

PRE-CONSTRUCTION INFORMATION

FOR Gravel Footpath

AT Gang Warily, Newlands Road, Fawley
Southampton, SO45 1GA

CLIENT Fawley Parish Council

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Prepared by



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Appendices

Appendix 1	Project Directory
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1.0 Pre-Construction Information

The pre-construction information is structured in accordance with Appendix 2 “Pre-Construction Information” of the “Managing Health and Safety in Construction” for the Construction (Design & Management) Regulations.

2015” of the Regulations relates to what is known as ‘pre-construction information’ and advises:

1. Clients must provide designers and contractors who may be bidding for the (or who they intend to engage), with the project-specific health and safety work information needed to identify hazards and risks associated with the design and construction work. (The pre-construction information).
2. Pre-construction information is information already in the client’s possession (such as an existing health and safety file, an asbestos survey, structural drawings etc.) or which is reasonable to obtain through sensible enquiry.
3. The information should be provided as part of the early procurement process or tendering, and responses to the issues identified can be a real help when judging competence of those tendering for the work. It therefore needs to be identified, assembled and sent out in good time, so that those who need it when preparing to bid or when preparing for the work can decide what resources (including time) will be needed to enable design, planning and construction work to be organised and carried out properly. Where design work continues during the construction phase, the pre-construction information will need to be provided to designers before work starts on each new element of the design. Similarly, where contractors are appointed during the construction phase, each contractor (or those who are bidding for the work) must be provided with the pre-construction information in time for them to take this into account when preparing their bid, or preparing for work on the site.
4. The pre-construction information provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height.
5. The pre-construction information needs to be in a form that is convenient, i.e., clear, concise and easily understood.

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2.0 Description of Project

2.1 Project description	Install of gravel footpath and steps.
2.2 Key dates	Commence: TBC Completion: TBC Duration: TBC by tendering contractors.
2.3 Mobilisation period	TBC
2.4 Project directory	Reference is made to Appendix 1
2.5 Structures used as a workplace	The works to be completed include external landscaping to Gang Warily Recreation Centre. The works should follow and be designed to take account of the relevant requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.
2.6 Existing records and plans	This section lists available documents and drawings that relate to the existing site and any existing structures.

3.0 Environmental restrictions and existing on-site risks

3.1 Safety hazards

The designers and principal contractor are required to take appropriate measures to eliminate hazards and reduce risks created by the works and the surrounding environment. Explanation of the proposed measures is to be included with the form of a detailed site-specific method statements submitted before that element of the work commences.

3.1.1 Boundaries and access

The site is located within the boundaries of Gang Warily Recreation Centre. The main access should be from Newlands Road.

3.1.2 Deliveries, waste collection or storage

All traffic movements on and off the site will be controlled and guided by a gateman/ banksman.

The principal contractor should coordinate all deliveries, waste collection, or storage.

3.1.3 Adjacent land use

The site is located in a rural setting in Fawley. All visitors and the general public must be adequately protected from the construction works at all times by the use of hoardings, barriers, etc. Notices must be clearly displayed showing pedestrian routes and areas that are out of bounds. The principal contractor is to liaise with adjacent residents on access and egress and other health and safety matters relating to the works.

3.1.4 Existing storage of hazardous materials

Not known.

3.1.5 Existing services

The Contractor shall satisfy themselves as to the accuracy of the information contained on any drawings and allow for further site investigations and surveys considered necessary to establish the extent and positions of all existing services.

Due care and good practice are to be exercised during excavations and other penetrations below ground level. Good practice should include:

1. Specialist scanning equipment [CAT scan and associated signal generator].
2. Making sure the operatives undertaking the works have the survey drawings available.
3. Survey the surface for obvious signs of the presence of underground services.
4. Hand digging when close to where underground services are thought to be located.

3.1.6 Ground conditions

None.

3.1.7 Existing structures

None.

3.1.8 Plant and equipment

None.

3.2 Health hazards

3.2.1 Asbestos

Not applicable to this scheme.

3.2.2 Contaminated land

None.

3.2.3 Hazardous materials in existing structures

Not applicable.

3.2.4 Client activities

A means of escape must be continually maintained by the contractor, his employees, agents, and sub- contractors etc. for all personnel, and adjacent properties.

Food storage is likely to attract rodents. Contractors should be aware of health hazards created by rats; pigeons etc. and only consume food within designated welfare facilities.

4.0 Significant design and construction hazards

4.1 Significant design assumptions and suggested work methods, sequences or other control measures

Generally common place hazards which should be controlled by good management and good site practices are not listed.

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

Reference is made to the above section 'Communication and liaison' noting that as part of on-going design development regular meetings are to be held to ensure communication, the passing of information, and the securing of co-operation of all members of the project team whose health and safety may be affected.

Designers (including those of any temporary works) are to ensure that any design changes, which may affect health and safety, are immediately notified in writing to the Principal Designer and that supporting hazard identification and risk assessments etc. are provided.

The principal contractor is to ensure that any unforeseen eventualities regarding health and safety are immediately notified in writing to the Principal Contractor and the design team.

4.3 Significant risks identified during design

Details of any significant risks identified during the design that cannot be avoided or designed out are as set out below.

Only those hazards that are not likely to be obvious to a competent contractor, that are unusual or that are likely to be difficult to manage effectively are included.

Lifting and moving of materials and articles.

4.4 Materials requiring particular precautions

Details of significant hazardous materials and substances specified as part of the design that cannot be avoided or designed out are set out below. It is assumed that the contractor will be aware of the precautionary information that suppliers of materials are required by law to provide.

No significant hazardous materials and substances have been specified as part of the design.

It is assumed that the contractor will be aware of the precautionary information that suppliers of materials are required by law to provide.

5.0 Client's considerations and management requirements

5.1 Roles and responsibilities

Roles and responsibilities will be those given statutorily for all parties, noting that the principal contractor has duties to:

1. Satisfy themselves that clients are aware of their duties, that a Principal Designer has been appointed before they start work.
2. Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase.
3. Ensure that the construction phase is properly planned, managed, and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
4. Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
5. Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly.
6. Ensure safe working and co-ordination and co-operation between contractors.
7. Ensure that a suitable construction phase plan ('the plan') is prepared before construction work begins, developed in discussion with, and communicated to, contractors affected by it, implemented, and kept up to date as the project progresses.
8. Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced.
9. Ensure suitable welfare facilities are provided from the start of the construction phase and they meet the requirements of Covid 19 and self-distancing etc.
10. Take reasonable steps to prevent unauthorised access to the site.
11. Prepare and enforce any necessary site rules.
12. Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work.
13. Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan.
14. Provide the Principal Designer promptly with any information relevant to the health and safety file.
15. Ensure that all the workers have been provided with suitable health and safety induction, information and training.
16. Ensure that the workforce is consulted about health and safety matters.

17. Display the project notification if a notifiable project.
18. Where the principal contractor assumes design responsibilities, they will have obligations as a designer to:
 - a. Give regard to the hierarchy of risk control when carrying out design work.
 - b. Ensure design includes adequate information about health and safety.
 - c. Co-operate with the Principal Designer and other designers.
19. Ensure, when arranging for any designer(s) to prepare a design that they are competent and adequately resourced for health and safety.
20. Ensure that when arranging for any contractors to carry out or manage construction work, they are competent and adequately resourced for health and safety.
21. Where the client has occasion to appoint any contractors in an ad-hoc fashion details will be passed to the principal contractor who will be expected to act as principal contractor for such works.

5.2 Planning and managing construction work

The principal contractor must plan, manage and co-ordinate work during the construction phase. The principal contractor should work with other contractors to identify the hazards and assess the risks related to their work, including the risks they may create for others. Using this information and applying the general principles of prevention the principal contractor, in discussion with the contractors involved, must plan, manage and co-ordinate the construction phase.

The principal contractor should ensure that construction health and safety performance is monitored and recorded throughout the construction phase to ensure compliance with legal requirements and site rules.

Arrangements should include active and reactive monitoring, such as regular, planned inspections and audits and investigations of any incidents (whether causing injury, loss or near miss) and of any complaints. This should involve co-operation and regular meetings between senior management and those who provide health and safety advice to them to review the results achieved and to determine appropriate response to achieve any necessary improvements.

As the construction work is likely to put the client's own employees, other workers and the public at risk the client will also arrange for monitoring of construction health and safety performance, in accordance with his duties under Sections 2, 3 and 4 of the Health & Safety at Work etc. Act 1974.

This monitoring may include:

1. Hazard-spotting site tours carried out by a senior representative of the client.
2. Independent construction site health, safety and welfare inspections
3. Independent audits of construction H&S management at site.
4. The client will share the results of this monitoring with the principal contractor for the implementation of improvements where necessary.

The Client's policy is to achieve 'best practice' standards on all of its construction activities. It will normally seek to exceed the minimum standard required by law.

The identification of 'best practice' is not always easy and everyone concerned needs to consider the option and generally err on the side of improved safety, elimination of risk and the effective control of any residual hazards. Design should provide for safe buildability and include for safe systems for maintenance and cleaning.

Management both in construction and maintenance should ensure that where hazards are created or subsequently come to light, they are effectively controlled and eliminated, if possible, in the longer term.

In preparing safety method statements, contractors are expected to review all significant risks and adopt 'Best Practice' standards on all of its construction activities and seek to exceed the minimum standard required by law and comply with relevant guidance given by HSE or other organisation appropriate to the work activity.

A risk assessment will be required for each operation and from this a method statement incorporating a detailed safe system of work must be produced at least 5 working days (i.e., excluding Saturday and Sunday or national holidays), before works commence on site, the requirements for which will be detailed in the principal contractor's construction phase plan.

Every effort shall be made to reduce the impact of the development by paying particular attention to the following points:

1. Public highways and other publicly accessible roads to be kept clear of mud at all times. Where more than one developer is using the same highway then they should reach a mutual agreement on an effective means of keeping the roads clean.
2. Site working hours, including delivery of materials to site.

3. Current working hours are 07:30 to 18:00 hours Monday - Friday, Saturdays are by permission only.
4. Dust, noise, and disturbance especially at weekends.
5. Parking of employee vehicles or wagons waiting to unload.
6. Location of compound and arrangement of temporary site facilities.
7. The contractor is responsible for providing their own approved personal protective equipment for all tasks undertaken by his operatives, this including appropriate training for using and wearing.
8. Thorough safety induction training will be required for each new person joining the project. The Client via the principal contractor will provide a safety induction where attendance will be mandatory before any access to site is permitted.
9. Employees must not work on or in proximity to energised circuits of any voltage unless adequate safety measures have been taken. All portable tools and equipment should be 110v. An RCD device must protect all site accommodation.
10. Holes formed during the progress of the contractors works and open edges works are to be protected by contractors using scaffold handrails, toe-boards, and platforms and where appropriate A142 mesh or safety/debris netting.

5.3 Communication and liaison

Designers (including principal contractor when appointed in design and build capacity, and any trade contractor design supplement works) are to ensure that any design changes, which may affect health and safety, are immediately notified to the Principal Designer and that any associated hazard identification or risk assessments are provided or updated. This information will be reviewed during periodic meetings at which CDM matters are to be addressed; including application of hierarchy of risk principals so that design proposals can be assessed throughout the design process to consider elements such as:

1. How the design can be built and erected safely?
2. Where work at height cannot be avoided, design in edge protection or other features that expedite safe access and erection and/or anchorage points, etc. for nets or harnesses, and early installation of permanent access.
3. Designing to simplify safe construction.
4. Designing to minimise health risks.
5. Designing to simplify future maintenance and cleaning work.
6. Demolition hazards for inclusion in the health and safety file.

The principal contractor will ensure that prior to the award of any trade packages that an appropriate consideration is given to competence and resources. Additionally, where there is contractor design supplement due consideration again needs to be given to the hierarchy of risk

principals identified above, and compliance with Workplace Regulations in terms of on-going maintenance and operation once construction is complete. Again, the forum for this is the periodic meeting.

The principal contractor must make arrangements for discussing health and safety matters with people on site and for holding regular review meetings to ensure communication, the passing of information and securing of co-operation, of all members of the project team whose health and safety may be affected.

The principal contractor is to immediately inform the client's representative and the Principal Designer of any reportable incident prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The principal contractor will be required to attend regular progress meetings throughout the period of the works.

The principal contractor will liaise closely with the other site occupants to ensure construction activities are carried out safely and without risk to others, i.e., traffic/pedestrian routes, heavy plant movement, deliveries.

5.4 Security of the site

The principal contractor must take reasonable measures to ensure that no unauthorised person enters the work area. Only people, who are explicitly authorised, individually or collectively, by the principal contractor, should be allowed access to the site.

Security measures must be co-ordinated to ensure that there is no compromise in either the adjacent buildings or the principal contractor's arrangements.

5.5 Welfare provisions

The principal contractor is to ensure that there are suitable and sufficient welfare facilities provided from the start of the construction phase. The effects of Covid 19 must be taken into consideration when providing the welfare provisions.

If no hand washing available local to the site - Antiseptic wipes are to be made available so that contractors can clean their hands prior to leaving the site. This is to prevent contractors transferring harmful substances from their hands to their mouths [e.g., through smoking] on their way to the central welfare facilities.

6.0 Operating requirements and restrictions

The Client's operating requirements and restrictions for the project include:

6.1 Site hoarding requirements

The Contractor shall provide adequate warning signage, notices, hoardings, barriers, and illumination if applicable. Signage and physical barriers are to be erected to prevent unauthorised access to the works areas.

All operatives, visitors, and the general public must be adequately protected from the Construction Works at all times.

6.2 Site transport arrangements or vehicle movement restrictions

Delivery routes and times are to be agreed with the other site occupants to ensure the safety of staff, customers, and visitors.

Notices must be clearly displayed showing pedestrian routes.

6.3 Client permit to work system

The principal contractor should implement a system of permits to work for high-risk activities. Hot works permits, electrical permits and access to roof permits are to be adopted for these works as appropriate.

6.4 Fire precautions

As required by the 'Fire Prevention on Construction Sites: Joint Code of Practice on the Protection from Fire of Construction Sites' the principal contractor shall appoint a competent person who will be responsible for assessing the degree of fire risk and for creating and regularly updating the Site Fire Safety Plan as construction proceeds or significant design changes occur.

On large projects the principal contractor or site fire safety co-ordinator should appoint, where appropriate, a Fire Marshal and Deputy Fire Marshal to assist in the implementation of the Site Fire Safety Plan.

Contractors are to comply with the Fire Safety Code of Practice for Project Works and Contractors. The Code of Practice focuses on the management of "hot works" and the potential for this work to cause fire incidents and false alarms.

Works are to comply with the standards identified in HSG168 - Fire Safety in Construction Work.

6.5 Emergency procedures and means of escape

The principal contractor must develop, implement, and maintain an emergency response plan covering both health and safety and environmental issues surrounding these works.

The principal contractor should identify emergency procedures and contact numbers for the nearest Hospital (with accident and emergency facilities, utilities and services) and display this information clearly on site and identify clearly within their construction phase health and safety plan.

The principal contractor will be responsible for assessing the degree of fire risk or any other emergency and formulating and regularly updating a 'Site Fire and Evacuation Plan' with 'Orders' that can be implemented in an emergency. This includes liaising with the Fire Authority and Police.

The 'Site Fire and Emergency Evacuation Plan' should address issues such as means of escape, muster points, emergency signs and extinguishers, hydrants and other fire protection equipment etc. sufficient to comply with 'Fire Prevention on Construction Sites: Joint Code of Practice on the Protection from Fire of Construction Sites. The contractor shall act as a 'good neighbour' to existing occupiers.

Additionally, the contractor will need to investigate the water supply capabilities for potential firefighting services due to its remote location.

6.6 'No go' areas or other authorisation requirements for those involved in the project

Risk assessments must be undertaken to identify hazardous activities due to take place on site. Method statements are also to be prepared identifying the controls and procedures necessary to prevent this impact.

6.7 Any areas the client has designated as confined spaces

None currently noted.

6.8 Smoking and parking restrictions

A no smoking policy is to be adopted for the site.

6.9 Skip restrictions

For tendering purposes assume skips will be located in the overflow car park to Gang Warily Recreation Centre.

6.10 Site Rules

The following are identified as 'site rules' at this time:

1. All personnel shall undergo induction training.
2. Appropriate PPE shall be worn at all times, with minimum requirements of hardhat, hi-visibility vest or coat, safety footwear. Eye protection will be worn for all construction activities.
3. All tasks on site will be operated on the basis of a risk assessment and method statement being supplied by the contractor and agreed by the principal contractor.
4. All accidents and near miss events must be reported to the principal contractor.
5. Visitors to site must inform the principal contractor of their intentions regarding areas to visit and the number in their party prior to arrival on site. Whilst on site, visitors are to wear the appropriate PPE and to be escorted at all times by a site inducted and CSCS accredited person.
6. Safety signs and notices must be complied with at all times.
7. Safe areas of access and egress will be signed and may be altered at any time by the principal contractor.
8. Areas that are deemed to be unsafe, by signs or barriers, shall not be accessed by anybody.
9. Certain areas will be deemed access/entry by permit only. These areas will be signed and a permit can be obtained from the principal contractor, upon submission of appropriate documentation.
10. Smoking is prohibited on all parts of the project.
11. Transistor radios or personal stereos or other electronic device utilising earphones must not be used.
12. All items of site electrical plant must be 110v or battery operated, unless prior arrangement has been agreed for specialist works. In the event that equipment rated above 110V must be used then this must be RCD protected at source.
13. All personnel for their own safety and the safety of others are required to fully comply with their client's statement of working method and should not interfere with anybody else's works or methods.
14. Site fire and emergency alarms, equipment, and instructions are designed to protect life.
15. Any person found to be interfering with or misusing fencing, barriers, signs, fixtures, fittings or equipment provided in the interest of health, safety and welfare, will be excluded from site.

6.11 Other restrictions

1. Method statements for work involving working at height, must clearly demonstrate that the access equipment specified is fit for purpose.
2. Ladders and stepladders are no longer permitted to be used unless identified as a necessary piece of equipment via a site-specific risk assessment and permit to work system.
3. No trailing wires/leads are permitted on site.

7.0 Health & Safety File Requirements & Content

7.1 Overview

The requirement to produce a Health & Safety File is a legal obligation by virtue of the Construction [Design & Management] Regulations.

The format and content of the Health & Safety File is to be agreed with the client and Principal Designer. It is likely that the file is to be combined with other documentation such as record drawings, the operation and maintenance manuals, relevant sign off certificates, etc. to form a complete set of handover documentation.

The following sections describe a possible format and content for the Health & Safety File and handover documentation.

7.2 Handover documentation format

The handover documentation will consist of 4 main parts:

- Part 1: Health & Safety File
- Part 2: Documentation and certificates
- Part 3: Record drawings & as built
- Part 4: Operation and maintenance manuals

7.3 Handover documentation presentation

The number of hard and electronic copies is yet to be agreed. The principal contractor should assume that two hard copies and one electronic copy are to be provided until the actual requirements are confirmed.

The hard copy documentation is to be contained in clearly titled and appropriately sized A4 ring binders. The different parts and sections of the documentation within the folders are to be clearly identified with appropriately labelled dividers. Where drawings and trade literature cannot be hole punched, they are to be accommodated in punched plastic pockets.

All electronic information is to be provided on clearly labelled CDs. The files are to be of a format commonly used in the construction industry, such as MS Word and MS Excel documents, Adobe Acrobat pdfs, and AutoCAD DWG file format.

Adobe Acrobat pdf files must be of a suitably high quality to allow optical character recognition of text, and clear reproduction of drawings and pictures. A minimum quality of 300dpi is expected.

7.4 Production & Management

The Principal Designer will compile the documentation based on submissions from the principal contractor and project team.

7.5 Part 1: H&S File Content The health and safety file is to be prepared and split between the following sections.

No.	Section	Responsibility
1.0	Introduction	Principal Designer
2.0	Project Directory	Principal contractor
3.0	Description of the Works	Architect
4.0	Existing Information	Principal Designer
5.0	Significant Residual Hazards	Design Team Principal Contractor Principal Designer
6.0	Hazardous Materials	Principal Contractor
7.0	Key Structural Principles	Structural Engineer
8.0	Removal or Dismantling of Installed Plant & Equipment	M&E Engineer
9.0	Provisions for Cleaning and Maintenance	Architect
10.0	Significant Services	Principal Contractor
11.0	Safe Use of the Site	Architect

Appendix 1 - Project Directory

Client	Fawley Parish Council Gang Warily Recreation Centre Newlands Road Fawley SO45 1GA	Contacts: Stephanie Bennett Tel: 02380 890761 Email: Stephanie.bennett@fawley-pc.gov.uk
Project Manager / Employers Agent / Quantity Surveyor	Sillence Hurn Building Consultancy Ltd 1 st Floor Endeavour House 3 Meridians Cross Ocean Way Southampton SO14 3TJ	Contact: Oliver Gristwood Tel: 07951357672 Email: oliver@sillencehurn.co.uk
Principal Designer:	Sillence Hurn Building Consultancy Ltd 1 st Floor Endeavour House 3 Meridians Cross Ocean Way Southampton SO14 3TJ	Contact: Oliver Gristwood Tel: 07951357672 Email: oliver@sillencehurn.co.uk
Principal Contractor:	TBC	Contact: Tel: Email: