

PROJECT: REPLACEMENT RETAINING WALLS

LOCATION: SWANAGE BOAT PARK, PEVERIL POINT ROAD, SWANAGE BH19 2AY

APPENDIX

D Pre-Construction Information

Swanage Town Council **Replacement Retaining Walls**

Pre-construction information

- 1) Project Synopsis Information**
 - 2) Description of project (detailed)**
 - 3) Project Contacts**
 - 4) Client's considerations and management requirements**
 - 5) Site Risks – Existing including Health and Safety Considerations**
 - 6) Significant Design and Construction Hazards**
- Appendix i: Health and Safety File Proforma**
Appendix ii: Site Photographs

1) Project Synopsis Information

Project Title and Description:	
Swanage Town Council Replacement retaining walls to boat park, Peveril Point Road	
Key Dates:	Works to commence in January 2018 (specific start date to be agreed), and completed March 2018.

Key Contacts:	
Client	Swanage Town Council, Swanage Town Hall, High Street, Swanage, Dorset BH19 2NZ Contact: Geoff Brookes Tel: 01929 423636, 07967 199690
Principal Designer	Dorset Property, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ Contact: Vivienne Berry Tel: 01305 221920 Email: v.a.berry@dorsetcc.gov.uk
Constructor	Unknown at present

Significant issues to be considered/ Health and Safety Statement
<p>A borehole report has been provided that was prepared for an adjacent site, however the boat park ground conditions have not been investigated, the demolition of the walls and excavation for foundations need to be undertaken with caution to avoid unexpected land slippage.</p> <p>Buried services including the electrical supply to the lighting column.</p> <p>Lone working will not be permitted.</p>
Health and Safety File Required? :
YES: one hard copy and one electronic copy

The Pre-construction information should be read with the preliminaries, specification and drawings.

2) Description of project (detailed)

a) Project description and programme details:

Project Title:	Replacement Retaining Walls
Address:	Peveril Point Road, Swanage, Dorset BH19 2AY
Nature of the works	
Removal of existing blockwork retaining walls, formation of new insitu concrete retaining walls, drainage, macadam surfacing and associated minor works	
Occupied site:	Access route to slipway to be maintained

b) Programme

Programme:	Start: January 2018	Finish: March 2018	No. of weeks: to be confirmed.8
Construction commencement lead in time	4 weeks		
Other programme issues/ requirements	Not known at present		

3) Project Contacts

a) Contact Details

Contacts (name, address and contact details):	
Client	<p>Swanage Town Council, Swanage Town Hall, High Street, Swanage, Dorset BH19 2NZ</p> <p>Contact: Geoff Brookes Tel: 01929 423636, 07967 199690</p>

Principal Designer	Dorset Property, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ Contact: Vivienne Berry Tel: 01305 221920
Structural Engineer	Smith Foster, Suite 8, Branksome Park House, Branksome Business Park, Bourne Valley Road, Poole, BH12 1ED Contact: Ian Foster Tel: 01202 540888

4) Client's considerations and management requirements

Client Health and Safety Statement:	Working areas and compounds are to be cordoned off from the general public at all times, in compliance with standard health and safety guidelines.
Communications:	All communications related to the works should be directed to: Vivienne Berry Tel: 01305 221920 Email: v.a.berry@dorsetcc.gov.uk
Welfare provision (what's available including service hook-ups)	Contractor to provide welfare provision.
Site security (items to be taken into account)	Contractor is responsible for the security of the sites during the contract periods.
Hoarding	All site boundaries will be fully fenced off with suitable block and mesh fencing in agreement with the client at the pre-contract site meeting.
Vehicle movement (Deliveries)	The Site Arrangements Plan P101, identifies constraints for vehicle movements.
Emergency Procedures	Provide detail of Emergency Procedures for fire and other emergencies in the Construction Phase H&S Plan. Include written confirmation of such arrangements in the Construction Phase Health and Safety Plan. In the event of a site emergency local first aid facilities will be necessary. The nearest Accident and Emergency unit is at: Swanage Hospital, 32 Queens Road, Swanage, Dorset BH19 2ET
Permits to work	Not applicable.
Fire precautions	Precautions the contractor deems necessary are to be noted and the information supplied to Vivienne Berry and Mr G. Brookes as part of the Construction Phase Health & Safety Plan.
Smoking policy	No smoking will be permitted at the site. In addition swearing will not be tolerated. Audio equipment is not to be used on site.

Parking etc.	There should be sufficient space within the site for the contract vehicles and plant.
--------------	---

5) Site Risks – Existing including Health and Safety Considerations

Risk Area	Description/ Action considerations
Site Layout - Current	Existing retaining walls in danger of collapse with no barriers to protect from falling.
Services Layout and location	Known electricity supply to lighting columns. Water supply pipes visible at west and north perimeter of boat park
Hazardous materials on site	None.
Structural considerations	Existing retaining walls in danger of collapse
Ground Conditions	Refer to bore hole report for RNLI Lifeboat Station
Asbestos Statement (management thereof)	There are no structures on site it is not known if there are any buried material.
Client activities which pose a risk to construction activities	The route to the slipway provides access for fisherman and the RNLI Lifeboat Station and is in use at all times.

6) Significant Design and Construction Hazards

	Description
Significant design assumptions: Co-ordination of ongoing design work and handling alterations	Refer to Schedule of Significant Residual Risks.
Co-ordination of information relating to hazards identified during design works	Agree any significant variation to extent of demolition and excavation with structural engineer.
Materials requiring particular precautions	Rebar size and lengths kept to a minimum to facilitate handling and installation in confined excavations.

Appendix i: Health and Safety File Proforma

The file will be a record of the Health & safety issues relating to the structure and its equipment which might affect the health or safety of anyone carrying out construction, maintenance or demolition or of anyone who may be affected by such work. It is to be project specific and contain only relevant information.

1 no. hard copy will be required in an A4 in loose leaf white 4 ring binder with hard covers each indexed, divided and appropriately cover titled. An additional electronic copy in the form of a CD/DVD rom will also be supplied.

It should include the following sections

(1) Introduction - into need for file and reasoning behind it.

(2) Description of work and contributing parties - a brief description of the work carried out; to include dates and contributing parties, including a list of all sub-contractors. Within this section should be detailed, and cross referenced, other files such as the Building User Manual and the Mechanical and Electrical File (if this is separate).

(3) Residual hazards - A statement should be made by all of the designers describing any remaining hazards within the design such as remaining asbestos, contaminated land, buried services, maintenance or cleaning difficulties, etc.

(4) Key structural principles - To include, for example, bracing, sources of substantial stored energy, safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

(5) Hazardous materials - For example lead paint, pesticides, special coating which should not be burnt off, etc.

(6) Removal or dismantling of installed plant and equipment - For example any special arrangements for lifting, order or other special instructions for dismantling, etc.

(7) Cleaning and maintenance equipment - Information about equipment provided for cleaning and maintaining the structure.

(8) Significant services - To include the nature, location and markings of significant services, for example underground cables, gas supply equipment, firefighting services, etc.

(9) As-built drawings - Drawings to include, location of fire doors, toughened glass, fire compartmentalisation, fire muster points, lighting and power, gas and water pipes, etc.

Appendix ii: Site Photographs (existing)



General view of lower and upper walls



Upper retaining wall



Lower terrace



Middle terrace



Wall crack



Stone retaining walls above upper terrace



General view upper and lower retaining walls

PROJECT: REPLACEMENT RETAINING WALLS

LOCATION: SWANAGE BOAT PARK, PEVERIL POINT ROAD, SWANAGE BH19 2AY

APPENDIX

E Quality Assessment Questionnaire

Appendix E to tender questionnaire: Quality Submission

Swanage Boat Park

	QUESTIONS - QUALITY PROPOSALS	MAX SCORE	
1	Describe the size, value and type of work your company carries out.	8	
2	Please submit three relevant examples of projects you have completed demonstrating: a) Your previous experiences of constructing in-situ concrete structures; and b) Previous experience of working for local authority organisations.	8	
3	Submit your skills/qualifications matrix for all operatives and supervisors.	8	
4	Explain how you would manage this contract from acceptance of tender, to delivery of works and supervision on site along with contract administration through to final account and completion.	8	
5	Describe your ongoing approach to Health & Safety awareness and training for all your staff.	8	
	TOTAL	40	