

PLAYLE & PARTNERS LLP
CONSTRUCTION & PROPERTY CONSULTANTS

Crest House • 138 Main Road • Sidcup • Kent • DA14 6NY
Telephone 020 8300 6811 • Fax 020 8300 2260
Email • sidcup@playleandpartners.co.uk
Web • www.playleandpartners.co.uk

PRE-CONSTRUCTION PHASE INFORMATION

For

Various Park Locations Ground Maintenance Work

PRINCIPAL DESIGNER SERVICES

Prepared for

Woodbridge Town Council

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Prepared By:	Tajera Campbell
Checked:	Tracy Carpenter
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INTRODUCTION

Welcome to Playle & Partners LLP's Pre-Construction Phase information.

The purpose of this pre-construction information is to record all the relevant information pertaining to the Construction, Design and Management of this project.

Pre-construction information is defined as information about the project that is already in the Client's possession, or which is reasonably obtainable by or on behalf of the Client. The information must.

- be relevant to the project
- have an appropriate level of detail and
- be proportional, given the nature of the health and safety risks involved.

The Pre-Construction Information is intended to provide the Health & Safety Information needed to address the risks inherent in the project. This is to enable the.

- Designers & Contractors to carry out their duties
- Principal Designers and Principal Contractors to plan, manage and monitor the project
- Principal Designer and Principal Contractor to prepare the Health & Safety File.

The Designers and Contractors attention is drawn to the need to visit the site prior to tendering, and the Pre-Construction Information should be read in conjunction with the specification, drawings and any references made in this document.

Pre-Construction Information should be gathered and added to as the design process progresses to reflect new information about the risks to health or safety and how they should be managed.

The Principal Designer should respond to the Pre-Construction Information by preparing the Health & Safety File appropriate to the characteristics of the project.

The Contractor, or Principal Contractor, should respond to the Pre-Construction Information by preparing a Construction Phase Plan. Where it is the client's duty to ensure the Contractor's Construction Phase Plan is drawn up prior to allowing construction work to start.

Sufficient time shall be allowed for the Principal Contractor to develop the Construction Phase Plan after the award of the contract and before the client may permit the construction phase to commence.

No work is to commence on site until the development of an adequate Construction Phase Plan has been presented to and confirmed by the Client. This is a Statutory Duty under the Construction (Design and Management) Regulations 2015 and a requirement with which all parties to the project must comply.

Where further information is made available during the progress of the works the Contractor or Principal Contractor will update and develop the Construction Phase Plan accordingly.

This document contains the information made available to the Playle & Partners as the time of issue.

Please note the terminology, statutory wording and duty holder titles used in this document are taken from the Construction (Design & Management) Regulations 2015 and will be required to be retained in order to achieve compliance.

As such the works are noted as general maintenance works but will be referred to as 'construction' throughout this document, the employer will be referred to as Client and anyone instructing works or writing specifications, will hereby be referred to as a designer, and the specification will be referred to as design.

1.0 CONTRACT DETAILS

1.1 Contract Description

The Contract comprises of the Ground Maintenance works to various park locations in Woodbridge. The locations are as followed:

- Elmhurst Park
- Kingston Field:
- Fen Meadow
- Broomheath
- War Memorial Gardens
- Quaker Burial Ground
- Fitzgerald Green
- Market Hill
- Theatre Street
- Whisstocks Place and Tide Mill Way
- Thoroughfare

The works on each park listed above is required on a daily, weekly, monthly, and yearly basis. The works includes but is not limited to lawn mowing, trimming trees, edge maintenance, graffiti removal, filling of holes, weeding, wiping benches, maintenance of plants, irrigation of immature trees etc. A detail description of the works required at each individual park is included in the Woodbridge Town Council, Grounds Maintenance Contract document included in Appendix D of this document.

Please note any additional work besides the works listed in the Grounds Maintenance document, attached as Appendix D, is to be communicated to the Principal Designer and the Contract Manager/Contract Administrator in order to identify any risk present, such as asbestos, disturbance of services, ground works etc. high risk works that are not made known to the Principal Designer may present later risk.

This Pre-construction Information has been prepared based on the information and scope for the Ground Maintenance contract only. Any additional works added to the contract may require an update to this Pre-Construction Information based on the risks involved in the additional scope of works. Please note also any specialised works will need to be undertaken by a specialist contractor.

This Pre-Construction Information has been prepared in accordance with the information available. The design will need to take into consideration the future accessibility and maintenance requirements of all areas constructed and consequentially affected by the construction.

The Client is to appoint a competent designer (Contract Administrator / Manager) who shall act in accordance with current legislation, The Construction (Design and Management) Regulations 2015, throughout the life of the Contract. All appointed designers shall liaise with the Principal Designer to co-ordinate design development and identify, eliminate, or control design and construction risk.

The Principal Contractor is to prepare detailed written proposals which outline how the works are to be phased and how disruption from noise, dust, deliveries, and general access to and from the site will be minimised. The written proposals are also to include details of how the relationship with the adjoining owners will be managed and maintained.

This key information and information as to how the Principal Contractor will manage the works shall be developed from the Pre-Construction Information, provided by the Principal Designer, and submitted to the Client prior to commencement of construction work.

The design is to, in particular, take account of the future accessibility and maintenance requirements of the design. For example, any items of plant or regular maintenance items on the roof need to be provided with a suitable safe access and fall prevention system. In addition, strategies such as window cleaning strategies need to be considered and, where possible, the work at height risk eliminated e.g., through the use of easy clean hinges.

The developed design should be reviewed by the design team at each stage to co-ordinate design elements and identify potential risk to health and safety both during construction and in use of the finished product.

Throughout the design and construction of the scheme, the Principal Contractor is required to take into account all existing ground conditions, site restrictions, statutory requirements etc. which may materially affect the design, construction and delivery of the completed scheme.

The Principal Contractor will be responsible for obtaining certification to prove that the proposals comply with current Building Regulations and for obtaining Fire Officer's approval. Copies of these approvals are to be issued to the Contract team and the Principal Designer.

1.2 Site Details / Current Use of Site / Adjacent Sites

Site Details
Elmhurst Park Woodbridge Suffolk, IP12 1HB
<p>Surrounding Area:</p> <p>Elmhurst Park is located at Quayside Road, surrounded by residential properties, with a bowls club and public car park within proximity; a railway line runs adjacent to the park and Quayside Road with the River Deben and marina located just beyond the railway line.</p> <p>Please note also there is a small children's play area park side of Elmhurst Court, adjacent to the public toilets. The play area will undergo works outside of this contractor and is to remain occupational throughout the duration of the proposed maintenance work.</p>

Site Details
Kingston Field Playground Kingston Farm Road Woodbridge Suffolk, IP12 4BD
<p>Surrounding Area:</p> <p>Kingston Field Playground runs adjacent to the railway line and within proximity to the marina dock, the area has an unfenced boundary to Kingston Hall Road and includes an open stream channel on one side. There is an allotment directly adjacent to the railway line just behind also adjacent to the tennis court, this does not seem to be owned by the council due to the boundary line separating the tennis court and the allotment</p> <p>The site consists of a tennis court owned by the Client but leased to the local Tennis Club which will not be included in these works. The children's play area and adult exercise equipment will be included in the proposed maintenance works. Please note there are underground services adjacent to the open stream channel to be considered prior to any works that may affect those services.</p>

Site Details
Fen Meadow Seckford St Woodbridge Suffolk IP12 4NA
Surrounding Area: Fen Meadow is surrounded by mainly residential properties, with the Woodbridge Cemetery located southwest of the site and Seckford hospital cemetery located Northwest of the site. Facing Seckford Road there are various overhead services with trees overgrown around the services, please note all live services are to be shut off to prevent electrocution prior to any cutting or trimming of the trees. Works to be carried out with caution of cutting any services cables. The site is home to important wildlife species such as Southern Marsh Orchid, Stag Beetle and White-Letter Hairstreak.

Site Details
Broomheath 2 Broomheath Woodbridge Suffolk, IP12 4DL
Surrounding Area: Broomheath is situated adjacent to the Suffolk coast and heath area, with residential properties west,north, and east of the site and the Martlesham Creek south of the site. The railway line runs between the proposed site with Martlesham Creek to the South.

Site Details (2 site areas)
War Memorial / Market Hill Market Hill Woodbridge Suffolk, IP12 4LR
Surrounding Area: The War Memorial and Market Hill are within the same area, both sites are situated in a small-town area, surrounded mostly by residential and commercial properties. Woodbridge Prep School is in proximity to the War Memorial site. Noisy works etc to be considered during school terms/exam seasons. Please note Market Hill is located quite central to Woodbridge town square, therefore works are to be segregated from the public and main road where necessary.

Site Details
Quaker Burial Ground 4 Turn lane Woodbridge IP12 4AR
Surrounding Area: The site is situated on a very narrow road with minimal parking spaces and not much area for navigation. The road can only fit one vehicle access at a time from either direction, and is not suitable for heavy or long vehicles. It is very small site and the only access is a wooden pedestrian gate. It is surrounded by residential properties and a school. Turn Lane is accessed via Church Street, which is a one-way street.

Site Details
Fitzgerald Green 27 Sun Lane Woodbridge IP12 1EG
Surrounding Area: This is situated on a very narrow road with minimal parking spaces and not much area for navigation. The road can only fit one vehicle access at a time from both ways. The site is surrounded by mainly residential properties.

Site Details
Theatre Street (Public Toilets) 3 Theatre Street Woodbridge Suffolk IP12 4LX
Surrounding Area: The site is surrounded by various small restaurants/cafes, commercial and residential properties. The area of works is situated directly outside the public toilets within the local town area.

Site Details
Whisstocks Place and Tide Mill Way Woodbridge Suffolk, IP12 1BP
Surrounding Area: The site overlooks the River Deben Marina, the railway line runs adjacent to the site, Tide Mill Way runs across the railway line and is required for access to the Marine Dock; Tide Mill Way is owned by the Client with public access in place for access. The surrounding area also consist of commercial and building and historical sites.

Site Details
The Thoroughfare Woodbridge Suffolk, IP12 1AR
Surrounding Area:
The site is located within the Woodbridge Town area surrounded by shops, restaurants and residential properties.
Please note the site will be within a small-town area, please be advised where works are to be segregated from pedestrians and traffic, measurements will need to be put in place.

The nearest emergency services to the site are;

Hospital	Ipswich Hospital Heath Road Ipswich, IP4 5PD
Fire / Police Station	Woodbridge Fire and Police Station Theatre St Woodbridge, IP12 4NE

1.3 Key Dates

Construction Lead In Time:	4 weeks
Start Date:	TBC
Duration and Estimated Completion:	3 years duration Completion TBC

1.4 Mobilisation Period

A sufficient time for lead in and mobilization should be allowed in accordance with Regulations 4(1) and 13(2)(b). It is recommended that this is no less than 4 weeks from the date of appointment to allow adequate resources for detailed design development.

1.5 Contract Contact Details

Client / Contract Manager	
Woodbridge Town Council Shire Hall Market Hill Woodbridge Suffolk IP12 4LP	
Contact:	Greg Diaper (Town Clerk)
Tel:	01394 383599
E-mail:	townclerk@woodbridge-suffolk.gov.uk

Contact:	Belinda Lloyd (Deputy Town Clerk)
E-mail:	townclerk@woodbridge-suffolk.gov.uk

Principal Designer / CDM Advisor	
Playle & Partners LLP Crest House 138 Main Road Sidcup Kent DA14 6NY	
Contact:	Tajera Campbell
Tel:	020 8300 6811
E-mail:	tcampbell@playleandpartners.co.uk

Contract Manager	
Playle & Partners LLP Crest House 138 Main Road Sidcup Kent DA14 6NY	
Contact:	Charlie Hobson (Associate Lead PM)
Tel:	020 8300 6811
E-mail:	chobson@playleandpartners.co.uk

Contact:	Charlie Simms (Assistant PM)
Tel:	020 8300 6811
E-mail:	csimms@playleandpartners.co.uk

1.6 Proposed Use of the Structure

The proposed works will be undertaken to various natural / semi natural planted spaces set aside for human enjoyment and recreation as well as for the protection of wildlife or natural habitats. The only structure proposed will be for the works to the public toilets.

1.7 Extent and location of Existing Records and Plans

1.7.1 Health & safety Files / Operation & Maintenance Manuals

We have not been provided with or advised of an existing Health and Safety File or O&Ms for previous maintenance works undertaken to the list of parks proposed.

1.7.2 Asbestos

An Asbestos Management Survey has been provided for the works to the public toilets at Elmhurst Park, and can be found included within Appendix B. The survey suggests no positive materials detected, the Principal Contractor is required to acquire a copy of the report and ensure it is read and understood prior to undertaking works. All operatives are required to have asbestos awareness training in the event of any unplanned asbestos materials being present.

Please note as listed throughout the only structure on site for the proposed maintenance work will be the toilet blocks at Elmhurst Park. Please note all other site areas are park spaces only. Any additional works added to any other structures at a later stage is to be communicated in order to detect the need for any other surveys such as an asbestos survey where necessary.

Any asbestos removal required will need to be undertaken by a licensed asbestos removal contractor in accordance with the Control of Asbestos Regulations 2012, with an independent analyst. All information relating to the removal works including Risk Assessments and Method Statements for the safe undertaking of this process is to be issued to the Principal Designer.

1.7.3 Ground investigation / Soil contamination

Based on the scope of works, a fully intrusive ground investigation is not required.

1.7.4 Utilities and underground services

All services are to be confirmed dead prior to undertaking any ground works. In the event of a lack of information required to safely undertake any groundworks or services alterations related to this scope of works, it will be the responsibility of the Contractor to carry out an underground search on services. The Contractor will also need to manage any necessary service diversions.

1.7.7 Topographical

A topographical survey has not been carried out for the proposed maintenance works at each individual parks.

1.7.8 Ecological

Given the location of this site and the close proximity of woodland, open fields, rivers and other potential ecological habitats, a preliminary ecological survey is recommended.

1.7.13 Safeguarding Policy

Due to the locations being open spaces/parks used by children etc, the Council's safeguarding policy should be in use and adhered to at all times. A copy of this can be found attached in Appendix B.

The Principal Contractor is to advise of any further site investigations they may require for the safe design and construction of this development / Contract.

2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements for Planning and Managing Construction Work, including Health & Safety Goals for the Contract

The main health and safety goal is to complete this Contract in accordance with the requirements of current legislation, health and safety guidance and industry good practice without endangering the health, safety and welfare of the operatives, staff, visitors and the general public during this Contract.

The main access used by the Principal Contractor is to be adequately managed throughout the Contract. Please refer to Section 2.7 of this document for further discussion.

Deliveries and vehicle movements will need to be co-ordinated on an individual site basis, taking into account local restrictions, and ensuring that members of the public are not put at risk during vehicle movements.

The Principal Contractor should aim to minimise any disruption during the works.

The Principal Contractor should also ensure to protect the adjacent residential properties and users, as well as pedestrians and the general public from harm.

The Principal Contractor is to have a set of rules in place, these need to include items such as language policy, no photos to be taken of children. Maintenance operatives are not to talk to the children except for in circumstances to protect their health and safety.

It will also be a requirement for the Site Manager and site operatives to have DBS checks.

2.2 Arrangements for Monitoring and Review

The Principal Contractor must comply with the Health and Safety at Work etc. Act 1974, Construction (Design and Management) Regulations 2015 and all subsequent regulations and statutory instruments issued pursuant to construction activities.

The Principal Contractor must demonstrate management systems and procedures within the Construction Phase Plan to ensure compliance including continual monitoring and auditing.

The Principal Contractor will be expected to conduct regular safety audits and site inspections to maintain a high standard of housekeeping and standards on site. The results of the audits and site inspections must be made available to the Client and CDM Consultant.

2.3 Arrangements for Communicating and Liaison Between Client and Others; Between Principal Contractor and Other Contractors on site

Good, timely communication is essential for co-operation and co-ordination of activities on this Contract.

Quarterly progress meetings will be held to update the Contract team on the progress of the construction phase of the Contract.

Liaison with other contractors on site during the works; the Principal Contractor should outline procedures in the Construction Phase Plan for co-operating and communicating (regarding management of health and safety in areas where work may overlap) with other contractors working on other Contracts within the site or carrying out maintenance works.

2.4 Arrangements for Security of the site

The Principal Contractor should ensure that the designated work areas are made safe and secure when using dangerous equipment and/or undertaking higher risk activities. This is also necessary when working near the playgrounds, ensuring that no equipment or tools are left unsupervised. All necessary precautions must be taken to prevent non-employees, such as members of the public, from being affected/harmed due to work activities.

Please refer to the Client's Safeguarding Policy included in Appendix B in relation to safeguarding and requirements for DBS (Disclosure & Barring Service – formerly CRB) checks.

2.5 Site Access and Egress

Access to the site will vary for each site location, the Principal Contractor is liaise with the Client regarding pedestrian and vehicle access routes to each site.

2.6 Arrangements for Welfare Provision

The Principal Contractor must provide adequate welfare facilities in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015. Details of these arrangements must be provided and included in the Construction Phase Plan.

The Client has confirmed the use of gardeners shed for the Principal Contractors which has the necessary facilities including hot and cold water.

2.7 Site Hoarding Requirements

Due to the nature of the sites, no hoarding will be required. However, when using dangerous equipment and/or undertaking higher risk activities, adequate segregation from members of the public should be provided, as necessary.

2.8 Vehicle Movement Restrictions

The main vehicular access will vary for each site and is to be agreed with the Client prior to start on site.

2.9 Time Restrictions

Local restrictions will be applicable in relation to noisy works. The Principal Contractor should liaise with the Client regarding specific arrangements.

2.10 Site Rules

The Principal Contractor shall be responsible for establishing and maintaining an appropriate set of Site Rules for the Contract.

- No alcohol or drugs or persons under the influence of either shall be permitted on site.
- No foul, abusive or suggestive language or gestures.
- All clothing shall be suitable for construction work; no vests or bare tops.
- No smoking on site

2.11 Fire Precautions, Emergency Procedures & Means of Escape

The Principal Contractor will discharge their duties in accordance with the Fire Prevention on Construction Sites: Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, to ensure that fire risks and the potential for damage are assessed and kept to a minimum during the construction works.

The Principal Contractor must 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 during the construction phase.

At no time must exit routes from nearby buildings be blocked with the storage of materials, vehicles, rubbish or other items.

Emergency routes should be kept clear at all times. Designated routes must be marked on a site plan, which must be displayed in the site office and at prominent points around the site. Emergency routes must be regularly inspected to ensure that they are kept clear.

Clear access must be provided for emergency vehicles at all times. Where access may be difficult due to site conditions, it is recommended that the Principal Contractor liaise with the local Fire and Rescue Service prior to works commencing on site.

Rubbish and waste materials must be regularly removed from site to minimise the risk of fire.

Details of the Principal Contractor's emergency procedures for this Contract should be included in the Construction Phase Plan.

The Contractor shall draw up emergency procedures as stated in Regulations 30 and 31 of the Construction (Design and Management) Regulations 2015 to cover all possible forms of emergency situations, which may affect the health and well-being of the construction operatives and the general public.

2.12 Emergency and First Aid Arrangements

The Contractor shall provide all necessary emergency and first aid arrangements.

2.13 Restricted Areas, Other Authorisation Requirements and Other Restrictions

Under no circumstances is the Contractor to enter any adjacent structures or areas of occupation that do not directly affect the works, unless prior consent has been given by the Contract manager, or it is absolutely necessary in the interests of safety.

Although the Site Waste Management Plan Regulations 2008 are no longer mandatory or enforced, the Plan itself is still encouraged for use, and as a minimum a similar system should be used.

The Contractor is still to have a system in place which demonstrates that they are managing waste materials considerately, and to ensure, so far as is reasonably practicable, that waste produced during construction is reused, recycled, recovered, or disposed of appropriately. This should be a live document updated regularly throughout the Contract, and it is recommended that the former requirement of the SWMP Regulations, to pass this document on to the Client upon completion of the work and retain the information for a period of up to two years, is considered.

2.14 Site Factors

2.16.1 Electricity

Existing services need to be investigated. The Contractor will need to investigate existing services using cable avoidance techniques etc. All services are to be treated as live until confirmed otherwise.

Please note on the Fen Meadow site facing Seckford Road there are various overhead services with trees overgrown around the services, please note all live services is to be shut off to prevent electrocution prior to any cutting or trimming of the trees. Works to be carried out with caution of cutting any service cables.

2.16.1 Excavation

Are there provisions for temporary support, materials falling onto people, people falling in, underground services etc?

All excavations, etc. should be guarded to prevent falls. All areas on site where there is a risk of falls will have suitable and sufficient edge protection in place. A safe working system should be implemented to ensure that no materials / plant fall onto operatives working in excavations and no person fall into excavations. Existing services should be investigated prior to any excavation works.

2.16.3 Plant & Equipment

All plant and equipment to be used should be tested, well managed and used to prevent injuries to operatives and general public.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety Hazards

- Where there is no pedestrian / vehicle segregation on site, the Principal Contractor will need to establish a procedure for the control of vehicle movements.
- The means of escape route must be established and kept clear at all times. Where working on an occupied site the means of escape strategy must be discussed with the existing site users.
- The Principal Contractor should investigate and verify contents of services on site. All services must be treated as 'live' until proven otherwise.
- The planning, organisation and risk control measures for all working at height where there is a risk of persons or materials falling are to be in accordance with the Work at Height Regulations 2005 and Work at Height (Amendment) Regulations 2007.
- The Principal Contractor shall avoid any risk to members of the public who will not have the benefit of personal protective equipment. Any operations which give rise to risks shall, as far as reasonably practicable, be confined to area to which members of the public do not have access. The Principal Contractor shall make full provision of sheeting, hoardings and other temporary works and suitable alternative means of site access, egress and movement around and between areas where work is taking place.

3.2 Health Hazards

- To minimise or prevent injuries to operatives, the Principal Contractor must ensure that materials and loads which have to be manually handled are assessed and adequate information provided to the operatives. Whenever possible lifting equipment must be used. All elements of the design work for all Contracts are to be designed so that no site operatives have to lift anything above 20kg. There will also be no person working on a Contract that has not had at least two hours manual handling training.
- The Principal Contractor must submit as part of the Construction Phase Plan, arrangements to minimise and control dust, noise and any fumes during the Contract, to protect the occupants and visitors in adjacent buildings, adjacent residents and the general public.
- Prior to the commencement of the works refer to the site investigation reports in Appendix B.
- All operatives are to have up to date asbestos awareness training and there are to be procedures detailed in the Construction Phase Plan to cater for the unexpected discovery of asbestos, should such as incident take place.

If during the works any asbestos is exposed, work should stop immediately, and the Contract Manager informed. Any asbestos removal work should only be carried out by a licensed contractor under the supervision of a responsible agency in accordance with all current legislation: The Health & Safety at Work etc. Act 1974, Control of Asbestos Regulations 2012, Approved Code of Practice, The Management of Asbestos in Non-Domestic Premises.

- The Principal Contractor is to ensure that they have up to date COVID-19 procedure in place, which will be in line with the latest Government and CLC Guidance.
- The Principal Contractor is to be mindful of any occurrences with dangerous dogs within are near the works area, where possible its worth ensuring owners kept dogs on their leash. Please note dogs can also cause health issues i.e., Toxocariasis infections caused by roundworm parasites commonly found in dogs, foxes and cats. The maintenance team should use appropriate gardening/ work gloves when coming in contact soil or sand that can cause E. coli and hepatitis from animal faeces.
- Leptospirosis (Weils disease) is a cause for concern for the proposed works. Due to the works being in an outdoor park area prone to faeces from different animals such as rats, mice, dogs, foxes etc. operatives should ensure that they wear the appropriate PPE for the works and keep to washing hands prior to consuming food.
- Psittacosis caused by birds can cause a lung infection in anyone affected. To prevent this, operative are required to take the necessary precautions such as wearing the right PPE to prevent any contamination.
- Antisocial behaviour is a big risk on a Contract such as this and therefore careful considerations is to be taken by the maintenance contractor for their own safety, where possible no lone working should be permitted, operative to call 999 if there is anything suspicious or unusual and must not interfere and put their own safety at risk.
- Where ponds or fountains are in the park Operatives will be required to wear face mask where necessary to prevent the risk of contracting Legionella disease from breathing in of small droplets of the water which may carry the bacteria.
- The works will last over a 3-year period (with option to extend to 5 years) and will go through the various seasons of the year. The Principal Contractor is responsible for ensuring the health and safety of operatives, bearing in mind that these works are largely outdoors and in varying weather condition throughout the year. Measures such as during the summer season, operatives take breaks in shaded area, to prevent heat stroke and sun burn, wearing sensible clothing and use of SPF sun creams. And in the colder months with a risk of hypothermia, operatives to have access to warm areas for breaks and dress appropriately/safely for the season.
- All electrical tools used on site are required to be PAT tested.
- The park may be prone to sharps and needles, site manager is required to have standard precautions for infection control in place.
- Tree Stability, please ensure a Tree stability register is acquired from the Client.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant Design Assumptions and Suggested Work Methods, Sequences or Other Control Measures

Refer to the Tender Documents.

4.2 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes

Under the Construction (Design and Management) Regulations 2015, designers should identify and eliminate hazards and aim to reduce likely risks from hazards where elimination is not possible. The designers need to consider those who will maintain, repair, clean, refurbish and eventually remove or demolish all or part of a structure, as well as the health and safety of users of workplaces.

The significant health and safety aspects of the elements of design are to be co-ordinated by the Principal Designer. To facilitate this, the Principal Contractor must:

- Advise the Principal Designer as soon as a designer is appointed by him.
- Provide the designer with all necessary information.
- Obtain from the designer risk assessments regarding ongoing maintenance.
- Submit the elements of design to the Principal Designer in sufficient time to enable the consideration of health and safety implications.
- Update and amend, as necessary, the Construction Phase Plan to address any health and safety risk associated with individual design elements developed during the works.

If any significant changes are to be made to the design during the construction phase, by the Principal Contractor's designer or any other Contract designer, then the Principal Contractor or designer must provide the Principal Designer with all necessary drawings, details and other information required to assess the implications of such changes.

4.3 Information on Significant Risks Identified During Design

As Principal Designer for the pre-construction phase we have prepared a review of the design risks, copy held in Appendix C. If any additional works are added, this will need to be reviewed and updated, as necessary in line with the hazards and risks identified and highlighting any Residual Hazards.

4.4 Materials Requiring Particular Precautions

Consideration should be given to the use of such materials during the Contract. Where the use of any such material on site is unavoidable, the manufacturer's safety data sheets should be obtained, and recommendations followed.

Details of any hazardous materials used as part of these works will need to be provided in the Health & Safety File.

5.0 HEALTH AND SAFETY FILE

5.1 Description of its Format

The Health and Safety File is defined as a file appropriate to the characteristics of the Contract, containing relevant health and safety information to be taken into account during any subsequent Contract.

The File must contain information about the current Contract that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

This information must be submitted two weeks prior to contractual handover in one electronic copy. All drawings should be submitted in PDF and AutoCAD formats.

The information listed in Section 5.3 below, shall be submitted to the Principal Designer by the Principal Contractor and the design team for review and compilation into a format agreed prior to construction commencement with the Client.

5.2 Conditions Relating to its Content

The Health and Safety File shall be prepared prior to the commencement of the construction phase by the Principal Designer. Note that relevant information shall be submitted for inclusion throughout the works by the Principal Contractor and other members of the design team.

The File will be held by the Principal Designer until the end of the Contract and passed to the Client or until the appointment of the Principal Designer ends and passed to the Principal Contractor, who shall assume responsibility for completing the File.

The completed Health and Safety File incorporating the Operation & Maintenance Manuals should be submitted to the Client / end user at handover.

The Principal Contractor is to provide documents and other relevant information which provide safety information for future maintenance, use and demolition/dismantling of the structure/building i.e any hazardous substances such as chemicals that may be left behind in buildings.

5.3 List of Contents for Health & Safety File

The following details the information which must be contained the File, as set out in Appendix 4 of the Construction (Design and Management) Regs 2015;

- a. A brief description of the work carried out.
- b. Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g., contaminated land, water-bearing strata, buried services).
- c. Key structural principles – Not Applicable for this project.
- d. Hazardous materials used (e.g., hazardous substances / chemicals).
- e. Information regarding the removal or dismantling of installed plant and equipment.
- f. Health and safety information about equipment provided for cleaning or maintaining.
- g. The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services etc.
- h. Information and as-built drawings.

APPENDIX A

SITE ENVIRONMENT AND LOCALITY INFORMATION

APPENDIX B

EXISTING RECORDS / SITE INVESTIGATION REPORTS

1	Health and Safety at Work Policy	Woodbridge Town Council
2	Safeguarding Policy	Woodbridge Town Council
3	Asbestos Management Survey	Salvum
4	Utilities Map	Included

APPENDIX C

PD DESIGN RISK REVIEW

The Principal Designer has undertaken a Design Risk Review with the various designer's and a copy of the latest version can be found attached. Note that this will be a live document, updated throughout the construction phase. The final version, detailing any residual risks, will be passed to the Client at Contract end, included within the H&S File.

APPENDIX D

GROUND MAINTENANCE CONTRACT DOCUMENTS