****

**ENV0023 manor grove bin stores**

**PRE CONSTRUCTION INFORMATION**

## The Existing Environment

### Surrounding land use and related restrictions

The site is located in an existing housing estate. As well as existing housing; there are shops, a main bus route and schools close to the site. It is therefore envisaged that the area to the site could be populated with traffic and pedestrians, tenants including children accessing the schools, shops and residential properties.

**The Contractor is to ensure that the site is accessed by authorised personnel only.**

It is recommended that the Contractor visits the site to assess the surrounding land use and related restrictions in advance. In addition the following is brought to the Contractors attention:

### Existing Services

It shall be the Principal Contractors responsibility to review all available information and seek further information as required. It shall be the Principal Contractors responsibility to confirm the locations of all services and utilities in order to satisfy himself that disconnections / diversions etc. have been undertaken, together with the locations of live services and utilities, which are to be protected, prior to the commencement of works.

### Existing Traffic Systems and Restrictions

The Contractor will be responsible for secure barriers between work areas, tenants and general public (with adequate buffer zones).

### Working Hours

The Principal Contractor must allow for carrying out the works during normal working hours i.e. 08.00 – 16.30 Monday to Friday.

### Construction Hazards

The Contractor must give full consideration to hazards during the construction phase, and wherever possible hazards should be eliminated or reduced in the design process. Consideration should be given to:

* Existing Services;
* Interaction between site traffic, tenants and general public;
* Interaction between operatives, tenants and general public.

### Maintenance Hazards and Use

The design should take full consideration of the maintenance and use of the proposed works. Wherever possible hazards should be eliminated or reduced during the design process.

### Construction Methods and Phasing

The Contractor must prepare a method statement before starting work on the sites, which includes proposed methods of working, sequence of operations and the control of different trades / subcontractors. In particular those activities which have to be carried out in close proximity to others should be carefully planned.

These must relate specifically to the sites in question, and not in the form of a general health and safety policy.

The Contractor is to pay particular attention to the issues detailed below;

* Protection of the environment
* Use and disposal of hazardous and non-hazardous waste materials
* Fuel storage handling
* Air and dust emissions
* Noise and vibrations
* Hot Works

## Construction Materials

### Health Hazards

There are certain construction materials that cannot be avoided in use and which are potentially hazardous to health. The Contractor should identify any such materials and give due regard to method statements (safe systems of work), storage, warning signs, transport on site, and disposal of waste and provide appropriate personal protective equipment.

COSHH risk assessments are required for the following:

* Concrete / cement: - skin irritation, inhalation
* Paint - skin irritation, inhalation,
* Waterproofing products - skin irritation, inhalation,

The importance of personal cleanliness should be emphasised to site operatives, together with the provision of the appropriate personal protective equipment.

### Fire

Particular care should be taken to identify and control the use of highly flammable substances.

The following publications should be reviewed:-

* Fire Prevention on Construction Sites published by BEC
* Construction Sites, Fire Prevention Check List; published by FPA

### Handling

Mechanical handling of materials be planned and include consideration of the task, load, crane, size, access and limitations of the working area.

Methods of handling materials and structural elements in a restricted working space require particular attention to avoid manual lifting of heavy or awkward loads.

## Interaction with Client’s Operations and General Public

### Restrictions on Access

Access is via public highways – Care should be taken in accessing residential areas.

### Contractor’s Activities

All sub-contractor’s activities are to be monitored by the Principal Contractor. Suitable risk assessments and method statements must be obtained prior to activities commencing on site.

### Access and Egress

Access to the sites is not known to be restricted to vehicles. The Contractor shall not block or impede access to adjacent premises / land and must ensure all emergency access is maintained.

### General Public

All necessary fencing, hoardings, warning signs (including traffic) and lighting will be erected and maintained during the construction phase. Particular care will be taken to limit noise and dust emissions.

The Contractor is charged to maintain the sites access routes and all the working areas of the sites in a safe, secure and tidy workmanlike manner. Access highways and pedestrian footpaths are to be kept clean and free from debris at all times.

## Site Rules

### Health and Safety Co-ordination

The Principal Contractor must co-ordinate Health and Safety of all organisations (including sub-contractors) and persons on the construction sites. This will include the formulation of specific site safety rules, induction training and effective communication of information to the workforce.

Each organisation represented on the sites should nominate a Safety Supervisor who will attend safety co-ordination meetings held by the Principal Contractor.

### Training

All personnel employed on the sites (including sub-contractors) should receive induction training before they start work on each site, to advise them of the site rules and the significant findings of the site risk assessments. This should include safe working practices and personal protective equipment. Operators of plant, machines and portable equipment shall be trained before being authorised to use these items on the site.

### Emergency procedures

The Principal Contractor must draw up emergency procedures on each site for fire, explosion or other dangerous incidents, or an individual accident, including the reporting arrangement.

### Unloading, Laydown and Storage Areas

Delivery of materials to sites will be co-ordinated by the Contractor to ensure that the areas available for storage do not restrict unnecessarily the working areas. Clear access routes must be maintained for emergency vehicular access. All unloading, laydown and storage areas should be arranged with prior agreement of the Client.

Any designated areas must implement a traffic management strategy to reduce the risk of interruption to the general public.

### Security Requirements

The general public and tenants should not have access to the working areas. Only persons authorised to work on the sites by the Client, the Principal Contractor and his sub-contractor should be allowed entry into the working areas.

The Principal Contractor must adequately safeguard the sites, the works, products, materials, plant, and any existing buildings affected by the works from damage and theft. All reasonable precautions to prevent unauthorised access to the sites, the works and adjoining property must be taken.

Allow for securing the works during non-working periods.

All site staff and site personnel, including Sub-Contractors, must be identified and their presence on the sites notified and recorded.

### Client Rules

In compliance with the Health and Safety at Work Act 1974, it is the responsibility of all members of staff to conduct themselves in such a manner so as to avoid risks of accidents to themselves and others. To this end they should:

(1) Develop a personal concern for the safety and health of themselves and others and to co-operate with all other persons in the provision of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act 1974 and other applicable legislation and policies.

(2) Make themselves familiar with the Fire Action Procedure, escape routes, appropriate assembly points and location and use of firefighting extinguishers.

(3) Ensure access routes, corridors, staircases and escape doors are not obstructed by building materials, plant, cables, machinery or other items.

(4) Practice good housekeeping, clearing away waste into proper receptacles.

(5) Only use plant and equipment to which they have been adequately trained and competent to use

(6) Seek assistance when lifting heavy or awkwardly sized items, or when items are beyond their own personal ability. Ensure that they are aware of the correct methods of lifting.

(8) Adequately safeguard the sites, the works, products, plant and any existing structures affected by the works from damages or theft. Take all reasonable precautions to prevent unauthorised access to the sites, the works and adjoining property.

The Principal Contractor will be required to provide additional rules and guidance to operatives on the following Health and Safety Statutory Requirements:

* Training
* Induction
* Personnel Protective Equipment (PPE)
* Equipment
* Permits to work
* Accident reporting and procedures

## Continuing Liaison

### Unforeseen Events

The Principal Contractor shall inform the Client immediately upon an event happening which creates serious hazard:-

To the health and safety of people;

To the safe operation of the Client’s or adjacent structures;

Which could result in a major change to the design and / or to the resources required to complete the work?

Any unforeseen eventualities during project execution resulting in substantial design change to be reported to the Client.