



**PRE CONSTRUCTION INFORMATION**

**REMEDIAL WORKS**

**At**

**ANDERWOOD END COTTAGES**

**BURLEY**

**RINGWOOD**

**BH24 4HS**

Job No: Y-JD-MP-6290-18  
Date: 2nd March 2018  
Status: Original  
Checked: HA



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## Remedial Works

### **Section 1 - Description of Project**

<u>1.1 Nature of Project:</u>	Remedial works
<u>1.2 Address of Site:</u>	Anderwood End Cottages Burley Ringwood BH24 4HS
<u>1.3 Proposed date for commencement:</u>	16 April 2018
<u>1.4 Proposed date for completion:</u>	8 weeks from commencement.
<u>1.5 Notification to HSE</u>	The F10 notification will be issued on appointment of the main contractor.
<u>1.6 Client</u>	The Forestry Commission, The Queen's House, Lyndhurst, Hants, SO43 7NH
<u>1.7 Designer:</u>	LHL Group Stanley Harrision House The Chocolate Works Bishopthorpe Road York YO23 1DE
<u>1.8 Principal Designer:</u>	LHL Group Stanley Harrision House The Chocolate Works Bishopthorpe Road York YO23 1DE
<u>1.9 Contractor</u>	TBC



### **Existing Information.**

#### **1.10 Existing Documentation:**

The Principal Contractor is to liaise with utility companies to ascertain and obtain the position of existing underground services. Any excavation works are to be executed in accordance with HSE Guidance Note HGS 47 – Avoiding Danger from Underground Services.

The Principal Contractor is referred to the tender documentation (specification and drawings) for a list of existing information made available to the contractor at the time of tender.

Accuracy of drawings – The Principal Contractor is advised that the drawings provided by the client may not be entirely accurate or provide a complete record. The Principal Contractor should verify their accuracy in consultation with the Contract Administrator prior to commencing work.

#### **1.11 Existing H&S files:**

A Health & Safety File and Operations and Maintenance Manual does not exist for this site.



## **Section 2 - Clients Considerations and Management Requirements**

### **2.1 Structure and Organisation:**

The client contact is Ian Langford. All communications should be directed via the Employer's Agent or the Principal Designer in the first instance.

### **2.2 Safety Goals:**

It is the intention of the client and all other parties to complete all elements of the works in a safe and efficient manner.

In accordance with The Construction (Design and Management) Regulations 2015. The Forestry Commission have appointed LHL Group to act as Principal Designer and only competent contractors have been selected to tender for this work.

The Principal Contractor will in turn be required to provide evidence of competence for all sub contractors. The Principal Contractor shall also provide details of its own company Health & Safety review procedures for approval by the Principal Designer.

### **2.3 Updating the Health & Safety Plan**

The Principal Contractor shall prepare a Health & Safety Statement for issue to the Principal Designer on a monthly basis to inform the Principal Designer of circumstances or events that violate any principal assumption made in the Health & Safety Plan and identifies and relevant information to be passed to the Principal Designer for inclusion in the Health & Safety Plan or File.

### **2.4 Permits and Authorisation:**

No specific requirements have been requested by the client. The Principal Contractor may at their discretion impose any restrictions they feel necessary for the safe execution of the works.

### **2.5 Emergency Procedures:**

The Principal Contractor is to establish appropriate emergency procedures taking into account all activities both on and adjacent to the site. Details of the procedures including assembly points, evacuation routes etc. are to be submitted to the Principal Designer for approval/

### **2.6 Site Rules:**

TBA



## Remedial Works

### 2.6.1 Client Rules

The client has no specific rules over and above those listed in 2.6.2, 2.6.3 and 2.6.4 that are to be adopted by the Principal Contractor.

### 2.6.2 Clients requirements regarding the maintaining of services in use:

The Principal Contractor should take such steps as may be necessary to protect and/or maintain existing services in use.

### 2.6.3 Clients requirements regarding Fire alarms and Security devices:

The Principal Contractor shall ensure that the fire alarm and security devices remain in working order throughout the duration of the contract. If, for any reason, this is not possible the Principal Contractor should liaise closely with the Client and give sufficient notice to allow for making alternative arrangements.

### 2.6.4 Other Rules:

In addition to the client rules, the following must be noted and adopted by the Principal Contractor and all persons working on site. The Principal Contractor is responsible for highlighting these rules during the site safety induction and all subsequent enforcement. Where there is a conflict between the Clients Rules and those listed below, the Clients Rules shall take precedent:

- Services Isolation – The Principal Contractor is required to obtain permission from the Contract Administrator/Clients Representative before shutting off any service. The Principal Contractor must comply with the Clients Safety Rules.
- Smoking on Site – Smoking is not permitted at the workplace.
- Radios on site – Radios, including Walkman type personal radios, or other audio equipment are not permitted in the workplace.
- Burning of materials on site is not permitted.

### 2.7 Activities on or Adjacent to the Site:

The buildings are surrounded by residential dwellings.

The Principal Contractor shall take such steps as necessary to protect adjacent properties from damage and to prevent his workforce from trespassing on neighbouring sites.

### 2.8 Arrangements for Liaison:

All communication between Client and Principal Contractor shall be through the Contract Administrator for project related issues and through the Principal



## Remedial Works

Designer for those issues relating to Health & Safety. Where issues have an implication on both elements, all parties should be actively involved.

It is a requirement of the Construction (Design & Management) Regulations 2015, that the Principal Contractor ensures that contractors and self-employed people working on the site are made aware of the relevant portions of the Health & Safety Plan.

Sub-contractors and their employees shall communicate through the Principal Contractor except where they wish to question the Principal Contractors handling of a particular issue. In such a case they should contact the Contract Administrator or Principal Designer accordingly.

The Principal Contractor is required to liaise with the consultants and designers and refer to their drawings prior to commencement on site. It should not be assumed that all services are shown on the drawing.

Where elements of the design are carried out by the Principal Contractor or his sub-contractor, the Principal Contractor should advise the Principal Designer. The Principal Designer may request details of the work proposed to ensure that adequate information will be provided for inclusion with the Health & Safety Plan and/or the Health & Safety File and that the design is fully co-ordinated between designers. This relates only to Health & Safety aspects of the design and does not imply acceptance of the design by the Contract Administrator.

### 2.9 Security Arrangements:

The Principal Contractor shall ensure that all steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building as a whole is maintained and that security of the Clients undertaking is preserved. The Principal Contractor is required to discuss arrangements with the Clients representative prior to commencement.

### 2.10 Storage and Welfare Facilities

The Principal Contractor will be allocated an area (the area of which is to be agreed at pre-contract meeting) for the location of welfare and storage facilities. This area should be protected with adequate signage, lighting, fencing, security etc. as necessary. Welfare facilities provided should be suitable for the number of persons on site and the operations being carried out.



### **Section 3 - Environmental Restrictions and Existing on Site Risks**

#### **Safety Hazards**

##### **3.1 Site Access and Boundaries:**

The main access to the site is to be made from the gravel track off Lyndhurst Road and all deliveries should be routed to this entrance. The contractor is to note all local speed restriction.

Contractors are not to park vehicles on the estate roads or outside of the site boundaries without prior consent of the Employer.

The contractor shall be aware of cattle and pigs within the vicinity of the site and ensure all Gates are shut behind them. Do not approach animals or leave food within reach.

##### **3.2 Adjacent Land Uses:**

<u>Location:</u>	<u>Use:</u>	<u>Risk:</u>
North of site	Barn	Contact with site users.
East of site	Garden	Contact with site users.
South of site	Occupied Residential (Adjoining House)	Contact with site users.
West of site	Garden	Contact with site users.

##### **3.3 Existing Storage of Hazardous Materials:**

There are no hazardous materials known to be stored on site.

##### **3.4 Location of Existing Services:**

The Principal Contractor will be expected to make all reasonable enquiries with the relevant authorities and to carry out such site investigations as may prove necessary to locate existing services prior to commencing on site.

##### **3.5 Ground Conditions:**

The contractor will not be required to carry out a ground conditions survey prior to commencement on site.

##### **3.6 Existing Structures:**

As noted on drawings.



### **Health Hazards**

#### 3.7 Asbestos:

The project was constructed in 2008, therefore encountering asbestos is unlikely. Should any material be suspected as hazardous, work should cease and the Contract Administrator notified immediately. Site activity affected will not be permitted to resume until all appropriate action has been taken and the site deemed safe.

#### 3.8 Contaminated Land:

Not anticipated. Should any material be suspected as hazardous, work should cease and the Contract Administrator notified immediately. Site activity affected will not be permitted to resume until all appropriate action has been taken and the site deemed safe.

#### 3.9 Existing Structures Hazardous Materials:

Details of any known asbestos containing materials are provided in 3.7.

There are no other known hazardous materials. Should any material be suspected as hazardous, work should cease and the Contract Administrator notified immediately. Site activity affected will not be permitted to resume until all appropriate action has been taken and the site deemed safe.

#### 3.10 Health Risks Arising from Clients Activity:

The clients' activities are not considered to present a significant risk to the health & safety of persons working on site.



## **Section 4 - Significant Design and Construction Hazards**

### **4.1 Design Assumptions and Control Measures:**

The designer has made the following assumptions when producing the scheme design:

<u>Assumption:</u>	<u>Reasoning:</u>
Only competent contractors and sub-contractors will be used.	All persons on site are deemed to be aware of 'normal' risks associated with construction. The Contractor will have an appropriate Health & Safety policy and monitoring procedures in place.

### **4.2 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes:**

Should any changes in the design of any elements have an effect on health & safety, the Principal Contractor should bring this to the attention of both the Principal Designer and the Contract Administrator as soon as practicable.

Where the Principal Contractor or other contractor is involved in the design of any element(s) of the work they will be required to carry out a Designers Risk Assessment and pass this onto the Principal Designer for consideration / comment. Any comments made by the Principal Designer will relate to Health and Safety matters only and in no way will be approval/rejection/comment on the design itself.

### **4.3 Information on Significant Risks:**

Details of significant risks that could not be 'designed out' have been highlighted by the Designer within their Designers Risk Assessment and are included within this plan as Section 6.

### **4.4 Materials Requiring Particular Precautions:**

No materials are specified which are considered to require special measures.

Specified materials have manufacturers guidance notes for fixing handling and storing.



## **Section 5 - Health & Safety Information**

### **Information Required:**

#### **5.1 Health & Safety Record**

Where not previously provided, the tenderer should submit a copy of their recent safety records as part of the tender package.

#### **5.2 Programme of Works**

The Principal Contractor must submit a programme for the works to the Contract Administrator highlighting all significant activities and in particular those that have a Health & Safety implication.

#### **5.3 The Construction Phase Health and Safety Plan**

The Principal Contractor must submit their Construction Phase Health and Safety Plan to the Principal Designer for approval not less than one week before the proposed commencement date. The developed plan should be based on the information provided within this document and address all issues raised together with all necessary method statements, permit details, management procedures etc. For further guidance on the format of the Health & Safety Plan the Principal Contractor should refer to the Approved Code of Practice published by HSE Books.

The Contractor must not start any work on site until the Principal Designer has confirmed in writing that the developed plan fully addresses all areas highlighted in this plan.

#### **5.4 The Health & Safety File**

For a full list of the contents of the Health & Safety File the Principal Contractor should refer to clause A30 of the preliminaries within the specifications. However, the following information is indicative of that required from the Principal Contractor on or before practical completion for inclusion within the Health & Safety File:

- Nature, location and markings of significant services including fire-fighting services.
- Information on plant, equipment and machinery installed including maintenance details etc.
- Details of fire doors and compartmentation.
- All relevant test/commissioning certificates.
- Information on hazardous materials used and relevant COSHH data sheets.



## **SECTION 6**

### **DESIGNERS RISK ASSESSMENT**



## DESIGNER'S HAZARD IDENTIFICATION & RISK ASSESSMENT

Key to Rating

L = Likelihood ( 1 - 6)

S = Severity (1 - 6)

R = Risk (Likelihood & Severity)

1 = Low      6 = High



Designer: LHL Group				Project: Remedial Works – Anderwood End Cottages					
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Ref No	Element	Problem Identified Health & Safety Issues	Population at Risk	Risk Rating			Action at Design Stage	Recommendation Action Taken	Possible Control Options (Contractors)
				L	S	R			
1	Site security/trespass	Exposure of general public to unprotected site and site operations.	General public	3	6	18	None	Construct site security hoarding to exposed boundaries. Site signs indicating construction site to be displayed. Consider site security during holiday periods.	Check site security at all times - ensure compound gates are locked out with working hours etc.
2	Public footpaths/ road	Exposure to site operation	General public	4	6	24	None		Erect protective barriers and appropriate safety sign advising of site operations
3	Vehicular site access	Site access is limited. Conflict between construction traffic and general public. Mud on the public highway.	Site operatives. Site visitors. General public.	3	6	18	Arrange site access for best visibility.	Developer to prepare traffic management system illustrating vehicle manoeuvres parking etc. Avoid parking of construction vehicles on the highway. Maximise sight lines where ever possible. Keep site entrance clear. Consider maximum vehicle sizes and manoeuvres.	Contractors to employ Banks man to enforce traffic management system. Use “no parking” cones and signs where appropriate. Consider timing of delivery vehicles.
	Emergency vehicles access	As above	As above	6	6	36			
4	Existing services Overhead Underground On site	Damage to existing services, electrocution, explosion, collapse etc.	Site operatives General public	3	6	18	Identify existing services prior to site investigation. Existing services to be retained to be identified – construction to be advised.	Ensure existing services - electric, water etc. are disconnected where necessary. Refer to service provider's latest information for guidance	Check electric, water etc. are disconnected and removed from site where possible. Check with relevant authority. Hand tools to be used to locate services in accordance with current Health and Safety guidance.



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5	Existing and proposed drains.	Working at depth Collapse of sewer Working adjacent to and in highway and existing retaining/boundary wall to rear of property	Site operatives	4	6	24	Identify existing drains (by CCTV survey). Consider proximity of Existing Structures i.e. location of new manholes etc. Appoint Engineer to prepare diversion design.	Prepare safe working area, construct safety barriers where required, ensure trenches are well supported.	Check existing structures stability during operations. Engineer to consider.			
6	Excavation	Fall and collapse	Site Operatives	4	4	20	Consider position of excavations and provide barriers and shoring.		Ensure appropriate PPE is worn throughout the process.			
7	Metalwork	Manual handling of heavy units to be avoided where possible.	Site operatives	3	6	18	Steel beams etc. to be prefabricated wherever possible to reduce site welding. Off site applied protective paint systems to be used where possible.	Avoid manual handling of heavy units particularly on scaffolds or on exposed locations. Provide mechanical lifting where possible.				
8	Plasterwork and drylining	Skin contact with plaster in their wet condition and breathing in of dry powder constituents is harmful.		2	2	4	Use drylining Minimise cutting boards	Avoid unnecessary dust from cutting and working with gypsum based boards.				
9	Carpentry and joinery work	Exposure to dust Working at heights		2	2	4	Avoid on site cutting where possible. Ventilation to working areas to be provided. Avoid where possible the use of timber products at height to reduce risks and maintenance.					



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