

**The Construction
(Design and Management)
Regulations 2015**

Pre-Construction Information (PCI)

for

**The Repair & Refurbishment of
Bat & Ball Station building**

at

**Bat & Ball Road
Sevenoaks, Kent
TN14 5AP**

for

Sevenoaks Town Council (STC)

18th July 2017

Client:	Sevenoaks Town Council
Principal Contractor:	To be confirmed
Version: 1.7	Issue Date: 18th July 2017



Wicksteeds

Construction Cost Consultants
Chartered Quantity Surveyors
Project Managers
Principal Designers for CDM

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Amendment Schedule:

Reference Number	Date of Issue/Nature of the Amendment	Completed by	Date
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1.4	Word version to STC for edit	Wicksteeds Consultants LLP	13 th June 2017
1.5	For review prior to tender	Wicksteeds Consultants LLP	14 th July 2017
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1.00 Intent and Objectives

The intention and purpose of this document is to provide information to the Principal Contractor relevant to provisions that must be made under The Construction (Design and Management) Regulations 2015.

This information, so far that it is currently available, is included in sections 2.00 - 6.00.

The Principal Contractor will be responsible for managing health and safety on the site during construction. All employees including direct labour, sub-contractors, clients, direct Contractors, suppliers, visitors and occupants, neighbours and others that may be affected by the works are the responsibility of the Principal Contractor who must minimise risks

Unless otherwise stated, the Regulations referred to hereunder are the Construction (Design and Management) Regulations 2015 (the 2015 Regulations) which came into force on 6 April 2015. Guidance on these regulations is provided by document L153, Managing Health and Safety in Construction published in 2015 by the Health and Safety Executive.

Under regulation 4, a Client must:

Sub-clause (4), " ... provide pre-construction information as soon as is practical to every designer and contractor appointed, or being considered for appointment, to the project."

Sub-clause (5) " ... ensure that: -

- "(a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor (PC); and
 - (b) the principal designer (PD) prepares a health and safety file for the project,..."
- compliant with regulation 12 (5), revised as necessary and kept available for inspection.

The Principal Contractor is to provide relevant operation and maintenance manuals and information for the project's Health & Safety File (HSF) providing cross-references in both. The Principal Designer will collate information from the other duty holders and issue the HSF.

This document represents the Pre-Construction Information (PCI) as identified by the CDM Regulations 2015 for this project (the repair and refurbishment of the Bat & Ball station building). It identifies site specific health and safety issues related to the project; it does not contain generic information about hazards that a competent and experienced Principal Contractor (PC) would be expected to anticipate or foresee. This PCI has been prepared to enable the PC to submit a Construction Phase Plan in accordance with the requirements of the 2015 Regulations.

The PC must submit his Construction Phase Plan in a suitable form and at least 5 working days before start of works on site to the client to check but also send a copy of the document to Wicksteeds Consultants LLP. It is anticipated that the Principal Contractor will incorporate necessary alterations/ additions identified by the client and issue the revised document which the PC will continue to develop throughout the course of the works. Work should not commence on site until the Client is satisfied that the Construction Phase Plan is suitable.

The Principal Contractor must ensure that their Construction Phase Plan is reviewed, updated and revised so far as is reasonably practicable throughout the construction period.

2.00 Description of Project

2.01 Location

Bat & Ball Station, Bat & Ball Road, Sevenoaks, Kent TN14 5AP, as shown in Google Maps extract below: -



2.02 Project Description and Programme

The client, the Sevenoaks Town Council, refers to this project as 'Bat & Ball Station'. The works comprise the repairs, refurbishment and upgrading for change-of-use the grade II listed building on Bat & Ball Road, Sevenoaks. The project is to be carried out under a JCT Intermediate Building Contract With Quantities. Works include but are not limited to:

- The erection of a scaffold as and if required, with protection measures, lighting and scaffold alarm.
- Repairs to external envelope including brickwork, slates, rainwater goods, doors, windows, frames and associated elements. **
- Repairs to external areas including walls, hard landscaping, drainage etc.
- Cleaning of the elevations (method to be agreed) and redecorations where appropriate.
- Providing a roof over the courtyard.
- Removal of any asbestos
- Replacement, sanding and finishing timber floors
- Refurbishment and redecoration of doors and windows, including new secondary glazing
- Installation of new M&E services
- Installation of insulation to ceilings and floors
- Fitting out toilets, café and adjacent rooms as required
- Internal finishings
- Remove scaffold on completion of the work.
- Prepare and issue the Operation & Maintenance manuals.
- Provide information for the health & safety file.

The Employer's Requirements and the anticipated extent of the works are described in Theis & Khan's Scope of Works and the associated tender documents.

2.03 Key Dates***Project Programme***

Minimum mobilisation period between principal contractor appointment and start of work on site.	Two weeks
Anticipated design development duration & sign off.	To be confirmed
Anticipated construction start date	December 2017
Anticipated duration.	6 months
Anticipated completion date	June 2018
Notifiable to the HSE – whole project	Yes **

2.04 Mobilisation Period

The Client has agreed that the Principal Contractor will be allowed a minimum of 2 weeks to prepare and plan the works before commencing on site.

2.05 Details of Principals – Project Directory

Project team member treatment	Company Name and Address	Representative's Contact Details
Client	Sevenoaks Town Council Council Offices Bradbourne Vale Road Sevenoaks, Kent TN13 3QG	Name: Linda Larter, Chief Executive / Town Clerk Tel: 01732 459953 Email: townclerk@sevenoakstown.gov.uk
Client advisor / representative	S Williams Architects Ltd 16 Bullfinch Lane Sevenoaks Kent TN13 2DY	Sarah Williams, RIBA - Principal Phone: 0203 637 0027 Mobile: 07971 641179 email:sarah@swilliamsarchitects.com
Architect and contract administrator	Theis & Khan Architects 11-13 Lonsdale Gardens Tunbridge Wells Kent TN1 1NU	Simon Sharpe Email: simon.sharpe@theisandkhan.com Office Tel: +44 (0)1892 518094
Chartered Quantity Surveyor	Wicksteeds Consultants LLP 1 Gemini Court 42A Throwley Way Sutton Surrey SN1 4AF	Name: Andrew Venn Email: AndrewVenn@Wicksteeds.Co.UK Tel: 020 8661 1831
Structural engineer	Price & Myers 37 Alfred Place London WC1E 7DP	Name: Sarah Pellereau Tel: 020 7631 5128 Email: spellereau@pricemyers.com
Mechanical & electrical consultant	Max Fordham 42-43 Gloucester Crescent London NW1 7PE	Name: Neil Smith Tel: +44 (0) 20 7267 5161 Email: n.smith@maxfordham.com
Principal contractor	To be confirmed.	Name Mobile: Office: Email:
Health and Safety Executive	RIDDOR incident reporting centre	Website: www.riddor.gov.uk www.hse.gov.uk Phone: 0845 300 9923
Building control	To be confirmed	Name: Tel: Email:
Principal Designer	Wicksteeds Consultants LLP 1 Gemini Court 42A Throwley Way Sutton Surrey SN1 4AF	Simon Davis Tel: 020 8661 1831 Email: SimonDavis@Wicksteeds.co.uk

Emergency Services

The address and telephone number of the nearest minor injuries unit is:

Sevenoaks Hospital
Address: Hospital Rd, Sevenoaks TN13 3PG
Telephone: 01732 470200

2.4 Site History and General Environment Overview

Bat & Ball station is a Grade II listed building that was first opened in 1862.

The building is located on Bat & Ball Road, a small but busy route used regularly by those travelling to the business park opposite and large vehicles accessing Sevenoaks Quarry operated by Tarmac Limited for extraction, processing and associated manufacturing.

The railway line and Bat & Ball station will be operation throughout the works, though the ticket office was closed in 1991 and most of the windows and doors have been boarded. The interior has deteriorated as a result of the lack of occupancy. London & South Eastern Railway Limited, trading as 'Southeastern', has recently undertaken urgent repairs to the building envelope before the main contract works begin.

Part of the building has been separated into private residential accommodation that will not form part of this scheme.

The building is bounded by the railway, a pathway providing passenger access, Bat & Ball Road and the adjoining private residence; beyond this residence is the station car-park. The site boundaries are shown on architect's drawing 1084 3_T5 dated 11th July 2017



Refer also to the Heritage Statement

NB. The site, station access and platforms, car-park and adjoining residential buildings will be occupied throughout the works.

2.05 Adjacent Land Uses

The **South-East** south east elevation is adjacent to the public highway (Bat & Ball Road). The road is used extensively including by heavy vehicles regularly accessing Sevenoaks Quarry for gravel extraction etc.

The **South-West** west elevation adjoins the passenger access to the railway and Network Rail's equipment including a ticket machine and a comms/electrical board.

The **North-West** elevation adjoins the railway platform and covered seating; works may be required within this area. Network Rail also retain ownership and access rights to a comms/equipment room from this elevation.

The **North-East** elevation adjoins the residential property.

2.06 Type of Structure

Refer to the Heritage Statement

2.07 Existing Use

Whilst Bat & Ball station is an active railway the station building has been unused for many years save for a live and operational comms room accessed from the platform. The adjoining residential building is also fully occupied.

The Client intends to use the completed works as a workplace as defined in the Workplace (Health Safety and Welfare) Regulations 1992 and the design is therefore required to take account of the requirements of these Regulations.

2.08 Extent and Location of Existing Records and Plans

See Appendix 3 – Tender documents

Information Type	Document Title and References	Comments
Geo-Environmental Investigation	Not applicable	
Existing site constraints drawings.	Means of escape and site boundaries: RC011 (01) 1003	Means of escape must be kept clear at all times.
Asbestos reports: Electronic versions are available; hard copies are available on site.		
Existing services	PCS report	The contractor will need to: <ul style="list-style-type: none"> Obtain utilities drawings. Verify location of indicated services. Protect all services are before carrying out any work that may affect them.
Type and location of hazardous materials (e.g. mineral oils, lead paint, wood wool slabs, etc.).	Not available	The principal contractor shall test and identify samples of materials before carrying out works.
Survey report for hazardous areas (e.g. restricted areas or confined spaces).	Not available	
Drainage.		
Condition/dilapidation report	External areas: Not available	The principal contractor is to carry out an inspection and take photographs to record the condition of any areas affected by the project before commencing work. This is to be agreed with the client representative before work starts on site.
Fire risk assessment		Client to confirm
Safe practices for work occurring on or near rail infrastructure	Controller of Site Safety (COSS) Setting-up safe system of works	

3.00 Client's Considerations and Management Requirements

3.01 Health & Safety Objectives

The client is seeking to maintain a high level of health and safety on site at all times. The health & safety objectives for this project are:

- To provide a safe working environment for all persons employed on the project
- To ensure the legal standards for safety and health, guidance and best practice are achieved at all times
- To ensure that the health & safety of visitors to the site and members of the public is not jeopardised by the works
- To reduce accidents, incidents and near misses to zero by the use of safe working practices
- To ensure that the health of persons employed on the project is not affected by the use of hazardous substances
- To reduce, as far as possible, the noise generated by the works, so that it does not affect rail travellers, the local residents, persons employed on the project, visitors and members of the public.

The Principal Contractor should demonstrate this has been achieved by the following:

- To complete the project with zero RIDDOR accidents.
- To have no enforcement notices (probation or improvement) issued by The Health & Safety Executive.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the minimum disruption to the client, rail users or adjacent occupiers' business and respective rail staff, contractors or visitors.
- Protect adjacent buildings, occupiers and businesses.
- To ensure the minimum disruption to the local community.
- To provide safe access to and egress from the site.
- Provision of robust security arrangements to prevent unauthorised access by persons, particularly children, onto the site.
- Vetting of staff and subcontractors to check all are registered and legally allowed to work on a UK construction site.
- To provide working conditions with the lowest, reasonably practical levels of noise and dust generated by construction activities.
- Compliance with CLOCS guidance to ensure there are no off site accidents or incidents involving pedestrians, bicycles, motorbikes, cars, buses, lorries, or other motorised vehicles.
- The contractor is to provide material samples for Architect's approval before the relevant works are carried out.
- The principal contractor is to carry out patch samples of repairs to meet the Architect's approval before work commences.
- Contractor's staff are to wear hi-viz clothing with company logos and identity badges whilst working on site.
- Protecting all listed and heritage elements from damage

The Principal Contractor should contact Network Rail's Asset Protection team at the earliest opportunity and satisfy their requirements at all times.

3.02 Communication and Liaison Between Parties

All parties are required to liaise closely throughout the project in order to eliminate or mitigate hazards.

The Principal Contractor will report to the Principal Designer any changes that occur which have an impact on health and safety at the site.

The Principal Contractor will submit details to the Principal Designer of any substantial design changes arising from unforeseen eventualities and which might affect resources during the project.

The Principal Contractor will provide his sub-contractors and any other contractors entering the site with all necessary information relevant to their health and safety by way of pre-contract meetings and regular site meetings. They should also ensure that Contractors

advise them of any issues related to health and safety so that they can be promptly and adequately addressed.

The Principal Contractor must issue written notification to the client, Principal Designer, all named designers, and the project manager within 24 hours of receipt of any of the following from the Health & Safety Executive:

- Improvement notice
- Prohibition notice
- Summons

3.03 Monitoring Arrangements

The Principal Contractor will carry out regular site safety audits, which shall be available to the Principal Designer if requested.

The Principal Contractor is required to have access to competent health & safety advice throughout the project. The frequencies of these inspections are to be in line with the construction programme and the levels of risk or harm to the site operatives.

The Client will also carry out independent safety and security audits at regular intervals. The client will require reasonable access arrangements for his representatives. This will be carried out with the cooperation and coordination of the Principal Contractor's site management team.

The Principal Contractor will report all injuries, fires, accidents or near misses to the Client and the Principal Designer immediately.

Any work that may in any way affect the operation or use of the adjoining railway or residence must be checked with the appropriate authorities and client representative beforehand.

Hot works must NOT be undertaken less than 1½ hours before the contractor finishes each day. Hot works can be either dust or heat producing work elements and these are to be notified to the client representative.

3.04 Site Security

The Principal Contractor will be responsible for the security of the works and is to provide sufficient resources / materials to ensure the security of the site

The Principal Contractor will establish suitable controls to safeguard all operatives and authorised visitors on the site who will sign in and sign out in a site book and will eliminate 'as far as is reasonably practical' unauthorised entry onto the site.

The Principal Contractor is to ensure that the site is secure at all times in order to prevent unauthorised access.

Site Hoarding Requirements

Where external hoarding is required, it will be painted to the client's requirements. The access point must be secured at all times. Full details are to be agreed with the project manager and described within The Construction Phase Plan.

At the end of each working day, any points of access to the scaffold shall be removed or securely locked and boarded to prevent unauthorised access.

3.05 Site Access Arrangements

Site access will be via Bat & Ball Road.

Working hours:

- Monday – Friday: 8:00 a.m. - 6:00 p.m.
- Saturday hours: 8:00 a.m. - 1:00 p.m.
- Sundays or Bank Holidays: No working

The building is located on a small, busy road. The Principal Contractor is reminded to make themselves aware of parking and loading restriction and local traffic regulations.

There is no on-site parking for contractor's staff or deliveries. The Contractor should make their own arrangements for parking.

The site has very limited space for storage and the contractor is to

- manage the delivery of materials on a "just-in-time" basis
- coordinate this to comply with any restrictions and
- avoid busy periods.

The contractor must carefully consider the size and type of delivery vehicle used by their supply chain and also allow for coordinating times with the local rail usage, including by children, residential use and traffic accessing adjoining businesses including the quarry.

The times and dates of the Principal Contractor's deliveries need to be coordinated to avoid local heavy traffic during busy periods and to prevent clashes with deliveries to the adjoining, adjacent and nearby premises; these should be agreed with the Client representative. It is recommended that the Principal Contractor contacts the rail operators to check their operational times and any visits by rail contractors that could affect the works and deliveries.

Parking, Delivery and Unloading Areas:

- These areas must be agreed with the Client representative. There is NO on-site for parking. The Principal Contractor shall make suitable arrangements and confirm these in their Construction Phase Plan.

Traffic Management Plan:

- The contractor shall use a banksman to supervise all manoeuvres in adjacent road. The contractor shall provide a traffic management plan including the logistics for the delivery of materials and removal of waste from site within his Construction Phase Plan.

Vehicular movements

- Site business waste collections – the Principal Contractor is to clarify waste collection procedures and dates with the local authority.
- Residential collections occur locally. The contractor is to check the standard days for these.
- Deliveries to adjacent business units - dates and times to be checked by the Principal Contractor.

3.06 Welfare Facilities

The Principal Contractor is to provide welfare accommodation on site which shall comply with Schedule 2 of The Construction (Design and Management) Regulations 2015

<http://www.hse.gov.uk/construction/safetytopics/welfare.htm#fac>

<http://www.legislation.gov.uk/ukxi/2015/51/schedule/2/made>

and be available for the workforce and visitors to site within appropriate travel distances to work areas. These must include:

- Toilet facilities.
- Washing facilities with hot and cold running water, soap/ cleaning products, and towels or other means of hand drying.
- Drinking water.
- Changing rooms including seating and lockers.
- Rest areas with tables, seating with backs, a means for preparing and eating food, a means of boiling water, and maintained at an appropriate temperature.

Access to and location of the welfare area shall be reviewed and be appropriate throughout the works.

The PC should propose and, before the Construction Phase, agree with the client the arrangements and location to be used by the contractor for welfare facilities. The PC shall maintain these facilities during the course of the works and make good any damage or reinstate as appropriate upon completion.

The Principal Contractor will be required to provide all welfare facilities from the first day of the project through to completion.

3.07 Site Restrictions

Nothing specific other than referred to within this and associated documents. The Contractor should visit site to make their own assessments of other site restrictions which may affect their works.

3.08 Fire Precautions and Emergency Procedures

The Principal Contractor will comply with all statutory fire regulations including the current edition of the Joint Fire Code 'The Protection from Fire of Construction Sites and Buildings Undergoing Renovation'.

The Principal Contractor will appoint a Site Fire Safety Coordinator whose duties must include:

- Preparation of a Site Fire Safety Plan to include details of smoke / fire detectors if necessary
- Assessment of the degree of fire risk
- Formulating prior to start on site and regularly updating the Site Fire Safety Plan which must be incorporated into the Construction Phase Plan

The Principal Contractor shall provide specific information about:

- Means of escape/ shared means escape with adjacent occupied premises;
- Fire exit routes/muster points;
- Requirement to liaise with the client representatives and any of the adjacent occupiers' representatives
- Any physical security measures which need to be negotiated to reach muster points.
- Confirm method of reporting procedures and dates / times of regular fire alarm tests.

The Principal Contractor or Site Fire Safety Coordinator must check and monitor all procedures, arrangements and equipment etc. in accordance with the Code.

The Principal Contractor must prepare and display in a prominent position, written Emergency Procedures which must include the means of warning of fire.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

Fire exits:

- the building's means of escape shall be maintained at all times throughout the duration of the project. Escape routes shall not be blocked at any time - either wholly or partially.
- Where escape routes are affected by works, the Principal Contractor MUST identify alternative access and exit routes to protect both their and the client's workforce, staff and visitors, where relevant. Storage of materials, working operations and plant on site MUST NOT obstruct access and/or emergency routes.

The Contractor is to issue and display a site plan showing clearly the designated site area and the Contractor compound. The plan must show active fire escapes, any which are temporarily disabled and the alternative routes. The plan must be updated regularly.

The Contractor must advise the Client Representative of any works which may activate the fire detection system. Detectors must be protected and can be isolated by security to avoid false alarms and unnecessary evacuation of the building.

3.09 First Aid

Provisions for First Aid must include an adequate number of first aiders/ appointed persons, a first aid kit, and other facilities appropriate to the risks faced by those on site. First aid boxes should be strategically sited in relation to the work area and be conspicuously marked. The person in charge of the box should ensure that it is kept properly stocked and in a clean, serviceable condition.

Details of the first aid provisions are to be included in the Principal Contractors' Construction Phase Plan.

Emergency Services

The address and telephone number of the nearest minor injuries unit is:

Sevenoaks Hospital
Address: Hospital Rd, Sevenoaks TN13 3PG
Telephone: 01732 470200

3.10 Overlap with existing operations on site

In addition to the usual operation of the railway Network Rail and their subcontractors will continue to require access to all operational areas for inspection, maintenance, improvements work etc.

Furthermore the landlord (Network Rail) is planning to undertake repairs or replacement of the main roof station building. The timings of these works have not been agreed but may overlap with this project.

The Principal Contractor shall need to make adequate arrangements for Network Rail and his representatives to carry out inspections of the proposed works area.

The Principal Contractor will be expected to coordinate and manage the works and the appointed contractors who may require access to their work areas through the site.

3.11 Site Rules

The Principal Contractor will manage health and safety on the site. A register will be maintained on site with an undertaking to abide by the rules and procedures.

Site rules, practices, and procedures to be established and enforced will include, but not necessarily be limited to, the following:

- Operatives and visitors report to the site supervisor to sign in and sign out
- Smoking is not permitted on the site except in defined areas
- Radios and personal stereos are not permitted
- Personal protective equipment must be worn as required
- Welfare facilities are to be maintained in a clean condition
- Debris removal and site clearance is to be undertaken on a regular and at least daily basis
- No burning of materials on site is permitted
- Correctly rated electrical equipment and circuit breakers are used where applicable
- Temporary lighting, including emergency lighting, is provided where and when necessary and must comply with the requirements of Network Rail and Southeastern
- Copies of HSE notification and public liability insurance certificate are displayed
- All existing mains services are located, identified and marked
- Fire precautions and procedures are established, including muster area, provision of fire fighting equipment and means of escape
- Only trained and inducted personnel to operate plant or mechanical or electrical equipment

3.11 Site Waste Management Plan

Waste management:

- The principal contractor shall ensure that an effective waste management system is established prior to the start of the construction phase; this must adequately cover the requirements of the project.
- The contractor's proposals for the logistics for the removal of waste from site should be fully identified within his Construction Phase Plan.

The Principal Contractor is expected to retain a copy of the waste disposal certificates for all materials removed from site and to include these certificates in the Health & Safety File on completion of the works.

4.00 Environmental Restrictions and Existing On-Site Risks

4.01 Environmental Protection

The Contractor shall ensure that Sub-contractors fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by the manufacturer. It is also necessary to ensure compliance with statutory requirements relating to the control of noise levels on site. The Contractor should note the rights of action existing under current legislation and due allowance should be made for any measures, including stoppage of the works, necessitated as a result of action by any authority.

The use of radios (excluding walkie-talkies required for the carrying out of the works) or other audio equipment on site will not be permitted.

The Contractor shall take all reasonable precautions to ensure protection of the general environment against pollution arising out of the works.

The Contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes and shall comply with Network Rail's requirements in this regard.

4.02 Environmental Risks

The Client is unaware of any unusual environmental risks or hazards.

4.03 Road Access and Restrictions

The building is located on a small, busy road. The principal contractor is reminded to make themselves aware of parking and loading restriction and local traffic regulations.

There is no on-site parking for contractor's staff or deliveries..

The site has very limited space for storage and the contractor is to manage the delivery of materials on a "just-in-time" basis and coordinate this to comply with any restrictions and avoid busy periods. The contractor must carefully consider the size and type of delivery vehicle used by their supply chain and also allow for coordinating times with the local rail usage, including by children, residential use and traffic accessing adjoining businesses including the quarry.

The Principal Contractor must provide all necessary signage and personnel to assist / direct drivers of delivery and collection vehicles and to direct other traffic and pedestrians when adjacent roads or footpaths are temporarily obstructed.

The Principal Contractor must include in the Construction Phase Plan his proposals for managing delivery of the temporary and permanent chiller unit.

4.04 Neighbouring Property and Restrictions

Comment has previously been made with regards the use of the Bat & Ball Road and the proximity of the railway and residential house.

Cleaning of the building:

The principal contractor is to agree with the Client and Architect the method of cleaning the building elevations. There must be no overspray to adjacent areas including the platform and public rights of way. Waste water shall be channelled away from the railway, platform drains, public highway and associated pavements.

4.05 Location of Existing Services

All mains services are connected to the buildings. The Principal Contractor must ensure that all existing services are located prior to any excavation works are commenced.

The Contractor should note the existence of drainage, HV cables, telecoms cables and other services, etc., within or adjacent to the site of the works and must take all necessary precautions to protect and maintain these during the course of the contract.

Records of the existing services: see Infrastructure Survey Report.

The Contractor is to carry out exploratory works when working in areas containing existing services to identify their exact locations and to ensure that they are not disturbed by the works.

Services Isolation

The Principal Contractor is required to obtain permission from the Client before shutting off any service and may need to make alternative arrangements for the adjoining residents, Network Rail and their employees/contractors to continue their activities.

All services shall be locally isolated prior to the works being carried out and only fully qualified personnel shall be used to work on these systems. Proposals for hoists should include and appropriate controls; any work in potential confined spaces must be identified and appropriate RAMS prepared and issued. The Principal Contractor shall assume that all services are live until proven otherwise.

4.06 Ground Conditions

Unknown

4.07 Details of Existing Site and Structures

Details of the existing buildings, railway and road are shown on the drawings included in the tender documents.

4.08 Existing Health & Safety Information

The Contractor should contact Network Rail / Southeastern, the building owner,

4.09 Details of Any Health Hazards

4.09.1 *Asbestos*

The Principal Contractor is to review any available Asbestos Registers prior to commencement of works onsite.

It is believed that there are areas of asbestos within the building. Therefore the Principal Contractor shall carry out an asbestos survey before starting the works on site.

The Principal Contractor shall ensure that all operatives and subcontractors who are liable to disturb materials whilst carrying out their normal everyday work, or who may influence how work is carried out, have received basic asbestos awareness training. Any asbestos work shall comply with the Control of Asbestos at Work Regulations 2012

4.09.2 *Contaminated Land*

Unknown

4.09.3 *Health Risks from activities undertaken on the site*

There are specific risks from the proximity of the railway infrastructure.

Respirable Crystalline Silica

Found in dust produced by cutting, drilling or sanding materials containing sand and clay including bricks, blocks, concrete and ceramic tiles. The dust is fine enough to reach deep inside the lungs and significant exposure can cause silicosis and cancer.

The HSE has identified the risk of silicosis and lung cancer associated with 'significant exposure' to Respirable Crystalline Silica (RCS) inherent in the fine dust.

Contractors must minimise the need to carry out activities that generate this dust and reduce the risk of exposure. Suitable and adequate arrangements must be made to protect workers, adjacent staff, visitors, and residential occupiers, etc.

Dust may be a considerable issue within construction work areas. Effort must be made to control the migration of dust and debris resulting from the works. Where possible, either local extract ventilation equipment or water should be used to dampen down drilling and sawing activities. The contractor shall forward his proposal within the construction phase plan

Noise and Vibration

All compressors, drills, breaking equipment, etc. shall be fitted with suitable silencers. No operations are to exceed 80 dB without protective measures put in place.

There may be limits on the times when noisy works can be carried out due to occupiers and adjacent buildings and roads. The principal contractor is to agree these with the Architect.

4.09.4 *Existing Storage of Hazardous Materials*

Known hazardous materials stored on site:

- The client is not aware of any

All hazardous chemicals shall be fully identified by the Principal Contractor prior to the commencement of any work. Suitable risk assessments, COSHH Assessments and method statements shall be prepared; all precautions including suitable ventilation shall be provided and work carried out in accordance with the manufacturer's safe handling recommendations.

5.00 Significant Design and Construction Hazards

5.01 Design Assumptions

See Appendices 1 & 2

5.02 Suggested Methods/Sequences of Work

Methods and sequences of work are to be decided by the Principal Contractor. However where these will affect the operation of the site, the proposals must be discussed and agreed with the Client before being implemented.

5.03 Residual Design Hazards Identified

The design team and client have identified the following hazardous activities associated with the works, which pose a significant risk to site personnel or to the operation of the facility.

TO BE PROVIDED BY THE DESIGN TEAM – GENERIC SCHEDULE ONLY BELOW: -

Ref	Hazard	Risk
1	The existence of both HV and LV cables. Services routes to be traced and exposed as necessary	Electric shock, explosion.
2	Whilst the railway is operational the Contractor is working in a live environment.	
3		
4	Overlap with works being carried out by third parties	Overlap with third party working on the same site
5	Lifting operations – installation of plant and delivery of materials. Setting up the lift from the road – delivery and lifting plan required	Contract crane lift adjacent to public highway and railway
6	Power isolations	Explosion / electrocution – safe isolation
7	Asbestos	Asbestos may be present
8		
9	Working in and around the existing station and rail infrastructure	Working at height / working at height / open edges / confined spaces
10	Working with thermal insulation	Waste bagged and removed from site
11	General Phasing - overlap with the existing operations	Coordination with railway operations
12	General Connections	Explosion / Electrocution
13	Working with switchgear, distribution boards etc. - general items	Explosion / Electrocution
14	Burning off paint	Fire
15	Installation of acoustic panels and electrical fittings to existing ceiling at height above existing timber floor	Working at height from timber floor to existing ceiling (condition unknown)
16	Dust, e.g. from floor sanding operations	Respiratory issues
17	Installation of plant within the mezzanine plant room above the toilets. Potentially also a risk to access for maintenance of plant	Working at height and with heavy plant
18	Accessing and working within the existing roof void	Working at height; unlit space; uncertain structural condition; falling between joists; working with insulation; dust and dirt.
19	Installation of roof vents	Working at height and on existing roof structure, condition unknown

Known hazards: -

- Drainage/water contamination caused by brick cleaning overspray.
- Existing services including those belonging to Network Rail
- Building and adjacent premises used as a workplace and visited by members of the public.
- Close proximity of members of the railway, residence, passengers and general public:

adjacent railway, platform, pavement and road.

- Noise, dust and vibration during the works.
- Manual handling issues associated with scaffolding and protecting listed areas of the building.
- Possibility of dust setting off temporary fire alarms. The contractor will need to take necessary precautions to protect local sensors and ensure the systems are unaffected by his works.

The Principal Contractor should take all reasonable steps to ensure the health, safety and welfare of the workforce, passengers, visiting contractors and members of the public. The Principal Contractor is to review the work activities and identify any significant hazards associated with them. These must be incorporated within the Construction Phase Plan

It should be noted that this is not a definitive list of hazards. It will be reviewed with the design team and the Principal Contractor at the pre-start meeting.

The Principal Contractor is responsible for identifying all risks associated with the works.

The Principal Contractor will be required to provide details of procedures describing how hazards associated with those identified above are to be eliminated or mitigated. The procedures are to be included in the Construction Phase Plan

Detailed method statements for all hazardous activities will form part of the Construction Phase Plan, a copy of which must be submitted to the design team and Principal Designer for review at least seven days before commencement of the contract.

Risk assessments and any other method statements deemed necessary for other operations must be added to the plan as the project proceeds.

5.04 Hazardous Materials

There are certain commonplace construction materials whose use may not be reasonably avoidable in the construction and which are potentially hazardous to health. The Principal Contractor's Construction Phase Plan will confirm his site management system to ensure control of commonplace hazards through good practice, including safe systems of work, storage, warning signs, transport on site, and disposal of waste and provision of appropriate personal protection equipment. However such materials should not be used where a suitable non-hazardous alternative is readily available.

Materials currently identified as hazardous and that cannot be reasonably avoided or designed out are:

- Medium density fibre board (MDF)
- Oil based paints
- Cementitious products
- Solvent based adhesives
- Lead
- Chemical anchors

The Principal Contractor will include in the Construction Phase Plan a register of COSHH Data Sheets for all harmful substances to be used on site.

5.05 Contractor's Design

The Principal Contractor is to ensure that all design work including all temporary works (temporary supports, temporary structures, scaffolding, any buttress and site hoarding, etc) is carried out by a competent person.

The Principal Contractor is to appoint a temporary works coordinator to supervise the installation/erection and removal of all temporary works for the duration of the project.

Detailed risk assessments and method statements outlining the safe systems of work must be prepared explaining how the temporary works design will be executed.

The Principal Contractor must demonstrate how they will ensure that relevant design risk information is passed to workmen on site.

5.06 Works and Sites adjacent to railways

This building is immediately adjacent to an operational railway and openings will be formed directly onto the platforms. This carries significant additional considerations in terms of compliance and standards.

The Principal Contractor must liaise closely with Network Rail. Access routes, standards of lighting and any system that may have an impact on either users or rail staff safety, including lighting, alarms, audible alarms etc. must be designed with this in mind and approved as necessary by Network Rail / Southeastern.

Any works on the platform side of the Bat & Ball station building must be carried out in accordance with Network Rail Engineering standards and guidelines including specifically:

- Guide to the Care and Development of Network Rail's Architectural Heritage (2012)
- Stations Heritage and Design Strategy Report (2011)
- Operational Property Design & Construction Handbook (2010)
- GI/GN7520 Lighting in Railway Premises
- NR/SP/CIV/087 Management of Existing Buildings and Station Structures

Further, specific consideration should be given to systems which may cause Electro Magnetic Compatibility issues within the new accommodation and this discussed with Network Rail during planning stages.

6.00 The Health & Safety File

6.01 Generally

The Principal Contractor is to provide relevant information to the Principal Designer to enable the preparation and issuing of the Health & Safety file. The key file information which the Principal Contractor shall provide shall include the following:

- A brief description of the work carried out e.g. site address, location plan, works undertaken
- Any residual hazards which remain and how they have been dealt with
- Key structural principles and safe working loads for floors and roofs, particularly where these may preclude the placing of scaffolding or heavy machinery
- Hazardous materials used
- Information regarding removal or dismantling of plant and equipment
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, etc.
- Fire strategy
- Information and as-built drawings of the structure, its plant and equipment, and relevant reports

The Principal Contractor is responsible for the collation, coordination, preparation and issue of the Operation & Maintenance Manuals (O&Ms). The format of the O&Ms shall be agreed with the Client's Representative.

The Principal Contractor's information for the Health & Safety File shall be prepared in parallel with and, when appropriate, coordinated with the completion handover documentation as required by the contract documents. These documents include the Operation & Maintenance Manuals (O&Ms). These are to be annotated to allow for relevant cross-references in the Health & Safety File. The Principal Contractor shall provide the draft of the O&Ms to the design team for their review and shall incorporate comments from the design team in the final issue of their O&M documents.

All the information provided by the Principal Contractor shall be distributed both electronically and contained in a series of A4 size, loose-leaf, four ring binders with plastic sleeved hard covers, each indexed, divided and appropriately titled on the front cover and spine. Selected drawings needed to illustrate or locate items mentioned in the file or associated manuals, where larger than A4, are to be folded and accommodated neatly and securely in the binders.

Please refer to the detailed requirements of the Contract Preliminaries.

A schedule of information required for inclusion in the Health & Safety File is included in the Appendix.

This information must be provided to the Principal Designer as it becomes available.

Date when draft information for the Health & Safety File to be submitted to the Principal Designer: Two weeks before completion of the construction contract

Date when final version of information for the Health & Safety File to be submitted to the Principal Designer: Within two weeks of Practical Completion

6.02 Format and content

The information is to be provided both as an electronic file and hard-copy in ring binders, clearly labelled and indexed.

6.03 Layout and format

The layout of the Health & Safety File is essentially in two parts:

1. the Health and Safety File and
2. the Trade Manuals that accompany the File.

In each case, an index is to be provided describing the contents.

Appendix 1 – Risk Register relating to Services**Potential hazards / risks specific to the project**Notes:

1. This schedule includes information about aspects of the services work covered under this contract that may affect the health and safety of persons involved in the construction, operation, maintenance or demolition of the work, or affected by it. It is provided in accordance with the Construction (Design and Management) Regulations 2015.
2. The possible actions are broadly indicative and are for general guidance. The contractor shall inform the CDM co-ordinator of the general approach and specific action he/ she intends to take to deal with each health and safety matter identified.
3. This schedule should be read in conjunction with the Hazard/Access/Maintenance notes on drawings, and all other contract documents.
4. This schedule is only intended to highlight significant risks associated with the design that are i) not likely to be obvious to a competent contractor, ii) unusual, or iii) likely to be difficult to manage effectively. Contractors, or persons carrying out the works, are expected to identify and assess all other risks associated with the work.

WORK SECTION	TASK	DESCRIPTION OF HAZARD	SUGGESTED ACTION REQUIRED	HAZARD CATEGORY (refer to key 2)	PERSONS AT RISK (refer to key 3)
A	Services to residential property	Contract involves working around existing services serving adjacent residential property to be retained.	Conduct surveys to determine extent of services by means of electromagnetic (CAT) techniques, trial pits or slit trenches. Identify and confirm connections serving adjacent residential property. Mark and protect services as necessary to ensure safe work in this area and services to residential property are maintained throughout the works.	F, H, L	C, P
A	Existing below ground services	Existing below ground services run within the area to be used for the services trench.	Conduct surveys to determine extent of services by means of electromagnetic (CAT) techniques, trial pits or slit trenches. Identify and confirm existing connections serving the station building. Mark and disconnect/protect services as necessary to ensure safe work in this area and services to residential property are maintained throughout the works.	F, H, L	C, P
S	Gas supply	Existing gas main on site serving the residential property runs across the site, to be maintained throughout the works.	Gas pipework to be identified and protected. Issue method statement(s).	H, L	C, P
S	Gas supply	Existing gas meter serving the site to be decommissioned and removed.	Ensure gas supply to site is isolated prior to removal of meter. Test pipelines prior to stripping out to ensure they are dead. Issue method statement(s).	H, L	C
V	Train lines	Site is adjacent to a functional train line.	Identify earthing and other safety requirements by liaising with National Rail.	F	C
Z	Equipment in loft	Installation of large equipment in new loft space	Issue method statement(s).	D, E	

Key:

1. WORK SECTION: As per Common Arrangement (R: drainage, S: piped services, T: heating, U: ventilation, V: electrics, etc.).
2. HAZARD CATEGORY: A: falls from height; B: vehicles; C: collapse; D: manual handling; E: moving objects; F: electricity; G: machine movement; H: fire and explosion; I: noise and vibration; J: drowning; K: tripping or slipping; L: harmful substances; M: disease and health; N: radiation; O: confined spaces; P: visibility; Q: obstructions.
3. TARGET GROUP: C: contractor; M: maintenance staff; S: user/ occupiers; V: visitors; P: members of the public; E: children, the elderly or vulnerable.

Appendix 2 – Architect's risk assessment

Job Title Bat and Ball Station
 Job No. 1084
 Sheet No. 525
 Page 1 of 1

designer's risk assessment - DRAFT
 12.07.2017

Item	Activity/Element	Description of hazard	Measures to be taken & residual risks	Population at risk	Additional comments
Existing Building Constraints/Demolitions (see structural engineers register for additional risks)					
01	Demolition	Possible hazardous materials could be discovered during the demolitions of existing structure and existing mechanical & electrical equipment.	Intrusive asbestos survey to be undertaken by specialist prior to demolitions work progressing, any notifiable material to be safely removed or managed as required. Documentation to be issued to design team as appropriate.	Contractor	
Site Access and Use During Works					
02	Vehicle access for deliveries	There is currently no direct road access to the proposed site compound. Delivery vehicle will either need to unload from the adjacent Bat and Ball Road or form temporary access.	All contractors and suppliers to be informed of site access constraints. Logistics plan to be agreed with CA, Network rail and Southeastern before work commences on site. Neighbouring property owners to be informed of any interruption to their access.	Contractor & General Public	
03	Proximity of work to public and train line	The platform will remain fully operational (current timetable shows first train at 05:30 and last train at 00:45). Members of the public with therefore be in close proximity during the works. There is the platform access path between the contractors storage compound and the site which must remain open.	Contractor to provide secure hoarding and manage site access. Design and position of hoarding positions to be agreed with CA, Network rail and Southeastern prior to works commencing on site to ensure operation of station can continue. Contractor to obtain licences as necessary to allow work to be carried from Network Rail / Southeastern Rail prior to start on site. Deliveries to be made out of hours where possible.	General Public	
04	Potential for Vandals/Break-ins during construction.	Potential for injury from site wide hazards to any unauthorised intruders during construction. Potential for site materials to be thrown onto track.	Contractor to construct suitable hoardings and site notifications.	General Public	
05	Noise to neighbouring property during works	Noise pollution	Noise to be managed by contractor to minimise impact. Out of hours working not permitted. Weekly programme to be issued to neighbour.	General Public & Local Residents	
06	Hoarding	Potential for hoarding to be either vandalised or become loose and block the track.	Contractor to construct suitable hoardings.	General Public	
Materials and Processes					
07	Storage of Materials	Fire	Secure storage area to be designated by contractor.	General Public	
Services (see service engineers register for additional risks)					
Design					
08	High Level Services	Work associated with installing ventilation extracts and flues will be conducted at high level. There is a risk of falling from height and a risk of objects falling onto public.	Contractor to issue method statement for access and protection.	Contractor & General Public	
09	Working in tight loft space spaces	Contractor to install services and insulation in loft space where working conditions are likely to have restricted headroom.	Contractor to issue method statement for works. STC to carry out further surveys of loft space prior to work starting on site.	Contractor	
Access, Maintenance and Operation					
10	Lighting and internal high level services	The existing internal ceilings are generally 4850mm from FFL restricting future access for maintenance/replacement of services.	Low maintenance LED fittings have been chosen where appropriate. Access will need to be provided by means of a tower Scaffold as part of a maintenance regime.	Maintenance staff	
11	Maintenance of roof services.	Risk of falling from height	Access will need to be provided by means of a scaffold or cherry picker when required. Maintenance contractor to submit method statements when carrying out required works.	Maintenance staff	

Appendix 3 – Tender documents

Architect's drawings:1084-[see drawing schedule for latest revision]

Existing plans, elevations and sections

000	site location plan
001	site plan
010	ground floor plan
011	roof plan
012	trial pit location plan
020	elevations
030	sections
031	sections

Proposed plans, elevations and sections

101	site plan
110	ground floor plan
111	roof plan
112	floor finishes
113	reflected ceiling plan
114	m and e plan
120	elevations
130	section AA
131	section BB
132	section CC and DD
133	section EE and FF
134	section GG

Proposed room elevations

301	booking hall
302	luggage room
303	café
304	kitchen
305	accessible toilet
306	male toilet
307	staff toilet
308	toilet lobby
309	female toilet
310	accessible toilet 2

Proposed demolitions

351	booking hall
352	luggage room
353	café
354	kitchen
355	wc
356	female wc

Proposed door and window schedules

410	Proposed external door schedule 1
411	Proposed external door schedule 2
412	proposed window schedule 1
413	proposed window schedule 2
414	proposed internal window schedule
415	proposed internal door schedule 1
416	proposed internal door schedule 2
417	proposed internal door schedule 3

Wicksteeds

420	courtyard section typical details
421	courtyard section typical details
423	typical details

Joinery

440	jg1-1
441	jg1-1
442	jg1-1
443	jg03-01
444	jg2-1
445	jg2-2
447	jg3-1
448	jg3-1
470	jg3-1
471	jg3-1
473	jg3-2
474	jg3-3

Proposed schedules

501	Sanitaryware
504	Station fitted furniture
510	Ironmongery

SK_170705	Ground floor plan
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Structural Engineer's drawings:

- Ground floor plan and general notes - 24262-sk24
- Roof plan - 24262-sk25
- Typical details - 24262-sk26
- Foul water drainage layout - 24262-CIV-04
- Typical drainage details - 24262-CIV-05

Mechanical and Electrical Services Engineers' drawings: 6021/

- A[1]100 existing & proposed incoming services
- R[1]100 above ground drainage ground floor layout
- S[1]100 domestic water services ground floor layout
- T[1]100 LTHW layout ground floor
- T[1]200 low temperature hot water schematic
- U[10]100 ventilation layout ground floor
- U[10]200 ventilation schematic
- V[21]100 lighting layout ground floor
- V[22]100 power & data service & LV distribution ground floor
- W[50]100 fire & smoke detection ground floor
- Z{1}100 plantroom layout
- T[--]500 Schedule of Mechanical Equipment
- T[31]500 Schedule of Radiators
- U[10]501 Schedule of Fans
- U[10]502 Schedule of Grilles
- Z[--]600 Services Design Criteria
- V21-500 Schedule of Light Fittings
- Y[6-]501 Schedule of Cable Types
- Y[6-]501 Schedule of Small Power Accessories
- A[64]500 Testing and Commissioning
- V[20]500 Schedule of Distribution Equipment
- V[20]550 Panel Board Schedule
- V[20]601 DB Schedule Station
- V[20]602 DB Schedule Kitchen