



**PRE-CONSTRUCTION  
INFORMATION**

**FOR**

**Johnson Gillies Limited  
135 Ness Road  
Shoeburyness  
Essex  
SS3 9ES**

**PRE-CONSTRUCTION INFORMATION**

**RELATING TO WORK AT:**

**LEIGH COMMUNITY CENTRE  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

**FOR**

**LEIGH-ON-SEA TOWN COUNCIL  
LEIGH COMMUNITY CENTRE  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

**LEIGH COMMUNITY CENTRE  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

Ref: 10275/ZM

September 2019

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# SECTION 1

## INTRODUCTION

### **Guidance Notes:**

Unless otherwise stated, the **Regulations** referred to hereunder are the **Construction (Design and Management) Regulations 2015**, effective from 6th April 2015.

**Regulation 4 Client's duties in relation to managing projects** states that the client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources. Under **Regulation 5 Appointment of the Principal Designer and the Principal Contractor** states where there is more than one contractor will be working on a project at any time, the client must appoint a Principal Designer and a Principal Contractor, where the Principal Designer will control the pre-construction phase.

**Regulation 11 Duties of a Principal Designer in relation to health and safety at the preconstruction phase** must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as reasonably practicable, the project is carried out without risks to health and safety.

**Regulation 12 Construction phase plan and health and safety file** states that during the preconstruction phase, and before setting up a construction site, the Principal Contractor must draw up a construction phase plan or make arrangements for a construction plan to be drawn up.

**Regulation 13 Duties of Principal Contractor in relation to health and safety at construction phase** requires the Principal Contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as reasonably practical, construction work is carried out without risk to health and safety.

This Pre-Construction Information Package has been prepared to enable tenderers to submit a Draft Construction Phase [Health and Safety] Plan with their tenders, indicating the general principles to be employed and the resources required. The successful tenderer will be required to develop this document into a Construction Phase [Health and Safety] Plan, sufficiently detailed as to allow the Principal Designer to advise the Client that the Plan has been developed adequately to allow work, including preparatory work, to commence on site. **Regulation 6** requires the Client to notify the Health and Safety Executive of the proposed project, incorporating details provided by the Principal Contractor, prior to the site start date. Under **Regulation 6(3) (b)**, the Client must prominently display this information on site.

At the conclusion of the project, the Principal Designer must ensure that a Health & Safety File is delivered to the Client. The Principal Contractor and his Sub-Contractors are required to provide the Principal Designer with information to enable the Principal Designer/ Principal Contractor to prepare the Health and Safety File. This information shall be forwarded by the Principal Contractor to the Principal Designer, prior to the issue of the Certificate of Practical Completion.

**Regulation 9 Duties of designers**, when preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as reasonably practicable, foreseeable risks to health and safety of any person.

Under **Regulation 9(4)**, a designer must take all reasonable steps to provide, with the design, sufficient, to adequately assist the client, other designers and contractors to comply with their duties under these regulations. The absence of a reference in this Pre-Construction Information Package to a specific hazard does not mean that such hazard does not exist or may not arise.

Any Method of Working described in this Pre-Construction Information Package, as compiled by the Principal Designer, may be varied by the Principal Contractor as long as he provides an acceptable alternative method to the Principal Designer prior to work commencing.

## SECTION 2

### PROJECT DETAILS

**Client:** Leigh-on-Sea Town Council  
71-73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

Contact: Helen Symmons  
Tel: 01702 716288  
Email: [Helen.Symmons@leighonseatowncouncil.gov.uk](mailto:Helen.Symmons@leighonseatowncouncil.gov.uk)

**Principal Designer:** Johnson Gillies Limited  
Former HMS Essex  
135 Ness Road  
Shoeburyness  
Essex  
SS3 9ES

Contact: Mr Zach Milner  
Tel: 01702 293413  
Email: [zmilner@johnsongillies.co.uk](mailto:zmilner@johnsongillies.co.uk)

**Health and Safety Executive:** Construction HSE Office  
Osprey House  
Hedgerows Business Park  
Colchester Road  
Springfield  
Chelmsford  
Essex. CM2 5PF

Tel: 020 3028 1400

The Health and Safety Executive RIDDOR incident reporting centre contact number is 0845 300 9923.

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly. CF83 3GG

Web: [www.riddor.gov.uk](http://www.riddor.gov.uk)

**Serving of notices by the Health and Safety Executive:** The Principal contractor must issue written notification to the Client, Principal Designer and all named designers within 24 hours of receipt of any of the following from the Health & Safety Executive:

Improvement Notice  
Prohibition Notice  
Summons

**Emergency Services: Nearest Hospital**

Southend University Hospital  
Prittlewell Chase  
Westcliff-on-Sea  
Essex  
SS0 0RY

Tel: 01702 435555  
Approximate Distance: 2.5 miles  
Alternatively Dial 999

**Nearest Police Station**

Southend Police Station  
Victoria Avenue  
Southend-on-Sea  
Essex  
SS2 6ES

Tel: 101  
Alternatively Dial 999 to report a crime in progress only.

**Nature of the Project:** The project involves demolition of existing toilet and corridor buildings and erection of a new extension complete with external access ramp; reconfiguration of and alterations to the existing toilets at the front of the building including new drains; formation of a storage area; internal repairs and redecoration including new floor coverings; new/replacement beams in basement; external repairs and redecoration including replacing rainwater goods, re-pointing brickwork and upgrading/alterations to the lightning conductor.

**Site Commencement Date:** To be agreed, but it is envisaged to be December 2019.

**Construction Period:** Contractor to state on tender form.

**Construction Completion:** To be agreed. Contractor to state on tender form.

**Minimum time allowed between appointment of Principal Contractor and Instruction to commence work on site:** 3 weeks

**Notifications:** This project is notifiable to the HSE via the online F10 form. It is a duty of the Client under the CDM Regulations 2015 to submit the notification.

## SECTION 3

### EXISTING ENVIRONMENT

#### **3.100 Surrounding land uses and related restrictions**

E.g. premises (schools, shops or factories) adjacent to proposed construction site, planning restrictions, which might affect health and safety.

#### **3.110 Existing Building and location** – Leigh Community Centre is a large detached commercial property located on Elm Road, Leigh-on-Sea.

The property is built of loadbearing brickwork walls under a double pitched slate covered roofs.

#### **3.300 Existing services** - e.g. underground and overhead lines, on or adjacent to the site.

3.301 Electrical Services - Contractor to make enquiries with services authority, refer also to client for any existing information.

3.302 Telecommunications - Contractor to make enquiries with services authority, refer also to client for existing information.

3.303 Gas Services – Contractor to make enquiries with services authority, refer also to client for existing information.

3.304 Water Services – Contractor to make enquiries with services authority, refer also to client for existing information.

3.305 Drainage services – Contractor to make enquiries with services authority, refer also to client for existing information.

3.308 Platform Lift – Use of the existing lift in the building is prohibited.

3.310 Services information - The Principal Contractor is required to liaise with the Principal Designer and refer to the drawings before commencing work. It should not be assumed that all services are shown on the drawings. The Contractor must make all enquiries/undertake CAT scans of the areas to detect unknown services.

3.315 Maintaining services in use – The Contractor should take such steps as may be necessary to protect and/or maintain existing services in use within the building.

3.320 Fire alarm and security devices. The Principal Contractor shall ensure that the fire alarms and security systems remain in working order throughout the duration of the contract.

#### **3.400 Existing structures** - e.g. special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions or instability problems.

- 3.410 Dust in the ceiling voids. Risk: damage to health. The Principal Contractor shall describe his proposed method of working to minimise dust fallout before and during work sessions.
- 3.420 Asbestos. Risk damage to health. A 'Refurbishment and Demolition Asbestos Survey' must be carried out in accordance with HSG264 and to comply with Regulations 5 and 6 of the Control of Asbestos Regulations 2012. No works shall be permitted until this survey has been carried out, any asbestos containing materials identified and removed as necessary.

The Principal Contractor shall provide a risk assessment and **Methods Statements** describing his method of working in the removal of the asbestos present. Asbestos must be removed under the Control of Asbestos at Work Regulations 2012, which involves a survey by qualified personnel with air monitoring equipment. Copies of the asbestos test analysis certificate and subsequent Certificate of Re-occupation or Clearance Test Certificates shall be forwarded to the Principal Designer.

- 3.425 Lime Plaster: The walls and ceilings may have been plastered with fibrous lime plaster, and all necessary precautions must be taken when carrying out works that involve working with plaster. This includes demolition, cutting chases etc. Suitable protection must be provided to all personnel working on Lime plaster.
- 3.430 Roof lights and Roof Work. Risk: falls. The Principal Contractor shall describe his proposed **safe system of working** to ensure his employees are prevented from falling through rooflights or off the roof. This applies both to the structure as existing or during the course of the construction works. Note that where a person may pass within 2m of fragile material, either the material must be securely covered or full edge protection provided.
- 3.440 Lead Paints – The Principal Contractor is to note that the building was constructed prior to 1970, and as such there is a risk that the paint used internally or externally may contain lead. The Principal Contractor is required to comply with the requirements of the Control of Lead at Work Regulation 2002 and the Approved Code of Practice "Control of Lead at Work".
- 3.450 Stability of walls – The Principal Contractor is to maintain the stability of the walls during demolition. Before commencing work the Contractor must examine all available information, carry out a survey of the structure(s), site, services and surrounding area, and submit to the CA a survey report with method statement covering how the structure (s) is proposed to be demolished and for all temporary propping.
- 3.500 Existing traffic systems and restrictions** - e.g. access for fire appliances, times of delivery, ease of delivery, parking.
- 3.510 Access must be maintained at all times for emergency services - fire appliances, refuse vehicles, ambulances, etc.
- 3.520 Vehicular access to the site will be to the front of the building via Elm Road. There is no parking available on Elm Road itself however, limited bays are available to the front of the building, the carpark to the rear and/or the Council's spaces within the carpark under the discretion of the Council's permissions.
- 3.525 Deliveries - Large and heavy deliveries by lorry must be undertaken from Elm Road. Then moved by hoist, trollies or manhandled into position.

The space on site for storage of bulk materials is to be agreed with the Town Council but generally all materials are to be delivered to site in small loads as and when necessary.

3.530 Building access – Access to the site will be via the front of the property.

3.540 Parking - There is minimal parking on the site. The Contractor may be required to make his own arrangement to park all vehicles off site for the duration of the contract at his own expense. Note there is a public car park at the rear of the property.

### **3.600 Site Conditions**

3.610 Precautions against Theft and Vandalism – The Principal Contractor is advised to take precautions for the health and safety of his employees and third parties.

3.620 Health hazards to other occupants of the building – The building will be occupied and fully used by Leigh-on-Sea Town Council during the period of the works.

The Leigh-on-Sea Town Council's offices are in the building and also various rooms/areas are hired out to various local (Adults & Children's) clubs/groups and also parties/receptions during the day and the evenings at weekdays and weekends.

The Principal Contractor is to liaise with the Council on a weekly basis on the use/occupancy of the various rooms for the proceeding week and adapt the programme/sequence of works accordingly.

The Principal Contractor is to ensure communal areas must be screened suitably to contain any dust and fumes with the working areas. See specification for details of screens.

3.630 Protection of children – The Principal Contractor is advised to take precautions to protect unauthorised access especially from children from site hazards.

3.640 Surrounding Premises – The Principal Contractor should note that the surrounding buildings will be occupied during the works. The Principal Contractor should take all reasonable steps to ensure the health, safety and welfare of the surrounding buildings, occupants and members of the public.

## **SECTION 4**

### **EXISTING INFORMATION**

**4.000 The following drawings should be considered to form part of this Health and Safety Plan to which reference should be made:**

4.110 Existing use: the existing building will be occupied throughout the works.

4.115 Existing Health & Safety File: Not available.

4.120 Existing drawings: There are no existing drawings of the construction of the building or of previous alterations.



## SECTION 5

### THE DESIGN

**The Principal Contractor will be required to demonstrate evidence of competence in controlling the following hazards in the Health and Safety Plan for the Construction phase and provide Risk Assessment and Method Statement.**

5.000 The Principal Contractor is responsible for choosing a suitable **Methods of Demolition and Stripping out** taking account of all the information contained within and accompanying this Pre-Construction Information. The Health & Safety Plan will include risk assessment in terms of hazards and precautions required (especially relating to hazardous substances like asbestos) and the **method statements**. The Principal Contractor should carry out a survey to take into account the points below:

1. Type of structure and its key elements.
2. The condition of structural members and the contribution of floors, roofs, walls etc. to overall stability.
3. Overhead/Hidden services.
4. Health hazards, lead dust or paint and asbestos.
5. Access for proposed method of demolition and vehicle access for waste disposal.

5.005 Temporary works – the contractor will be required to produce Risk Assessments and detailed Method Statements for all temporary works including the support of existing structures during the formation of new openings.

5.010 Buried Electricity Services within walls and floor voids. Risk: electrocution, electrical fires. The Principal Contractor shall ensure that all electrical circuits are located in the area of works before commencement of such work.

5.015 Mechanised Lifting – the Principal Contractor is to ensure that all mechanised lifting works are carried out in accordance with the requirements of the 'Lifting Operation Lifting Equipment' Regulations 1998 (LOLER). The Principal Contractor is to ensure that a Lifting Plan has been prepared by a competent person to all lifting operations.

5.020 Scaffolding including Tower Scaffolding – The Principal Contractor must ensure that all scaffolding works are carried out by a competent contractor. The scaffolding must be inspected and maintained in accordance with The Work at Height (Amendment) Regulations 2007.

5.030 Protection of people in the vicinity of the work area – The Principal Contractor is required to describe his proposed Method of working for the following situations:

Demolition of the rear lean to.  
Enlarging the opening to the front toilets which is in the main front entrance.  
Building of the new café extension.  
Works to the front and side of the building.

The statement should include safety precautions i.e. safety nets, type of working platforms, use of harnesses, temporary screens etc.

5.040 Heavy materials. Risk: damage to health and property. Where construction materials exceeding 20kg in weight require to be dismantled from or installed, the Principal Contractor shall describe his **method of dismantling/transporting/unloading/installing** same paying

due attention to the health and safety aspects associated with handling heavy materials.

5.050 The Principal Contractor is to provide but not limited to: Risk Assessments and Method Statements for Hazards Identified below:

Activity/Hazard	Risk	Risk Level	Control	Action
Removal of materials, hazardous material	Serious ill health	Medium	Ensure all hazardous materials are removed by specialist contractor.	Principal Contractor Method Statement required.
Confined site falling debris	Injury to third parties	High	Ensure adequate protection to the occupants and site operatives.	Principal Contractor Method Statement required.
Falling from height during high level works	Serious Injury	High	Ensure adequate scaffolding is erected, access platform or mobile scaffold tower to be used.	Principal Contractor Method Statement required.
Working whilst buildings are occupied	Serious ill health	High	Ensure safe access to building throughout works.	Principal Contractor Method Statement required.
Demolition	Serious ill health & injury	High	Ensure adequate protection to the occupants and site operatives. Ensure safe working practice/stability to building throughout demolition works.	Principal Contractor Method Statement required.
Delivery and erection of steelwork	Serious Injury	High	Ensure provision of adequate trollies and lifting equipment to reduce the amount of man handling to be carried out.	Principal Contractor Method Statement required.
Delivery and erection of façade framing and glazing	Serious Injury	High	Ensure provision of adequate trollies and lifting equipment to reduce the amount of man handling to be carried out.	Principal Contractor Method Statement required.
Delivery and erection of concrete beams for beam & block flooring	Serious Injury	High	Ensure provision of adequate trollies and lifting equipment to reduce the amount of man handling to be carried out.	Principal Contractor Method Statement required.
Working on existing drains	Serious ill health	High	Ensure provision of PPE and washing facilities.	Principal Contractor Method Statement required.

Excavations	Serious Injury	High	Ensure provision of earthwork support. Ensure provision of suitable cover plates over excavations in side access drive.	Principal Contractor Method Statement required.
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## SECTION 6

### CONSTRUCTION MATERIALS

**Health hazards arising from construction materials where particular precautions are required either because of their nature or the manner of their intended use.**

- 6.015 Painting, Decorating & Adhesives – When painting, decorating and adhesive activities are to be carried out close to public or communal areas, all precautions must be taken to avoid the risk of fumes affecting the occupants of such areas. The CA must be informed of any spraying on site to allow for isolation of fire alarm detection and ventilation systems. Flammable materials/adhesives to be locked away in metal container and not left exposed on site.
- 6.020 Use of Lead – The Principal Contractor shall assess the risks associated with lead work on the project and take such measures as necessary to minimise these risks.
- 6.030 Hazard – paints, adhesives, fillers and fire stopping compounds. Risk: damage to health. The Principal Contractor shall comply with manufacturer's instructions regarding application of paints, etc. and take protective measures as necessary for the operative and any third party. Used containers shall be disposed of to a suitable tip. The Principal Contractor shall provide in his Health & Safety Plan a COSHH Assessment for the materials proposed and a Method Statement describing how surplus materials and applicators will be disposed of. These will form part of the Health & Safety File documentation. Reference should be made to HSE publication EH40 "Occupational Exposure Limits" as OEL's are regularly revised.
- 6.040 Hazard – toxic chemicals, insecticides, fungicides and herbicides. Risk: damage to health. The Principal Contractor shall describe in his Health and Safety Plan **his method of controlling the use and preventing abuse of dangerous chemicals** such as timber spray treatments. Running hot water should be available.
- 6.050 COSHH Assessments. Common materials used during construction may present health and safety hazards requiring the Principal Contractor to carry out COSHH or other risk assessments and to introduce control measures which should be included in his Health & Safety Plan. They are deemed to be within the normal experience of a competent contractor and therefore have not been listed here.
- 6.060 Health and Safety Data Sheets. The Principal Contractor is requested to attach Safety Data Sheets as required under Regulation 6 of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 to the Health & Safety Plan. These are to be retained for inclusion within the Health & Safety File.

## SECTION 7

### SITE WIDE ELEMENTS

The issues here address the location and positioning of the site access and egress points; off-loading, storage and layout areas; the location of temporary site accommodation and traffic routes. Where specific problems are foreseen, contractors are required to provide sufficient information about how they propose to manage the associated problems.

#### 7.000 Location of Site Access and Egress Points

7.010 Access to the site will be via the front access drive.

7.015 Traffic Management and Site Arrangement – Arrangements for safe traffic routes and segregation of vehicles and pedestrians – The Principal Contractor should attach a layout plan describing access/egress, safe routes for third parties, pedestrian and vehicular controls, signage, loading/unloading and vehicle movements, parking, security arrangements, hoardings and lighting and the location of temporary accommodation and welfare facilities.

7.020 The Principal Contractor shall ensure that the siting of his plant and materials does not adversely affect the means of escape from the building in case of fire, and to keep entrances clear and unobstructed at all times. All plant and materials to be confined within site area.

7.030 Site signage. The Principal Contractor shall identify by clear signage any safety hazards. Reliance should not depend entirely on written warning signs where there is a possibility that some people, e.g. young children, may not be able to read them. **Form 10 (Rev) should be clearly displayed at the access point to the site.**

7.100 Temporary Site Accommodation

7.110 Welfare facilities on site – the Principal Contractor shall ensure the provision of appropriate welfare facilities in accordance with Regs 4, 13 & 22 of the Construction (Design and Management) Regs 2015 and Schedule 2. Welfare facilities must be made available in advance of the commencement of works on site and maintained for the duration of the works.

The welfare facilities must include as a minimum:

- Toilets water flush, but if not possible a chemical toilet.
- Washing facilities suitable for washing hands, face and arms with hot, cold or warm water, soap and towels.
- Drinking water, mains or chilled bottled water and cups, storage and changing facilities.
- Rest facilities with heating, tables, seating, a means for boiling water and means of preparing/warming food.

The Contractor is to provide all temporary welfare facilities (site hut) for use by his operative and all sub-contractors. It is assumed that these are to be located to the front of the building. The Contractor is to provide all temporary sanitary facilities for use by his operative and all sub-contractors. It is assumed that these are to be located to either the front or rear of the building. The exact location of the temporary sanitary facilities is to be agreed on site with the CA.

## 7.200 Unloading and Storage Area

7.210 The Principal Contractor is to provide sufficient information about how he proposes to manage unloading and storage of material. All materials shall be carefully stored prior to use in an area that can be maintained secure out of working hours. Unfixed materials are not to be left on site unattended, unless within an agreed safe area. All staircases and communal areas are to be kept clear, clean and free from any obstructions likely to cause a hazard. All communal areas shall be cleared and swept at the end of each working day for continued use by the residents.

7.220 Hazardous Materials Storage - The Principal Contractor shall describe his method of storing hazardous materials.

Highly flammable liquids  
Petroleum spirit  
Liquefied Petroleum Gas  
Oxygen and Acetylene

It is not permitted to store these substances on site without the express permission of the CA.

7.230 Stressing the structure – the Principal Contractor shall not overload or stress any part of the works in any way. Materials stored on suspended floors shall be stored and transported, wherever possible, on main beam lines.

7.240 Delivery and storage of materials - Large and heavy deliveries by lorry must be undertaken from the front of the property. Then moved by hoist or manhandled into position.

There is no space on site for the storage of bulk materials. All materials will have to be brought to site on a daily basis in small quantities as and when required.

Scaffolding shall not be used for the storage of materials unless it has been specifically designed for such use.

## 7.300 Traffic/Pedestrian Routes

7.310 Traffic and Pedestrian Routes – The Principal Contractor is to develop a simple site logistics for inclusion in the construction phase health and safety plan to set out the site boundaries & vehicle access routes & pedestrian segregation under CDM Regs 27 and 31.

7.320 Protection of the Works - Before commencing any section of the work, the Principal Contractor **shall set out safe** routes for all third parties, where they may come into contact with the construction work, using barriers where there is high risk of injury or flicker tape or similar where the risk of injury/interference with the works is low. The Principal Contractor is to ensure the security of the designated site area depicted on the contract drawings in accordance with Regulation 17 of the Construction (Design and Management) Regulations 2015. Prevent unauthorized access to working areas in accordance with Regulations 13, 15 and 17 of the Construction (Design and Management) Regs 2015.

Hoarding and site containment is to be depicted on a simple site logistics plan drawing for inclusion in the construction phase health and safety plan.

- 7.325 Common Access – The Principal Contractor is to note that Elm Road and the Community Centre must be retained for use by others, including the Fire Brigade, emergency and local authority services.
- 7.330 Safe working routes – Areas where the Principal Contractor is not required to access shall be barriered off. Safe working routes shall be defined before commencement of any work.
- 7.335 Vehicles to be safely loaded etc. The Principal Contractor shall take such steps as may be necessary to ensure that vehicles leaving the site do not deposit any materials on the public roads system.
- 7.340 Site Lighting and power. All escape routes shall be adequately illuminated during working hours using 110volt lighting. All portable electrical equipment must not exceed 110 volts. Where a 240-volt supply is made available by the client, this must be stepped down to 110 volts within one metre of the supply point.
- 7.350 Lighting of routes accessible to the public. Where required by the Local Authority or where public Footpaths/roadways are inadequately lit due to the nature of the works, temporary maintained lighting shall be provided.

#### **7.400 Health Hazards**

- 7.410 Noise and Vibration. The Principal Contractor should outline his proposals for noise and vibration controls, both in respect of being a hazard to the health of site personnel, and as a potential public, or statutory, nuisance, generally comply with BS5228.
- 7.420 Dust and fumes - Risk: damage to health. The Principal Contractor is required to take steps generally to control the emission of dust and fumes, for example by providing screens and/or using dust suppressing equipment or exhaust ventilation. Where creation of dust or fumes is unavoidable, appropriate Personal Protective Equipment is to be worn. For man-made mineral fibre dusts, one-piece overall, gloves, mask and eye protection is recommended (See HSE Guidance Note EH46 “Man-made mineral fibres”).
- 7.425 Hot Work - Strict control is necessary over any hot work undertaken by contractors. Hot work includes welding, flame cutting, burning off paint, and bitumen burners etc. The contractor must ensure:
- There is no combustible material in the near vicinity of such work.
  - All rubbish has been removed from the near vicinity.
  - Adequate firefighting arrangements are readily to hand and that operatives are conversant with their use.
  - The Client is informed before the hot work progresses.
  - Particular attention is paid to ensuring the area is safe and secure prior to lunch breaks and at the end of the working day.
  - There must be no burning of waste materials on site.

Daily, before leaving a site the contractor is to ensure that all naked lights, burners etc are extinguished and electrical apparatus is switched off, unless the nature of the work requires it to be kept on.

All fire incidents are to be reported to the Client, even though the contractor may have successfully extinguished the fire.

7.430 Rubbish – Generally all rubbish and debris from the works are to be removed from site as soon as it arises.

7.440 Fire Prevention and Fire Safety Plan - The Principal Contractor **shall take note** of the Joint Code of Practice published by the Building Employers Confederation, the Loss Prevention Council and the National Contractor's Group entitled **Fire Prevention on Construction Sites** and take action where the Code demands.

He shall carry out a fire risk assessment and prepare and regularly update a **Site Fire Safety Plan** to be incorporated within or referenced to his Construction Health and Safety Plan showing fire escape routes, fire extinguishers, fire detectors and muster point.

The Principal Contractor must appoint a Site Fire Warden who is responsible for the following in the event of a fire:

1. Ensuring that all those on site leave by designated escape routes.
2. Searching all areas to ensure the site is clear (assuming it is safe to do so).
3. Ensuring where practical that doors and windows are closed upon leaving the site.
4. Conducting a role call at the muster point.
5. Meeting and liaising with the Fire Brigade, informing them of relevant details.

Operatives and visitors to the site should be made aware of the Accident and Emergency procedures and the location of escape routes, muster points and facilities during the Site Induction and this information should be displayed on the Safety Notice Board.

All personnel, including visitors should be required to sign in upon arrival at the site. All personnel shall receive training to raise the alarm upon discovery of a fire. On hearing an "Evacuation Alarm" all operatives must stop what they are doing, isolate any equipment or machinery they are operating and move as quickly as possible to the muster point. If any visitors are on site it is the responsibility of those they are visiting to ensure that they are evacuated from the site. At the assembly point the fire warden will take a roll call to ensure that all persons are accounted for.

**The Contractor must comply with the buildings Fire Strategy and emergency procedures.**

**The Contractor must supply appropriate fire extinguishers on site and keep emergency exits signed and clear of obstruction. Housekeeping is everyone's concern, a clean site is a safe site.** All fire extinguishers are to be serviced within the last year. Must be pinned and tagged. All extinguishers and accessories are to be attached to a board to prevent falling. For every operative carrying out **HOT WORKS** simultaneously a separate set of extinguishers must be provided.

- 1 - 9kg dry powder extinguisher or a 1- 5kg CO<sup>2</sup> extinguisher
- 2 - 9lt water extinguisher
- 1 - Fire blanket (heavy duty)
- 1 - Rotary bell (Attached to board)
- **All of these items must be attached to a fire point board**

7.450 Burning on site. No burning will be permitted.

## SECTION 8

### OVERLAP WITH CLIENT'S UNDERTAKING AND OTHER USERS OF THE BUILDING

#### **8.000 Consideration of the health and safety issues, which arise when the project is to be located in premises occupied or partially occupied by the client.**

8.100 Planning for and managing the Construction Work, including any health and safety goals for the project: The Client is seeking to maintain a high level of health and safety on site at all times. This goal should be reflected by the avoidance of notifiable accidents, incidents and dangerous occurrences, and by no enforcement notices (prohibition or improvement) being issued by the Health and Safety Executive.

Safety goals for the project; The contractor should strive to achieve an AFR and AIR at least 40% lower than industry average.

8.150 The Principal Contractor will carry out formal fortnightly site audits by the Health and Safety Advisor or third-party competent person.

8.200 Access for Client and representatives – The Client will require reasonable access arrangement for his representatives.

8.250 Contractor's behaviour & co-operation. Throughout the works, the contractor's behaviour, planning and organisation must be in sympathy and co-operation with the environment, its neighbours and the Project Team. Loud music, swearing and smoking are strictly forbidden. Clothing should be appropriate.

8.300 The Contractor shall note that the Community Centre will be occupied throughout the duration of the works, and every effort must be made to minimise disturbance to the staff and visitors.

8.350 The Principal Contractor must ensure that all corridors are kept free and accessible and do not block emergency exits.

8.450 Security - The Contractor will be required to maintain site security at all times and is to ensure that the site is left secure at the end of each day. The Contractor will be required to provide a list of out of hour's contacts with telephone numbers for use in emergencies only. Also, a staff list should be submitted to the Contract Administrator at weekly intervals (including any sub-contractors' work people).

8.500 Existing services serving other parts of the building must be maintained at all times.

8.550 Working restrictions – The Principal Contractor is required to bring tools and materials in at the commencement of each working day and leave the site in a safe, clean and non-hazardous condition at the end of each working day.

8.600 Emergency procedures - The contractor is to ensure that all staff, including supervisors, visitors to the site, observe and obey resident's fire drills and evacuation procedures and are aware of escape routes and gathering points.

If work is to be carried out near fire escape routes and the Contractor shall take all necessary precautions for the safe passage of all persons and users of these routes.



The Contractor shall provide all necessary temporary barriers, protective screens, warning lights and/or signs and shall keep access routes free from materials and debris at all times.

- 8.650 Occupied premises – The Contractor is to allow for taking all necessary precautions for:-
- a. Safeguarding the works, materials and plant against accidental or wilful damage or theft however caused.
  - b. Protecting the works from damage by inclement weather or frost including suspending work in adverse conditions.
  - c. Protecting both new and existing works by providing and maintaining temporary coverings, casings, etc.
  - d. Protecting the public and residents by providing all necessary temporary enclosures, gates, handrails, walkways, "Wet Paint" signs, etc.

- 8.700 Restricted access - The Contractor will be required to restrict his employees and sub-contractors to the particular part of the establishment where, they are working and not to trespass on the property or any adjoining property without first obtaining the necessary permission.
- Access may be required within buildings to areas that do not form part of the immediate working area. Before workpeople are permitted to proceed into those areas, the Contractor shall obtain the permission of and make all necessary arrangements with, the Project Manager. The Contractor, Sub-Contractor, suppliers and others connected with the project must exercise extreme vigilance at all times to maintain a clean and safe environment.

## SECTION 9

### SITE RULES

**9.000 Specific site rules which the client or the Principal Designer may wish to lay down as a result of points 3-8 above or for other reasons - e.g. specific permit to work rules, emergency procedures.**

9.010 Working Hours - Work is to be carried out between the hours of 8.00am to 5.00pm Monday to Friday and 8.00am to 1.00pm on Saturdays. No work is to be carried outside these hours or on Sundays or Bank Holidays.

Due to the type of work being carried out and that the building is to be occupied, the contractor will need constant liaison with the Town Council's Facilities Manager. This may affect the exact times of work which can be undertaken during normal working hours.

9.015 Hard Hats/Protective Clothing

The site should be designated a hard hat area until such time as a Risk Assessment identifies that this may be relaxed. Contractor's staff must comply with these rulings in accordance with the Personal Protective Equipment at Work Regulations 1992 and signs should be posted to this effect. The Contractor should also keep available hard hats for visitors. All other head, eye, foot etc. protection should be used where appropriate.

9.025 Smoking on site. Smoking is not permitted at the workplace.

9.030 Radios on site. Radios, including Walkman type personal radios are not permitted at the workplace.

9.045 Personal Protection - Hard Hats and foot protection will be worn as a minimum requirement throughout the duration of the contract, both inside and outside the building. These shall be available for visitors. Personal protective equipment shall be provided for all those who require it.

9.054 No "hot work" - involving blowlamps, welding equipment, soldering irons, etc. may be carried out during the last two hours of the working day. The Principal Contractor shall inspect such sites immediately before he quits site.

9.057 Steel cutting. Risk: risk of building being set alight. The Principal Contractor is to describe his arrangements for preventing the building from catching fire as a result of the construction activity.

9.058 Stressing the structure - The Principal Contractor shall not overload or over stress any part of the works in any way. Materials stored on suspended floors shall be stored and transported, wherever possible, on main beam lines.

9.059 Breaching Compartment Walls, Floors or Fire Barriers. Any breaching which could prejudice the safety of personnel and the building must be made good prior to the end of each shift.

- 9.061 Plant. All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.
- 9.063 Tidy site. The Principal Contractor shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.
- 9.064 Adjacent property. The Principal Contractor shall take such steps as necessary to protect adjacent properties from damage and to prevent his workforce from trespassing on neighbouring sites.
- 9.065 Contract Requirements. The Principal Contractor is required to comply with the requirements of the Contract Preliminaries. Any area of conflict between the Pre-Construction Information and the Contract Documents shall be brought to the attention of the Contract Administrator and the Principal Contractor.
- 9.070 Competence. The Principal Contractor is required to ensure that any Designers responsible for any design work instigated by him have the skills, knowledge and experience in terms of the Construction (Design & Management) Regulations 2015.
- 9.071 Competence. The Principal Contractor is required to check that any domestic, named or nominated Contractor have the skills, knowledge and experience for the purposes of complying with the Construction (Design & Management) Regulations 2015.
- 9.075 Contractors and Self-employed people - It is a requirement under the Construction (Design & Management) Regulations 2015, that the Principal Contractor ensures that contractors and self-employed people working on the site are made aware of the relevant portions of his Construction Phase Plan.
- 9.080 HSE Information Sheets - The Principal Contractor shall take due notice of the guidance given in HSE information sheets (Construction series), which covers ladders, scaffolds, work in confined spaces, excavations, welfare arrangements, work on roofs, chemical cleaners, cement, solvents, PPE, silica and handling building blocks. The Principal Contractor's attention is also drawn to the HSE publications - "5 Steps to Risk Assessment" and "Accidents to Children on Construction site".
- 9.081 Induction training is to be provided to all site persons to include the provision of induction sheets.
- 9.083 All induction training is to be recorded and records maintained in the Principal Contractor's office.
- 9.090 Each work package is to include safety training for operatives.
- 9.095 Statutory Instruments - During the course of the building works, Contractors shall pay attention to the relevant Statutory Instruments as updated. A sample list is included in Appendix C.

## SECTION 10

### CONTINUING LIAISON

10.01 The following are identified for continuing liaison between parties:

- Principal Contractor is to submit procedures for considering the health and safety implications of design elements affecting either the Principal Contractor or other contractors' work to the Architect, Principal Designer and CDM Adviser.
- Principal Contractor is to submit substantial design changes arising from unforeseen eventualities and which might affect resources during project execution to the Architect, Principal Designer and CDM Adviser.
- Principal Contractor is to submit to the Principal Designer **a hard copy and an electronic copy on RW CD** of appropriate information during the course of contract for inclusion in the Health and Safety File, with all information received a week prior to Practical Completion.

**JOHNSON GILLIES LIMITED**  
**CHARTERED BUILDING SURVEYORS**