

**HORLEY TOWN COUNCIL
92 ALBERT ROAD
HORLEY
RH6 7HZ**

PRE-CONSTRUCTION INFORMATION PACK

For the

DESIGN AND BUILD OF A PAVILION CAFÉ

at

**HORLEY RECREATION
BRIGHTON ROAD
HORLEY
RH6 8DA**

Horley Pavilion Café

1. INTRODUCTION REVISION HISTORY

REVISION	DATE	REVISION DETAILS

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Horley Pavilion Café

1. INTRODUCTION

- 1.1 Copeland Yussuf LLP are the Principal designer for this project. Details of Copeland Yussuf and all other parties to the project are shown with a description of the project in Section 2.
- 1.2 The Construction (Design and Management) Regulations 2015 require a Construction Phase Plan to be prepared prior to the tender stage of the project and maintained until the end of the construction phase. The purpose of the Plan is to provide information and describe procedures that will ensure the health and safety of all those involved in the project.
- 1.3 A description of the works covered by this plan is provided in part 2. The plan draws together all the project-specific information provided by the Client, Designers and Principal Designer during the design and early planning stages. It identifies key health and safety issues, in particular those that a Contractor might not reasonably be expected to identify. The level of detail found in the plan will be proportionate to the anticipated risks involved in the project. Little emphasis is given to risks that are commonplace or those that a Competent Contractor would be expected to recognise. Information contained in this plan is intended to alert the Contractor to health and safety issues that may have significant resource implications or may affect the way that work is planned and carried out.
- 1.4 This Pre - Information Pack addresses the requirements of the Construction (Design and Management) Regulations 2015.
- 1.5 Regulation 4(1) of the CDM 2015 requires the Client to ensure, so far as is reasonably practicable, the construction phase of any project does not start unless a construction phase plan complying with Regulation 12. Therefore, prior to the commencement of the construction phase, the Principal Contractor must submit the developed construction phase plan to the Client to enable him to ensure compliance with the duties of Regulation 4(1).

Horley Pavilion Café

2. DESCRIPTION OF PROJECT

2.1 Project description and programme details:

2.1.1 Site Address

Horley Recreation Ground, Brighton Road, Horley RH6 8DA

2.1.2 Description of the project

Design and Build of a Pavilion Café

2.1.3 Programme

Anticipated site start is: January/February 2019

Overall site works duration is 20 weeks

Contractor's mobilisation period: 3 weeks

2.2 Details of Project Team

2.2.1 Client

Horley Town Council
92 Albert Road
Horley
RH6 7HZ

Tel: 01293 784765
Contact: Joan Walsh

2.2.2 Principal Designer

Copeland Yussuf LLP
3 Borthwick Street
Deptford
London
SE8 3GH

Tel: 020 3005 8660
Contact: David Copeland

2. DESCRIPTION OF PROJECT

2.2.4 HSE Local Area Office

The Council Offices
Station Road
Oxted
RH8 0BT

2.2.5 Local A & E Hospital

East Surrey Hospital
Canada Avenue
Red Hill
RH1 5RH
Tel: 01737 768511

2.2.6 Principal Contractor

The successful tenderer will be appointed as the Principal Contractor

2.3 Extent and location of existing records and plans

2.3.1 Ground Investigation

Refer to Employer's Requirements Appendix F, for Geotechnical Soil survey undertaken by 'Soil Environment Services Ltd' dated May 2018

2.3.2 Utility and Sources Information

Refer to Employer's Requirements Appendix G for utility information however the Principal Contract is still to confirm and mark the locations on site

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Structure and Organisation

Client liaison matters shall be reviewed at regular project progress meetings. The Principal Contractor is expected to manage and implement site safety liaison between subcontractors and when necessary neighbours, utility authorities, etc.

The Principal Contractor must assess the health and safety implications of any design changes, contract instructions or unforeseen eventualities. The Contract Administrator and the CDM Co-ordinator must be advised of any significant health and safety risks or significant changes to programme or methods of working resulting from these changes.

3.2 Safety goals for the project and arrangements for monitoring and review

The safety goals for this project are:

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to substances and processes hazardous to health
- Minimise and/or remove, where reasonably practicable, the risk of ill health or injury to employees, subcontractors and others, including the general public

The Principal Contractor will manage, monitor and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the Employer's Agent.

Health and Safety will be an item on the agenda of all project progress meetings. The Principal Contractor will be expected to provide a report on any health and safety issues that have arisen since the previous meeting. As a minimum, this will include:

- Health and safety incidents
- Time lost due to accidents
- Safety Inspections and Audits (key issues, action)
- HSE visits (observations, enforcement notices, action)
- Implications of developing design issues and changes

The Principal Contractor will make suitable safe provision for the following and show in their construction phase plan how they will be managed on site:

- Management of construction tasks,
 - Arrangements for any "No-Go Areas or Authorised Areas Only" on the site that has been highlighted by the Client.
 - Arrangements for working at height,
 - entry into confined spaces,
-
- Adequate site accommodation and welfare facilities;
 - Loading and unloading of materials and equipment;
 - Safe storage of materials, plant and equipment, etc.

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

- Access and egress to the site and security and isolation of the works;
- Dealing with live and active utility and private services;
- Dealing with waste etc in compliance with environmental legislation;
- Minimising exposure to dusts, noise, vibration and heat;
- Provision and maintenance of a suitable Fire Plan;
- Suitable competent and trained staff and operatives; including allowing for those who: **Cannot read and those cannot understand English.**
- Suitable plant and equipment properly maintained;
- Site traffic management plan and provision of banksman when required;
- Preparation and maintenance of suitable and sufficient risk assessments and method statements;
- Appropriate site rules,
- Site safety induction,
- Site safety toolbox talks.
- Segregation of site traffic and pedestrians, including on site activity.

3.3 The Client or a nominated representative may carry out health and safety inspections of the construction work. The purpose of these inspections is to ensure that the Client is not in breach of their own statutory obligations. The Principal Contractor will be expected to co-operate and assist the Client with these inspections and to act on any reasonable suggestions that are offered.

3.4 Permits and authorisation requirements

Where appropriate the Principal Contractor is to seek a permit to work and/or formal authorisation to commence works from the following parties as appropriate to the work phase, e.g.

- The appropriate Utility Service Companies
- The Client
- Local authority

The PC shall contact the above parties to determine any site or works specific safety rules that are applicable.

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.5 Emergency procedures

The Principal Contractor's developed construction phase plan is to include a section detailing specific emergency procedures to be adopted during normal working hours and when the site is closed. These procedures will include contact names and telephone numbers of people or organisations that can deal with an emergency at any time, 24 hours a day, and 7 days a week.

Where Applicable the Principal Contractor is expected to be familiar with the Clients own emergency procedures and to ensure that the construction work does not interfere with the effective operation of these procedures. Similarly, all persons carrying out construction work in occupied buildings are expected to know and understand the existing emergency procedures that are in place.

The Principal Contractor's emergency procedures should address the requirements of the Fire Prevention on Construction Sites recommendations as per the **Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.**

3.6 Site rules and other restrictions on contractors, suppliers and others

The Principal Contractor will be required to establish site rules as part of the developed Construction Phase Health and Safety Plan.

As a minimum, these will include:

- As the clients security arrangements
- Workers to wear visible ID cards
- All visitors to site to report to site office and sign in/out
- All vehicles manoeuvring on and within the site or the entrance area must be fully supervised by a banksman.
- Agreed access routes to the site must be observed at all times.
- All roads and footpaths must be protected and maintained in a condition suitable for vehicular and pedestrian traffic.
- Adequate safety signs and notices will be displayed indicating the construction area and sufficient lookouts must be provided to prevent unauthorised people entering the construction site
- All delivery vehicles will use the designated entrance and comply with any site restrictions
- Work will cease in an area if material suspected as being asbestos or hazardous in nature is discovered in an unexpected location.
- Provide appropriate fire fighting equipment and establish a safety zone whenever site welding or any other form of hot work takes place.
- PPE is to be worn at all times on site
- No smoking on site
- No Parking on site (unless agreed by the client)
- No radios/MP3's/personnel stereo's
- Principal Contractors own Site Safety Rules

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.7 Activities on or adjacent to the site during the works

None which would adversely affect scheme.

3.8 Security Arrangements

Problems associated with vandalism, theft and nuisance may be encountered on occasions. Particular account is to be taken of unauthorised persons, especially children and young people, straying into work areas while construction activities are taking place. Reference should be made to HSG 151:2009 – Protecting the Public (Your Next Move).

Contractors must ensure that their security measures are sufficiently stringent to avoid incidents affecting themselves, children, parents, visitors, residents or any other person who may be in the vicinity of the works.

Site hoarding and /or site fencing will be required to be erected before the projects starts, and the type is to be confirmed with the Client.

3.9 Welfare Facilities

The welfare facilities for the site must comply with Guidance 13 of the CDM Regulation 2015. In addition, they must be separate from the premises. Unless arranged in advance with the client that the facilities in the premises may be use, In addition, they are required to be in place before the project starts. And confirmed within the Construction Phase Plan.

The minimum standard that will be allow on site from the start of the project is :-

Hot and cold running water

Flushing toilets for male and females

Canteen and drying area for the number workers on site

3.10 Traffic Management

This is based upon site specifics and must include the following information:

Traffic routes, type of roads, bus routes, schools/colleges,
Site access & egress, delivery times, any parking restrictions.
arrangements for deliveries and /or collections (including waste)
overhead cables around the site and across the site

Segregation of site traffic and pedestrians, including on site activity

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

4.1 Safety hazards (examples)

- 4.1.1 Boundaries and access, including temporary access – e.g. narrow streets, lack of parking, turning or storage space.

See location plan in tender documents

- 4.1.2 Adjacent land uses (schools, railway lines or busy roads)

See location plan in tender documents

- 4.1.3 Any restrictions on land deliveries or waste collection or storage

None advised by the client.

- 4.1.4 Location of existing services particularly those that are concealed – Water. Electricity, Gas, etc...

To be established by the principal contractor.

4.2 Health hazards (examples)

- 4.2.1 Asbestos, including results of surveys/asbestos register

Survey and report being obtained by client.

- 4.2.2 Existing storage of hazardous materials

None advised by client.

- 4.2.3 Control of Noise and Vibration

Noise and vibration will be minimised through best practice and good management in order to minimise the noise local residents and sensitive receivers in the vicinity hear. Regular Liaison meetings should be held with the Client.

All plant and equipment is fitted with the correct and working exhaust mufflers and noise suppression kits.

Noise surveys will take place as and when necessary by a competent engineer to ensure that noise levels are kept to a minimum.

- 4.2.4 Control of Dust

Dust will be controlled mainly through the use of dampening down with a fine mist of water and dust suppressant tools. Lorries will be sheeted before leaving the site if the contents are likely to cause a nuisance.

5. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

- 5.1 Significant design assumptions and suggested works method, sequences or other control measures

None advised by design team.

- 5.2 Arrangements for co-ordination of on-going design work and handling design changes

In order to monitor this situation and to demonstrate co-operation between designers, we require feedback from you on a regular basis.

We consider that an effective way for designers to record design health and safety review and development is in the minutes of each design team meeting under the general heading of “CDM Issues”:

- a) All matters affecting design, which you or your fellow designers anticipate may result in health and safety issues that would not be obvious to a competent contractor;
- b) Design criteria which has health and safety implications for future maintenance cleaning or demolition;
- c) Design alterations and control measures envisaged in order to eliminate, minimise and/or control health and safety risks and hazards;
- d) Significant changes to the details included on the Health and Safety Executive notification (F10) e.g. programme, project scope, details of parties.
- e) Any other pertinent issue.

The minutes of design meetings will then act as a record of the action taken to fulfil these requirements of the Construction (Design and Management) Regulations 2015.

- 5.3 Information on significant risks identified during design (health and safety risks)

No significant risks have been identified other than those previously described in section 5.1. All other residual design risks are considered to be those that are commonplace in construction work and are easily recognised by competent contractors.

- 5.4 Materials requiring particular precautions

No materials have been identified that require any particular precautions, other than the control measures instructed on the material data sheets.

6. THE HEALTH AND SAFETY FILE

6.1 Format and Content

To be agreed

6.2 Contributors and Co-ordination of Contributions

PC/CDM-C	Responsibility for compilation and assembly of the file;
Principal Contractor	Responsibility for contributions to each section of the file;
Principal Contractor	Responsibility for co-ordinating and Chasing contributors;
CDM Co-ordinator	Responsibility for reviewing the file to establish satisfactory completion;
CDM Co-ordinator	Responsibility for delivering the file to the client.

6.3 Programme for Development and Completion of the Health and Safety File

Initiate the file binders with contents sheets and action lists for contributors	From contract award
Monitor contributions to the file throughout construction	Record progress at site meetings
Complete the file ready for review to establish satisfactory completion	two weeks before Practical Completion
Reviewers response to the file	one week from receipt
Complete and issue the Health and Safety File to the client	To be issued at Practical Completion.

APPENDIX A

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