

## Pre-construction Information

<b>Project name</b>	Martello Café and Toilets
<b>Project number</b>	0639
<b>Project Address</b>	Public Conveniences, Esplanade, Seaford (east of Martello Tower)
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<b>Client</b>	Seaford Town Council
<b>Address</b>	37 Church Street
	Seaford
	BN25 1HG
<b>Client lead</b>	Tony Jackson
<b>Email</b>	tony.jackson@seafordtowncouncil.gov.uk
<b>Tel.</b>	07519121454
<b>Prepared by</b>	ABIR architects Ltd Unit 1 Beta House, St Johns Road Hove, BN3 2FX  01273 724384
<b>Author</b>	Giles Ings RIBA
<b>Email</b>	giles@abirarchitects.co.uk

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## 1.0 Introduction

The project proposals consist of the demolition of a single storey pitched roof toilet block and the erection of a steel framed structure with timber infill walls and roof to form a flat roofed single storey building containing new accessible toilets, café, plant room and public seating bench located within the confines of the existing building footprint. A bin store is to be constructed on the north side of the Esplanade.

Please note:- The site is located on the seafront Promenade adjacent the Esplanade Road and close to a concession hut/kiosk and the Martello Museum. All existing buildings adjacent the site, Highway and Promenade will remain in use extensively by the public throughout the contract period. The Principal Contractor must take this into consideration when developing the Construction Plan and Programming/Coordinating the Works.

## 1.1 Objective

1.1.1 The aim of Pre-Construction Information is to ensure and facilitate management of Site Health and Safety and Welfare Facilities throughout the project duration. The objective of the information is to assist the Client, Principal Contractor and Design Team with their duties as set in the Construction Design and Management Regulations 2015. It has been produced to identify and manage potential risks to Health and Safety, and to ensure the welfare of site personnel and any other persons affected by the works. There should be at all times, clear and concise communication between Client, Designers, Contractors and any other stakeholder involved in the project.

1.1.2 It should be noted that changes were made to the CDM Regulations in April 2015.

1.1.3 The key changes to the Regulations are summarised as follows:

From the 6 April 2015 the CDM Regulations have changed the way in which Health & Safety is managed during the procurement, design and build phases of a construction project. Whilst the intent of the Regulations is broadly unchanged, the revision aimed to simplify the existing Regulations to improve interpretation and to align better with the EU Temporary and Mobile Construction Sites Directive (TMCS). The key changes from the previous Regulations are listed below.

### Application

The Regulations will apply in full to all projects where there is more than one Contractor i.e. virtually all projects, irrespective of size or project duration.

### CDM Co-ordinator Role

The CDM Co-ordinator role has now been removed. The duties previously undertaken by the CDM Co-ordinator, and indeed a few additional duties, are now split between the Client, the Principal Contractor and a newly created duty-holder – the 'Principal Designer'.

The intention is that the 'Principal Designer' role will be undertaken by an 'individual or organisation in control of the Pre Construction Phase'. This could, for example, be the Architect, Project Manager or indeed the Client themselves on simple projects.

### Principal Designer

The Principal Designer is responsible for coordinating the health and safety aspects of the pre construction phase of the project.

The Client is required to appoint a Principal Designer where there is more than one Contractor involved on a project, regardless of project timescale/notifiable status. This differs from the previous 30 day period which triggered the appointment of a CDMC.

The Client must ensure that the Principal Designer complies with their duties.

## F10 Notification

The Client is required to issue the F10 notification to the HSE (formerly done by the CDMC). N.B. an F10 notification is now only required where a project:

1. Lasts 30 days or more on site **and** where 20 or more people are working simultaneously on that site.
2. Is expected to exceed 500-person days.

**We anticipate that the works will exceed 500-person days and is thus notifiable through the F10 form.**

### **Pre Construction Information**

The Client is now responsible for preparing and disseminating the Pre Construction Information (formerly done by the CDMC).

### **Construction Phase Plan**

Clients must ensure that an adequate Construction Phase Plan is drawn up by the Principal Contractor.

### **Principal Designers appointment**

The Principal Designers appointment is not concluded before works commence on site. The Principal Contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

### **Competence**

Clients no longer have an explicit duty to check competence prior to the appointment of Designers and Contractors; they should, however, be satisfied that individuals have the specific skills and resources relevant to the works and adequate supervision is in place before works start on site.

### **The Principal Contractor**

The Principal Contractor is required to provide the following information (as a minimum) as part of their submission describing the organisation and resources which the Principal Contractor undertakes to provide, to safeguard the health and safety of all site operatives, and any other persons who may be affected by the works.

- a) An outline submission giving evidence that health and safety has been adequately provided for in accordance with the Pre-Construction Information.
- b) Details of the resources to control and manage the major health and safety risks.
- c) Evidence of competence to carry out the construction works to the requirements of all Health and Safety legislation.
- d) Contractor's Health and Safety Policy.

1.1.4 This document is not intended to be the single source of Health and Safety related information in respect of the project. Further information may be included in the Tender Documentation.

1.1.5 Health and Safety risks relating to construction activities are to be fully identified during the Principal Contractors design stage of the Contract and the Principal Contractor must consider these when producing their Construction Phase Health and Safety Plan.

1.1.6 The Principal Contractor is to utilise this information to develop into the Construction Phase Health and Safety Plan and review and amend the plan as necessary upon receipt of any new information generated within the design stage of the project.

When developing the Construction Phase Health and Safety Plan the Principal Contractor will identify the hazards and assess the risk for each of the main construction activities including, but not limited to, those hazards identified in this Pre-construction Information. The Construction Phase Health and Safety Plan is a working document that needs to be reviewed and revised throughout the construction phase.

1.1.7 This document should be read in conjunction with all tender documentation provided/design information/drawings/reports.

## 1.2 Location and Description

**a.** Public Conveniences Esplanade, Seaford (east of Martello Tower)

**b.** Seaford Town Council (STC) wish to undertake works consisting of the demolition of a single storey pitched roof toilet block and the erection of a steel framed structure with timber infill walls and roof to form a flat roofed single storey building containing new accessible toilets, café, plant room and public seating bench located within the confines of the existing footprint. New water mains and electrical supplies are proposed. The café is to be completed to 'shell and core' standard. A bin store is to be constructed on the north side of the Esplanade. The existing pavement to the north of the building is to be re-laid to allow for level access to all internal spaces.

## 1.3 Scope of Works

**a.** The core project is as follows:

Demolition of a single storey pitched roof toilet block and the erection of a steel framed structure with timber infill walls and roof to form a flat roofed single storey building containing new accessible toilets, café, plant room and public seating bench located within the confines of the existing footprint. New water mains and electrical supplies are proposed. The café is to be completed to 'shell and core' standard. A bin store is to be constructed on the north side of the Esplanade.

**b.** The key outputs of the project will be:

To undertake the clearance of the site and the erection of a single storey café and public toilet facilities without incident leading to injury or death, during the on-site works or whilst maintaining the property in the future.

**c.** It is recommended that the Tendering Contractors should visit the site prior to submitting their tenders/price/offer. Arrangements for site visits will need to be confirmed with the Client Team to ensure that all site visits are coordinated.

**d.** Key Dates

Earliest Start on Site	April 2022
Project Duration	Approximately 6 months (TBC)

<b>1.4 Parties Involved</b>	
<b>Client/Employer details</b>	Seaford Town Council (STC)
Address	37 Church Street, Seaford, BN25 1HG
Tel.	07519 121454
Contact	Tony Jackson
Email	tony.jackson@seafordtowncouncilk.gov.uk
<b>Architect and Contract Administrator</b>	ABIR Architects
Address	1 Beta House, St Johns Road, Hove, BN3 2FX
Tel.	01273 724384
Contact	Giles Ings
Email	giles@abirarchitects.co.uk
<b>Principal Designer (CDM2015)</b>	ABIR Architects
Address	1 Beta House, St Johns Road Hove, BN3 2FX
Tel.	01273 724384
Contact	Giles Ings
Email	giles@abirarchitects.co.uk
<b>Quantity Surveyor</b>	Cheesman Consulting
Tel.	07717580293
Contact	Stephen Cheesman
Email	stephen@cheesmanconsulting.com
<b>Structural Engineer</b>	IE Structural Engineers
Address	Spithurst Hub, Spithurst Road, Barcombe, East Sussex, BN8 5EE
Tel.	01273 470 066
Contact	Ian Reeve
Email	ian@ingsengineering.co.uk
<b>MEP/Environmental Engineer</b>	Delta Green
Tel.	01273086186
Contact	Adam Chamberlain/James Porter
Email	adam.chamberlain@deltagreen.co.uk

## 2.0 Client's Considerations and Management Requirements

### 2.1 Planning/Managing Construction Work

<b>a</b>	All Health and Safety aspects will be discussed at the design stage, pre-contract and subsequent site meetings as appropriate. The relay of information being paramount in keeping the Project Team informed of any changes to the works. The Contract Administrator is to advise the design team and Principal Designer of any significant variations during the contract period.
<b>b</b>	Any matters regarding Health and Safety on site, including visits from the HSE, should be reported back on to the Principal Designer via the Contract Administrator.
<b>c</b>	Representatives of the Client and Project Team may require periodic access to the site during the construction period in order to monitor and oversee the works. It is also anticipated that the client will wish to carry out accompanied site visits during the construction phase. The Client will give adequate

	notice of these visits and the Principal Contractor should accompany the site visitors.
<b>d</b>	The Principal Contractor will be required to prepare and submit for discussion, a construction phase programme detailing the work sequences.
<b>e</b>	The Client requires the Principal Contractor to maintain certain procedures in relation to Health and Safety as outlined in this and other tender documentation.
<b>f</b>	The Client is to ensure that the Lead Designer is coordinating the design.
<b>g</b>	The Principal Contractor is to plan their works to ensure that noise and other building obstructions do not adversely affect the occupants and neighbouring buildings or the wider community. The Principal Contractor is to consider, when tendering, planning and programming the works, that the site remains secure at all times and the security of neighbouring buildings are considered. The Principal Contractor is to contact the local authority Highways Team in good time, so that site delivery and waste removal protocols and procedures can be agreed and included within the Construction Phase Plans.

## 2.2 Health and Safety Goals

The Health and Safety goals for this project are:	
<b>a</b>	There shall be no incidents or accidents that pose a risk to Contractors, Client's Employees and operatives, occupiers, operatives and visitors to adjoining buildings, visitors to the site or the public outside the confines of the site.
<b>b</b>	The neighbouring buildings, public access the Promenade and adjacent roads should not be adversely affected by the works.
<b>c</b>	All Health and Safety actions and investigations are to be completed within 48 hours of generation.
<b>d</b>	Ensure that operations do not affect any safety systems or impede any escape or access routes from the neighbouring buildings at any time during the project. This applies to neighbouring buildings and to the new building whilst under construction.
<b>e</b>	Ensure that site operations do not affect the emergency vehicular routes along the Esplanade (road), Promenade, surrounding roads and public areas at any time during the project.

## 2.3 Site Rules

<b>a</b>	All Contractors working on the site must understand the site rules and Site Management Procedures. Recorded induction training is required.
<b>b</b>	The Contractor should maintain all vehicular and pedestrian routes to allow movement of pedestrian/site operatives without danger of construction related hazards.
<b>c</b>	All operatives are to wear hard hats, hi-viz jackets and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate. No shorts are permitted.
<b>d</b>	The Principal Contractor is to ensure that any person using machinery or equipment holds an operating license as necessary or is adequately instructed.

<b>e</b>	Noise and dust should be kept to a minimum at all times to avoid disturbing adjoining operations, highways and the general public.
<b>f</b>	All accidents must be reported and entered into the Accident Report Book. All accidents resulting in injury or damage to equipment must be recorded. All near misses should be recorded and used to refine or develop additional procedures.
<b>g</b>	The telephone number and location of the nearest casualty hospital is to be available on site at all times and clearly displayed.
<b>h</b>	Only qualified scaffolders to erect, adjust and dismantle scaffold.
<b>i</b>	Project signboards to be displayed at all times during construction to provide contact telephone numbers in case of an emergency
<b>j</b>	All personnel visiting the site must initially report to the Site Manager.
<b>k</b>	At least one member of the Principal Contractors site personnel should be sufficiently competent in the administration of First Aid. A First Aider should be on site at all times.
<b>l</b>	The Principal Contractor shall provide site-wide directional and warning signage to all areas.
<b>m</b>	The Principal Contractor must establish specific emergency procedures understood by all Contractors on site.
<b>n</b>	A no smoking policy will be required on site or within 200m of the site.
<b>o</b>	No alcohol or unlawful substances will be allowed on site. Anyone found to be under the influence of the above must be removed from site.
<b>p</b>	Mobile phones must not be used whilst driving, operating plant or on scaffold.
<b>q</b>	No 240 volt hand tools allowed on site.
<b>r</b>	The Principal Contractor shall not permit the use of Tungsten or Tungsten Halogen lighting due to fire risks.
<b>s</b>	The Construction Phase Health and Safety Plan must be on site at all times, and must be maintained, reviewed and developed throughout the construction phase.
<b>t</b>	The Principal Contractor will undoubtedly wish to supplement this list with his own site rules and also those he feels are relevant to this specific project.

## 2.4 Communication/Liaison

<b>a</b>	The appointed Principal Contractor will be required to develop the Construction Phase Health and Safety Plan to a sufficient level to enable works to commence on site.
<b>b</b>	Procedures should be employed for the purposes of considering significant Health and Safety implications of variations to design elements during the construction phase.

<b>c</b>	Details of all Health and Safety issues pertinent to the variations, including the results of all appropriate Risk Assessments undertaken, should be submitted to the Principal Designer via the Contract Administrator. Should substantial design changes prove necessary on site, the Principal Designer must be advised as soon as reasonably practical. The Principal Designer will organise an appropriate forum to discuss and resolve the issues. The Principal Designer is to be advised of any variations to the materials specified within the contract documents, drawings or specification during the contract period.
<b>d</b>	The Principal Contractor is to inform the Principal Designer immediately of any matters relating to Health and Safety on site, including visits by the Health and Safety Executive, accidents and emergencies etc. The Principal Contractor shall provide to the Principal Designer during the contract period all relevant information in order to assemble the Health and Safety file.

### 3.0 Project Health And Safety Risks

#### 3.1 Access to the Site

<b>a</b>	<p>The site is located to the east of the Martello Tower Museum, adjacent the Promenade (which runs east/west along Seaford seafront). To the north is the Esplanade, a public highway and public car parking. Directly to the east is a single storey concession kiosk. Directly south is a pebbled beach and sea.</p> <p>Larger vehicles should approach the site via the A259. Marine Parade (leading onto the Esplanade) joins the A259 to the west of Seaford, however there is a low bridge (4.3m) where the road passes below the railway line. Alternatively, access to the Esplanade is via Dane Road from the roundabout near Seaford railway station.</p> <p>The adjacent public parking areas can be used for parking of smaller contractors vehicles. During summer months, weekends and holiday periods, Seaford seafront will become very busy and parking is difficult to find close to the site. Contractors should be made aware that small children and dogs are particularly vulnerable and caution must be taken when approaching and leaving the vicinity of the site and seafront.</p> <p>The Principal Contractor must take this into consideration when developing the Construction Plan, and Programming/Coordinating the Works.</p>
<b>b</b>	The contractor will need to be aware of the periods of heavy pedestrian traffic, particularly during school holiday times, sunny days and weekends and should therefore programme site deliveries accordingly. Robust method statements and traffic management plans should be provided prior to start on site. Banksman should be provided to ensure safe manoeuvring of large vehicles.
<b>c</b>	The contractor is to arrange deliveries with a vehicle appropriately sized for the road, turning circles and site compound. Sufficient protection should be provided to all access route surfaces and to the structure and finishes of neighbouring properties and walls.
<b>d</b>	Way-finding signage for sub-contractors and deliveries should be considered.
<b>e</b>	All existing public and neighbouring pedestrian routes and visibility splays shall be retained wherever possible and sufficient warning signage and temporary lighting utilised, reviewed and maintained throughout the construction phase. The Principal Contractor will be responsible for erecting and maintaining a four meter wide temporary accessible boarded footpath on the beach pebbles to allow a diverted continuation of the promenade throughout the duration of the works. The Principal Contractor will erect and maintain security hoarding around the site that will extend to the wall of the neighbouring kiosk to the east and as far west as it can without impeding pedestrians as they enter and exit the walled

	area around the Martello Tower or impede emergency vehicle access.
<b>f</b>	It is anticipated that full painted hoardings or security fencing will be provided by the Principal Contractor to segregate the works from the public and neighbouring buildings.

### 3.2 Site Set Up and Compound Location

<b>a</b>	Before construction commences the area of the secure site compound will be agreed with STC. This is likely to include temporary welfare facilities (mess room, toilets, site office) and materials/light plant storage, located on the parking area north of the site on the opposite side of the road (the Esplanade) as there is insufficient space adjacent the demolition and construction area. To provide a safe working area for site operatives and to maintain distance from the public during the demolition and construction stage, temporary hoarding will be erected around the site including the area of the promenade directly south of the existing building. A four meter wide temporary accessible boarded footpath will be provided and maintained by the Principal Contractor on the beach pebbles to allow a diverted continuation of the promenade throughout the duration of the works. The temporary hoarding will extend to the wall of the neighbouring kiosk to the east and as far west as it can without impeding pedestrians as they enter and exit the walled area around the Martello Tower or impede emergency vehicle access. To the north, the pavement area and to just beyond the kerb will be enclosed by the hoarding. The Principal Contractor will need to apply for a Licence from East Sussex Highways to allow this partial use of the highway.
<b>b</b>	Fire escape routes have been identified from the side and rear of the neighbouring kiosk and they should always be maintained.
<b>c</b>	The Principal Contractor is to provide site set up drawings prior to commencement of works on site for approval by STC. Drawings to include traffic restrictions, segregation, lay down areas, compounds, secure storage, welfare facilities, muster points and office/meeting accommodation.
<b>d</b>	Use of the beach will not be permitted.

### 3.3 Segregation

<b>a</b>	Continuous liaison between the Principal Contractor and the occupiers of neighbouring buildings is required to ensure that works can be planned and sequenced to reduce the impact of the development to occupiers. Good housekeeping is required to ensure the integrity of the site hoardings, lighting and highways.
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### 3.4 Adjoining Properties and Operations

<b>a</b>	Close liaison with the neighbouring occupiers is paramount to ensure that disruption is kept to a minimum. These negotiations are to continue throughout the construction phase to ensure that they are aware of the periods of heavy disruption.
<b>b</b>	Care should be taken when planning the site compound to avoid problems with excessive loads adjacent to boundaries and changes in level. The Principal Contractor is to ensure that site cabins, accommodation and scaffolding do not compromise the security and safety of neighbouring buildings or public spaces.

### 3.5 Hazardous Materials

<b>a</b>	<p><b>Asbestos</b></p> <p>An Asbestos Survey Report (Management Survey) has been provided (see appendix A in tender documents). This identified that asbestos is present in the building.</p> <p>The Principal Contractor should develop robust procedures for the identification, reporting and removal of any asbestos encountered on site.</p> <p>The Principal Contractor is to ensure that access by construction staff is not allowed to areas identified as potentially containing Asbestos until agreed safe to do so.</p>
<b>b</b>	<p><b>Ground Conditions</b></p> <p>A Ground Investigation Report has not been undertaken but trial holes were undertaken and informed the foundation design.</p>
<b>c</b>	<p><b>Unforeseen Circumstances</b></p> <p>Should any areas of potentially contaminated ground be encountered during site construction works then further consultation would be required with the client team. Any potentially contaminated soils should be left in-situ and subjected to further assessment and ultimate removal by the Principal Contractor.</p>
<b>d</b>	<p><b>Construction Workers</b></p> <p>It is recommended that construction personnel involved with direct contact with the soils at the site use appropriate PPE equipment (i.e. gloves and overalls) together with welfare facilities in accordance with general health and safety guidelines.</p>
<b>f</b>	<p><b>Drainage</b></p> <p>The existing external foul drainage is to be retained and adapted.</p>

### 3.6 Existing Services on Site

<b>a</b>	Accurate information should be provided to all contractors as to the location and status of services on site. CAT scanning of the site should be undertaken by the Principal Contractor before any excavation commences to provide accurate information, particularly where the position of electric and water mains is not known.
<b>b</b>	A clear permit to work procedure should be established for all works on live mains services to protect operatives, staff and visitors.
<b>c</b>	Formal confirmation of services termination is required (should this be necessary) prior to any works being undertaken on site.
<b>d</b>	Water, sewer and electrical record maps may have not been included within the tender documentation. The Principal Contractor should establish the location of all mains supplies before commencing works.

### 3.7 Fire Safety

<b>a</b>	<p>The Principal Contractor is responsible under the Regulations for the production of a robust fire plan that must consider the following:</p> <ol style="list-style-type: none"> <li>1) The contractor's plan must ensure that any fire warning given is heard and understood by the contractor's personnel, visitors, staff, public and adjoining occupiers within a radius of 50m.</li> <li>2) Temporary alteration and diversion of agreed means of escape routes may be required as a result of carrying out the works. Adequate temporary signage will be required to ensure safe evacuation of site personnel.</li> </ol>
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	3) Consideration of temporary fire protection measures to prevent fire spread or collapse within or around the building(s).
<b>b</b>	<p>The Principal Contractor is to provide a full emergency plan and fire risk assessment, both of which are to be contained within the construction phase health and safety plan, alongside fire preventative measures, maintenance of fire escapes and temporary signage etc.</p> <p>An Emergency procedures information sheet shall also be provided and a copy of which is to be displayed on site in the site office.</p> <p>The following elements should be included within the emergency plan:</p> <ul style="list-style-type: none"> <li>• Training and instructions of all staff and operatives</li> <li>• Induction form and records for visitors</li> <li>• Location of assembly point</li> <li>• Fire Drill instructions</li> <li>• Identification of fire fighting equipment</li> <li>• Special arrangement for evacuation</li> <li>• Fire fighting training for those carrying out high risk works</li> <li>• Emergency contacts sheet</li> <li>• Set-up systems to alert people on site – temporary or permanent mains operated fire alarm (tested regularly), a klaxon, air horn or whistle may be adequate.</li> </ul> <p>The Principal Contractor must undertake regular reviews of all means of escape and access surrounding the building and ensure emergency vehicles can access the site at all times. This is to be reviewed during the construction phase.</p> <p>LPG cylinders and other flammable materials must be properly stored. LPG should be avoided where possible. The Principal Contractor must make sure that fire extinguishers are on hand and that sparks of heat cannot set fire to surrounding materials after works have finished and check work site to make sure there are not smoldering materials.</p>
<b>c.</b>	<p>During the design process the Designers and Client team have undertaken a review of preventing fires on site and designing out the risk where reasonably practicable to do so. All parties must work together to ensure that adequate detection and prevention measures are incorporated during design and contract planning stages; and that the work on site is undertaken to the highest standard of fire safety, thereby affording the maximum level of protection to the building, its occupants and neighbouring buildings.</p> <p>'The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' must be reviewed by all Designers (including timber frame suppliers/manufacturers) during the design phase and before commencement on site by the Principal Contractor. Although the Code applies to projects with an original contract value of £2.5m or above, the Code shall serve as 'best practice' for all construction projects, including demolition, alterations, fitting out, renovations, refurbishment or repair work.</p> <p>It should be noted that the technical design indicates a timber infill design for walls and roof. As the adjacent building will remain occupied during the construction process, temporary fire prevention and detection measures (for example fireproof temporary screening and additional smoke detection) must be considered.</p>

### 3.8 Structural Issues

<b>a</b>	It may be necessary to carry out temporary propping of the structure to ensure it is safe for access for the carrying out of the works.
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### 3.9 Security

<b>a</b>	Written procedures must be followed with regard to Contractors access to and around site in order to maintain site security. These procedures are to be included within the site induction for construction staff and must be regularly updated and reviewed in response to changes in operations.
<b>b</b>	Ladders are to be removed and secured at the end of each work session to prevent unauthorised access to scaffolding/building.
<b>c</b>	Scaffolding to be designed so not as to obstruct emergency egress nor compromise security or privacy.
<b>d</b>	Suitable signage to warn the public and visitors of the scheme should be appropriately fixed. The site compound must be secured and locked when the site has been vacated at the end of each working day. The position of site hoardings is to be agreed with STC, neighbouring building occupiers and Highways (if it is to extend on to the Highway). The hoardings should not impede access to the adjoining building and should be of a robust construction. Hoardings should not impede visibility splays, particularly adjacent emergency routes. The Construction Phase Health and Safety Plan should indicate the layout and position of the proposed security provisions. It should be noted that hoarding should be of a construction and design to withstand high winds associated with this environment and location.

### 3.10 Welfare

<b>a</b>	The Construction Phase Health and Safety Plan should indicate the layout and position of the proposed site compound and in particular welfare arrangements. The site compound should be located as close as possible to the area of work.
<b>b</b>	Suitable welfare provision must be in place from day one of site activity through to practical completion.

### 3.11 Site Transport

<b>a</b>	As the site is small, vehicles will not be permitted on site. Alternative parking arrangements for construction workers should be made. There is public parking adjacent the site.
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### 3.12 Emergency Procedures

<b>a</b>	Emergency procedures are to be displayed on site and included as part of site induction. Continuous liaison with the workforce and adjoining building occupiers is required to ensure compliance with their established fire strategies.
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### 3.13 Confined Spaces

<b>a</b>	There is unlikely to be a requirement to work within voids. The Principal Contractor is to control works in accordance with the regulations in the event that a confined space is created or entered during the course
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	of the works.
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#### 4.0 Environmental Restrictions and Existing On-Site Risks

<b>a</b>	We would recommend that the Principal Contractor ensures that a full photographic and dilapidations survey is carried out prior to erecting the site hoardings, scaffolding or temporary shoring.
<b>b</b>	Careful planning of deliveries will be required to avoid creating a hazard. The Principal Contractor is to establish if large vehicles can safely access and egress the site.
<b>c</b>	A contamination report has not been commissioned.

#### 5.0 Significant Design and Construction Hazards

<b>a</b>	The Principal Contractor should provide proposals for managing significant hazards, and provide Risk Assessments and detailed Method Statements as part of the Construction Phase prior to works commencing on site.
<b>b</b>	Potential hazards exist regarding the movement of the vehicles along the highway and access routes.
<b>c</b>	Careful consideration should be given to the site management and set-up to allow works to proceed unhindered and in a safe manner for both site operatives and the neighbouring building occupants and their visitors. Access and movement of mechanical plant should be considered and carefully planned to allow safe operation.
<b>d</b>	Early consideration should be given for the provision and siting of containers for storage of materials, tools, etc, and welfare, office facilities. The Contractor should give careful consideration to positioning of skips and hazardous materials storage.
<b>e</b>	The Principal Contractor must ensure compliance with the Control of Substances Hazardous to Health Regulations (COSHH) 1994.
<b>f</b>	The Principal Contractor is to provide information on any material to be generated or used in the work which may pose a sufficient risk to the Health and Safety of site operatives, visitors, or persons likely to be affected by the works.
<b>g</b>	Specific manufacturers and suppliers instructions are to be noted; acted upon and incorporated in the Principal Contractors Construction Phase Health and Safety Plan.
<b>h</b>	The construction methods are referenced within the tender documents/construction drawings. Significant or unusual risks are not anticipated over and above the normal risks/hazards of construction work. The Principal Contractor will be required to re-assess the risks/hazards due to the limited space available for construction and the proximity of neighbouring buildings, pedestrian and vehicular routes. It is the Principal Contractor's responsibility to manage these risks.
<b>i</b>	Risk Assessments and Method Statements are to be produced and control measures implemented to reduce the risks associated with the works.
<b>j</b>	The proposed works are of 'traditional' construction, formed with a steel frame and timber infill sections

	forming walls and roofs on a concrete slab ground floor. The flat roof is constructed with timber joists between steel beams. There are minor timber and larger steel beams and posts that provide support. The delivery, unloading, movement and placing of the beams, structural steelwork and large glazing elements will require robust method statements to avoid hazards to construction staff and the public.
<b>k</b>	The foundation slab, drainage and surface water excavations may require temporary shoring and protection from falling in. The laying of the surface water drainage system may require temporary adaptation of the temporary pedestrian path. This will require robust method statements to avoid hazards to construction staff and public.
<b>l</b>	The proposals will require working at height (single storey flat roof and around excavations). This will require robust method statements so as to avoid hazards to construction staff.

## 6.0 The Health and Safety File

### 6.1 Aim

<b>a</b>	The Building Manual is to be provided in accordance with tender document requirements.
<b>b</b>	The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Principal Contractor is required to obtain and prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Contract Administrator a minimum of 2 weeks before the anticipated Practical Completion date.

### 6.2 General Contents

<b>a</b>	<p>The Manual is to be presented by the Principal Contractor as clause 6.1 and consist of the following two parts, sub sectioned as appropriate:</p> <p>PART 1: GENERAL: Content as clause 6.4 the information being provided (via tender/pricing documentation) to the Principal Contractor by the Principal Designer.</p> <p>PART 2: BUILDING FABRIC: Content as clause 6.5 plus certain 'As Built' drawings and other information provided by the Principal Contractor.</p>
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### 6.3 Requirements

<b>a</b>	A complete draft of the Manual must be submitted not less than 3 weeks before the date for submission of the final copies of the Manual. Do not proceed with production of the final copies of the Manual until authorised to do so by the Contract Administrator.
<b>b</b>	Final copies of the Manual: Provide the Contract Administrator with one PDF document.

### 6.4 The Building Manual Part 1: GENERAL

<b>a</b>	Must include the following:
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	<ul style="list-style-type: none"> <li>- A description of the building works.</li> <li>- Details of all Consultants and Designers.</li> <li>- Copies of all consents and approvals obtained.</li> <li>- Asbestos removal documentation (if any).</li> <li>- Drainage (as installed) report/survey.</li> <li>- EPC Certificate</li> </ul>
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## 6.5 The Building Manual Part 2: BUILDING FABRIC

<b>a</b>	<p>Must include the following:</p> <ul style="list-style-type: none"> <li>- 'As Built' details of construction including installed electrical, mechanical and plumbing layouts and specification, below ground drainage.</li> <li>- Lists of manufacturers and specifications for all principal materials and products used in the works,</li> <li>- Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.</li> <li>- Names, addresses, telephone and email contact details of all sub-contractors, suppliers and manufacturers.</li> <li>- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.</li> <li>- Copies of all test certificates and reports required in the specification (electrical, water).</li> </ul>
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## 6.6 Presentation of Building Manual

<b>a</b>	6.6.1 The Manual is to be contained in a PDF document, including title page, index, introduction and numbered pages.
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## 7.0 COVID-19

<b>a</b>	<p>At the time of writing this document, Government's recommendations on social distancing and safety measures during the COVID-19 pandemic are changing on a regular basis. It is the Principal Contractors responsibility to keep regularly updated as to how best to protect his workforce, visitors and occupants during current and future Coronavirus outbreak. Websites such as the CITB can provide useful and up to date recommended procedures, safety checklists, toolbox talks, templates and forms. The following link may be useful <a href="https://www.citb.co.uk/standards-and-delivering-training/health-and-safety-support-materials-and-forms/site-operating-procedures-site-safety-checklists/">https://www.citb.co.uk/standards-and-delivering-training/health-and-safety-support-materials-and-forms/site-operating-procedures-site-safety-checklists/</a></p>
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