of watercourse	Contractors personnel/ other parties	Yes	Y	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of any construction materials to prevent pollution to watercourse.	
R7	Demolition of existing building	Contractors personnel	Yes	Y	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the demolition of the existing building including the containment of dust, reduction of noise and the appropriate disposal of all waste materials.	

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AS THE DESIGNER, HAVE YOU CONSIDERED ALL <i>REASONABLY FORESEEABLE</i> HAZARDS/RISKS ASSOCIATED WITH THIS DESIGN i.e. ITS CONSTRUCTION, MAINTENANCE AND FUTURE DEMOLITION: IF YES PROCEED WITH SIGN OFF BELOW		
PREPARED BY: NAME: S. TIMPERLEY DATE: 27 JUNE 2023	APPROVED BY: NAME: P Haverson DATE: 27 JUNE 2023	NOTES/COMMENTS
CIRCULATE COMPLETED/AMENDED DOCUMENT TO: Project Manager/ CDM Principal Designer/Contractor/Other Designers/Project File/Others <i>(state)</i>		

D3 Associates Ltd FORM D2: HAZARD ELIMINATION, REDUCTION AND CONTROL (DESIGN)

PROJECT No.1788 PROJECT TITLE: SHOTTON PARISH COUNCIL – SHOTTON OUTREACH COMMUNITY YOUTH HUB Page 1 of 1	DESIGN STAGE				REV.	DETAILS	DATE	BY
	Feasibility	Conceptual	Detailed	Other (state) Tender				

- This Form should be used to record the design actions carried out to ELIMINATE, REDUCE or CONTROL hazards and risks.
- Relevant information should be included on drawings or in documentation e.g. Pre-Construction Information, Pre-Construction Health and Safety Plan or Health and Safety File

REF (as form D1)	HAZARD DESCRIPTION	DESIGNER ACTIONS TO ELIMINATE, REDUCE OR CONTROL HAZARD AND RISK STATE ANY ASSUMPTIONS	ACTION OWNER	HOW WILL INFORMATION BE COMMUNICATED?	ACTION COMPLETED	
					SIGNED	DATE
R1	Site pedestrians/third parties injured by Contractor road vehicles	Designer to provide works layout drawings showing access routes to the works area across the main redevelopment site from the highway. Contractor to develop working area, site compound, traffic and pedestrian route plan	D3a	Detail layout drawings to Contractor. Contractor to refer to the Pre-Construction Information		
R2	Collisions between Contractor and other party vehicles/machinery	Designer to provide works layout drawings showing access routes to the works area. Contractor to develop working area traffic and pedestrian route plan	D3a	Contractor to refer to the Pre-Construction Information		
R3	Live services – gas, electric cables, water, sewers, telecoms	Designer to make available to the Contractor existing site drawings. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	D3a	Detail design drawings, utilities plans and contract documentation to Contractor. Contractor to refer to the Pre-Construction Information		
R4	Hazardous materials in existing structures – asbestos related diseases	Designer to provide any relevant asbestos survey reports. Contractor to refer to Asbestos Register and Pre-refurbishment asbestos survey	D3a	Asbestos Register and Pre-demolition asbestos survey available to Contractor.		
R5	Falls from height from above ground structures - Appropriate access equipment required and edge protection.	Designer to provide works layout drawings. Contractor to provide method statement for erection of timber frame and construction of roof and brickwork.	D3a	Detail layout drawings to Contractor Contractor to refer to the Pre-Construction Information		
R6	Pollution of watercourse	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of construction materials to prevent pollution to watercourse.	D3a/Contractor	Contractor to refer to the Pre-Construction Information.		
R7	Demolition of existing building	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the demolition of the existing building including the containment of dust, reduction of noise and the appropriate disposal of all waste materials.	D3a/Contractor	Contractor to refer to the Pre-Construction Information		

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AS THE DESIGNER, HAVE YOU CONSIDERED ALL <i>REASONABLY FORESEEABLE</i> HAZARDS/RISKS ASSOCIATED WITH THIS DESIGN I.E. ITS CONSTRUCTION, MAINTENANCE AND FUTURE DEMOLITION: <i>IF YES PROCEED WITH SIGN OFF BELOW</i>		
PREPARED BY: NAME: S. Timperley DATE: 27 June 2023	APPROVED BY: NAME: P. Haverson DATE: 27 June 2023	NOTES/COMMENTS
CIRCULATE COMPLETED/AMENDED DOCUMENT TO: Project Manager/ Principal Designer/Contractor/Other Designers/Project File/Others <i>(state)</i>		