

BRAMCOTE LEISURE CENTRE, HEALTH SUITE REFURBISHMENT - 2016

PRE-CONSTRUCTION INFORMATION

DIRECTORATE OF HOUSING, LEISURE & PROPERTY SERVICES

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

PRE CONSTRUCTION INFORMATION

1.0 INTRODUCTION

This Pre Construction information is to be read in conjunction with the contract specification and drawings.

Risks which should be resourced or controlled by good management and site practice are not listed but are deemed to have been considered by the contractor and taken into account in his tender.

2.0 NATURE OF THE PROJECT

Name of Client: Broxtowe Borough Council
Directorate of Housing, Leisure and Property Services

Principle Designer: Broxtowe Borough Council
Directorate of Housing, Leisure and Property Services

Principle Contractor: To be agreed

Site Location: Bramcote Leisure Centre
Derby Road
NG9 3GF

Nature of Works: Works to refurbish health suite area including adjacent changing rooms.

Timescale for Completion: To be agreed

Minimum Lead Time: To be agreed

3.0 THE EXISTING ENVIRONMENT

3.1 Surrounding Land Uses and Related Restrictions

The site is located in an existing leisure centre, which is used by both staff and members of the public. The centre is to remain open throughout the works with opening hours of 07:00 – 22:00 Monday – Friday, and 08:00 – 22:00 Saturday & Sunday. The area of works is located on the ground floor, in the health suite to the right of the reception area. Plans outlining access routes, materials store and site accommodations are included in the tender documentation. Detailed access arrangements are to be agreed with the Contract Administrator (CA) and Centre Management prior to the commencements of the works on site.

To the rear of the leisure centre is a public car park, which is used by both the Centre's clients and visitors to adjacent Schools and the public park. This car park is very busy and the parking of contractor's vehicles are to be strictly controlled and limited to a designated area. The working area is to be Heras fenced off to prevent unauthorised access, with the contractor's access to site to be via the existing external door. The area to be fenced off is indicated on site set-up drawing CW17.001.002. The contractor is to strictly control access and egress from the site, and consideration must be allowed for public access to the leisure centre reception at all times during the works.

3.2 Existing Services

A distribution board serving the works area is located within the store/kitchen. This distribution board is to be relocated as part of the works.

The mains water supply to the area enters at high in the store room off the reception a stop tap is located close by. Hot water is supplied from the plant room at the back of the building, and is stored centrally in a hot water tank located off the existing female changing area.

A plan of some of the existing drainage for the area is included in the tender documentation; however, this is to be checked prior to commencement of works.

3.3 Existing Traffic Systems

The Leisure Centre is adjacent to a public car park, which is accessed from the A52. The entrance road is also used for access to Schools and to the adjacent public park. It is vital that the access road is kept open at all times, and that allowance is made for pedestrian access to and from the car park to the Leisure Centre.

Coordination of materials delivery and skip loading and unloading is to be carried out to keep congestion of the access road and footpath to a minimum, reducing the risk to pedestrians.

3.4 Existing Structure

No as-built drawings are available for the building. Existing layout plans have been drawn of the area and form part of the tender package.

The original structure comprises of a three storey structural steel frame. The area of works is located partially below the original two storey section of the building and partially under a newer single storey flat roofed extension.

As part of the work the main contractor is to carry out a series of trial holes and surveys in conjunction with their steel work fabricators to check site conditions and confirm dimensions. The Client's appointed structural engineer to liaise with the main contractor to provide working drawings.

3.5 Ground Conditions

The ground conditions of the site must be ascertained prior to commencement of the works, see 3.4 above.

4.0 EXISTING DRAWINGS

A plan of the existing health suite is included within the contract documentation. There are no as built drawing of the building as a whole.

5.0 THE DESIGN

5.1 Principles of Structural Design

Client appointed structural Engineer to design underpinning to existing foundations based on exploratory trial holes.

5.2 Specific Requirements of the Principle Contractor

The Principal Contractor is required to:

1. Plan, manage, monitor and coordinate health and safety in the construction phase of the project. This includes:
2. Liaising with the client and principle designer.
3. Preparing the construction phase plan.
4. Organising cooperation between contractors and coordinating their work.
5. Ensuring suitable site inductions.
6. Ensuring reasonable steps are taken to prevent unauthorised access.
7. Ensuring workers are consulted and engaged in securing their health and safety.
8. Ensuring welfare facilities are provided.

5.3 Possible Site Hazards

The following list also includes other areas to be considered and deemed hazardous which may exist or which may be encountered. This list is not exhaustive and further discussion will be required should they arise to resolve methods and proposals to deal with them agreeing appropriate legislative guidance and advice notes.

1. Control of Substances Hazardous to Health (COSHH)
2. Drilling
3. Handling materials – manually/mechanically
4. Mechanical/Electrical plant
5. Portable tools
6. Working at height.

Subsequently the Principal Contractor must demonstrate by reference to their Health and Safety Policy their awareness of all hazards and produce method statements to ensure adequate health and safety respective to each hazard.

N.B. to be read in conjunction with all other sections.

5.4 An Outline Construction Phase Plan must be submitted at least two weeks prior to commencement, and is to include the following:

- Method statements related to the hazards identified in the pre-tender health and safety plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.

Any queries arising from the Construction Phase Plan should be referred to the Principle Designer:

Broxtowe Borough Council
Directorate of Housing, Leisure and Property Services

6.0 **CONSTRUCTION MATERIALS**

6.1 **Potentially hazardous materials**

The following potentially hazardous materials have been identified:

- a) Paints and Protective Coatings
- b) Silicone based sealants

Where the Principal Contractor intends to use these materials and any other hazardous materials found to be required for the work, they are to provide the Principle Designer with full health and safety data sheets, COSHH assessments **before** the materials are incorporated in the works. Suitable protective clothing appropriate to the task and material being used should be made available to all personnel.

Should a material be used which may pose a danger/hazard to the occupants of the dwelling, during the progress of the works, this must be brought to their attention and its use progressed in line with COSHH and other appropriate legislation.

Previously no asbestos has been identified within the area – destructive asbestos test to undertaken by the Clients appointed consultant prior to commencement of works.

7.0 **SITE WIDE ELEMENTS**

7.1 **Site access and egress**

Site access and egress will be via the public highway. No road closures will be permitted. See also Items 3.1 and 3.3

7.2 **Temporary accommodation/loading and storage area**

All site accommodation and storage to be contained on the site and close to the working area. They should be suitably secured where required and the surrounding area be kept tidy at all times. **Unloading is to be carried out in such a manner to ensure that both the public highway and footpaths are not obstructed or damaged during unloading operations. Special attention should be paid to ensuring protection of vehicular and pedestrian traffic with long offloading processes programmed for quieter times.**

All hazardous materials should be stored in a lockable unit and clearly identified externally as to the contents.

Unattended skips must be kept locked and removed when full immediately.

7.3 **Traffic/Pedestrian Routes**

Hazards will arise as a result of operatives, plant and materials, accessing, egressing and being delivered and taken off site respectively. During these actions due care and attention should be employed to reduce the potential for hazardous situations arising.

8.0 OVERLAP WITH CLIENT'S UNDERTAKING

Most areas have been previously discussed with respect to consideration of the health and safety issues which may arise from carrying out work within an occupied office which is also open to the public. The need for due care and attention cannot be overly emphasised.

9.0 SITE RULES

The Principal Contractor is to ensure all operatives possess the appropriate permits and certificates to operate plant and equipment necessary for carrying out the said work throughout the duration of the works.

The Principal Contractor should give their health and safety priority by ensuring all activities are locally isolated and all noise, dust and odours suppressed by appropriate means to prevent nuisance. The Contractor shall ensure both the highway and footpaths are kept clean, tidy and free from loose material post unloading or skip removal.

The Principal Contractor must make all operatives aware of the need for sensitivity when working at Bramcote Leisure Centre, the following rules must be adhered to at all times:

- No radios to be played.
- Shirts to be worn under high visibility gilets / jackets at all times.
- No unnecessary shouting, singing or whistling on site.
- The site accommodation only to be used for meal breaks i.e. no picnics on the grounds.

The Principal Contractor is required to issue 'Site Rules' identifying any rules specific to this Contract which are not addressed in his Health and Safety Policy and to make these rules known to all workers.

Site Rules shall be clearly displayed at all entrances to the site works.

10.0 CONTINUING LIAISON

10.1 Design elements of contractor's proposals

Full details of the Principle Contractor's design proposals for the scheme will be required for consideration by the Principle Designer before work commences on site. Details of any subsequent design change are to be notified before implementation.

10.2 Procedure for dealing with unforeseen eventualities

Any changes affecting the agreed Construction Phase Plan must be notified to and agreed by the Principle Designer before implementation.

THE PRINCIPLE CONTRACTOR IS REMINDED THAT AN AGREED CONSTRUCTION PHASE PLAN, BASED ON THIS PRE CONSTRUCTION INFORMATION MUST BE SUBMITTED FOR AGREEMENT BEFORE WORKS COMMENCE ON SITE AND THAT PRACTICAL COMPLETION WILL NOT BE ISSUED UNTIL COMPLIANCE WITH DUTIES AS PRINCIPAL CONTRACTOR IN RELATION TO THE HEALTH AND SAFETY FILE ARE COMPLETE AND APPROVED.

11.0

OPERATION/MAINTENANCE OF THE FINISHED BUILDING

11.1 The Building Manual Health and Safety File

- The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Client and end users providing a complete understanding of the building and enabling it to be maintained efficiently and safely. The Principle Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Principle Designer for delivery to the Client.
- The Manual is to consist of the following parts as required and agreed with the Principle Designer, sub sectioned as appropriate in accordance with regulation 17:
 - A brief description of the work carried out
 - Details of any residual hazards and
 - How they have been dealt with
 - Key structural principles
 - Hazardous materials used
 - Details of the as built structures and any drawings
- The presentation of the Manual is to be as clause 11.5.
- A complete draft of the Manual must be submitted not less than four weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit. Do not proceed with production of the final copies of the Manual until authorised to do so by the Principle Designer.
- Final copies of the Manual: Provide two copies not less than four weeks before Practical Completion.

11.2 The Building Manual Part 1: General must include:

- A description of the building.
- Details of all consultants and designers.
- Copies of all consents and approvals obtained.

11.3 The Building Manual Part 2: Building Fabric:

Provide such information as is reasonably required by the Principle Designer including

- As-built drawings recording details of construction for all Contractor designed work and performance specified work. (Where applicable)
- Copies of manufacturer's current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers/recommendations for cleaning and maintenance.
- Names, addresses, telephone and fax numbers of all subcontractors, suppliers and manufacturers.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

11.4 The Building Manual Part 3: Building Services must include as appropriate:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems.
- Diagrammatic drawing of each system indicating principal items of plant, equipment, valves etc.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturer's technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all manufacturer's guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of all normal consumable items.
- Emergency procedures, including telephone numbers for emergency services.

11.5 Presentation of Building Manual:

The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual, where larger than A4, are to be fold and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings will form annex(es) to the Manual.

11.6 Training of Employer's Staff:

Before Practical Completion explain and demonstrate to the Client's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual, include for not less than one operating day for this purpose.