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| Subject: |  **Storrington Public WC – Pre-Construction Information** |
| Author: |  S Harvey |
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**SECTION 1**

**DESCRIPTION OF THE PROJECT**

1. **Project Description and programme details including:**

The project consists of the erection of a single stand alone unisex WC facility in the Library Car Park, North Street, Storrington. It is thought that the project will take approximately 8 weeks to complete

**Planning Consent No.**

1. **Details of Client, Designers and other Consultants:**

**Project Client:**

**Storrington &Sullington Parish Council
Mrs Tracey Euesden - Clerk**The Parish Hall,
Thakeham Rd,
Storrington,
Nr Pulborough,
West Sussex,
RH20 3PP

**Tel:** 01903 746547
**Email**: office@storrington-pc.gov.uk

**Construction Contractor:**

Not yet appointed

**Principle Designer:**

Simon Harvey

2 Greenfield Way

Storrington

West Sussex

RH20 4PY

07833 178649

Email: simonlharvey@hotmail.com

**Structural Engineer**

John Sexton

 31 Gullards Oak, Midhurst, West Sussex, GU29 9JZ

 Tel: 01730 815438

1. **The structure will not be used as a place of work**
2. **Extent and location of existing records and plans**

To date, existing utility plans have not been provided.

**SECTION 2**

1. **CLIENT’S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**
2. **Planning and managing the const****ruction work including any health & Safety goals for the project**

The Principle Designer will ensure that they hand over to the Principle Contractor and agree to conduct site inspections at least one a month.

 **Health and saf****ety** **goals** **f****or** **t****h****e pro****ject**

Health and safety goals include:

* Provide and maintain safe and healthy work places and safe systems of working practices and appropriate guidance.
* Not endanger employees or other persons as a result of work activities
* Provide all employees with the information, instruction, training and supervision to enable them to carry out their tasks safely.
* Provide and maintain, for all employees, adequate and suitable facilities for their health and welfare.
* Develop a culture which encourages staff and operatives to work in a manner that will prevent accidents.
* Provide Contractors and others who may be affected by the work activity, with the necessary information, instruction and supervision and to check their training/suitability for the works to be carried out.
* The completion of all works with no accidents or incidents; all in accordance with the timescales for the completion of the project.

**b) Communication and liaison between Client and others**

The Site Manager will hold regular site meetings with Sub Contractors to review matters arising. All parties will be encouraged to raise any concerns they may have.

Regular design team meetings will be held to ensure that all design information is exchanged and that all parties understand the full implications of any design work. Should the designs be changed it will be necessary to produce method statements and risk assessments to identify and control any potential hazards that may arise. Risk assessments shall include recommendations for action in line with the CDM Regulations 2015 prior to work commencing.

Instructions shall be given to all sub-contractors by way of correspondence, drawings or verbal instructions subsequently confirmed in writing.

 **c) Security of the Site**

Agreed site specific arrangements for the site include:

Secure Fencing, to surround construction site at all times, along existing wall to the side perimeter of the site. The site perimeters to remain fenced off with access to existing welfare facilities.

Visitors and site operatives will be required to visit the site office and sign the “Signing- In” book during busy times, kept in the Site Safety File. Before entering the site, the Site Manager will advise them of any hazards on the site - whether in the area to be visited or not. This will be followed by a Site Induction. Visitors will be issued with all the necessary PPE. For the duration of a visitors stay on site they will be accompanied by a member of the Principal Contractor’s Staff and when they quit the site they will sign out.

 **d) Welfare provision**

Suitable sanitary and washing facilities, including hot and cold water will be provided. Drinking water, a drying/ changing room for clothing and a suitable canteen with facility to heat up food and boil water will also be provided.

Smoking is not permitted within any part of the buildings or on the building site .

1. **Requirements relating to the health and safety of the client’s employees or customers, or other people involved in the project, such as:**
2. **The requirement for hoardings**

A notice will be displayed at the site entrance instructing visitors of the contractor’s name and contact number. Fencing will be erected around the perimeter of the site. Signs will be displayed around the perimeter of the site advising; Unauthorised entry not permitted. The entrance to the site will be locked at all times when construction personnel are not present.

1. **Site transport arrangements or restriction of vehicle movements**

The Site Manager will take such steps as may be necessary to ensure that vehicles leaving the site do not deposit mud or other materials on the public roads system*.*

1. **Client permit to work system**

Permits to work and commissioning arrangements:

The Site Manager will assess the need for a permit to work system for hazardous operations. All site personnel and the client will be informed. When a permit to work is issued it shall be valid for one working shift only. Before a permit to work is issued the Site Manager shall prepare a relevant Risk Assessment and ensure that: the surrounding area is free from hazardous materials or that hazardous materials are adequately protected and that fire extinguishers or other emergency equipment is at hand.

The Site Manager will check the area thoroughly once the work has been completed and again an hour later. Once the area has been properly inspected he will sign off the work permit.

1. **Fire precautions**

There is to be a plan showing designated escape routes, muster points and the location of first aid and fire extinguishing facilities. Operatives and visitors to the site shall be made aware of the Accident and Emergency procedures and the location of the above mentioned routes, muster points and facilities during the Site Induction and this information shall be displayed on the Safety Notice Board.

All personnel, including visitors are required to sign in at the site office upon arrival at the site. All personnel shall receive training to raise the alarm upon discovery of a fire. On hearing the call of “fire” and or the emergency air horn, 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.

1. **Emergency procedures and means of escape**

In the event of major injury, the Site Manager shall: call the emergency services; secure the area of the accident; make the injury persons safe until the emergency services arrive; act as site liaison with the emergency services.

In the event of Fire, the Site Fire Warden shall ensure all fire exits are kept clear at all times. In the event of a fire he shall:

1. Ensure that all those on site leave by designated escape routes.
2. Search all areas to ensure the site is clear, (assuming it is safe to do so).
3. Ensure where practical that doors and windows are closed upon leaving the site.
4. Conduct a role call at the muster point
5. Meet and liaise with the fire brigade, informing them of relevant details.
6. **No-go areas or other authorisation requirements**

The Site Manager will take responsibility for taking such steps as are necessary prevent the workforce from trespassing on any designated prohibited areas adjacent to the property:

The Site Manager will take responsibility for taking such steps as are necessary to protect adjacent properties from damage and prevent the workforce from trespassing on neighbouring sites.

1. **Any areas designated as a confined space by the client**
2. **Smoking and parking restrictions**

Smoking is not permitted within any part of the buildings or on the building site.

Parking arrangements agreed with the client will be strictly adhered to.

All site personnel will be given this information before attending site.

The Site Manager will take responsibility for taking such steps as are necessary to protect adjacent land from damage and prevent the workforce from parking elsewhere.

**SECTION 3**

**ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

1. **Safety hazards, including:**
2. **Boundaries and access, including temporary access (for example narrow streets, lack of parking, turning or storage**

The Principle Contractor is to construct a new site hoarding allowing safe working area within the car park there will be a buffer zone of at least 1 meter from the road edge to the fence with clear demarcation to alert other road uses of the presence of the site which will reduce the risk of traffic accidents from construction traffic and members of the public. Road cones may demark the warning for road uses and for any delivery periods whereby a banksman will remain with the vehicle at all times to assist safe passage through of members of the public using the car park.

1. **Any restrictions on deliveries, waste collection or storage**

Prior to site set up, The Principle Contractor is to provide information detailing perimeter fencing, access for third parties, vehicles and pedestrians, storage of materials, the location of first aid kits, the site office and the location of welfare facilities.

Vehicles to be safely loaded and unloaded within the site with due care and attention in regards to reducing risks to those on site and the members of the public around it.

1. **Adjacent land use (such as schools, railway lines or busy roads)**

All due care and attention must be shown to members of the public during the construction phase.

1. **Existing storage of hazardous materials**

No hazardous materials are known to exist on the site. The site is currently used as electric car charging points which will be removed prior to site handover. It was previously used for the siting of a public toilet.

1. **Location of existing services particularly those concealed – water gas electricity etc**

**Arrangements for dealing with services**

No service information has been provided to client. All necessary surveys will be undertaken by the Main Contractor prior to the commencement of works.

Services will be isolated and or diverted to the working area before work begins. The location of all services will be recorded and clearly marked before works commence. “Lock” off procedures will be implemented to prevent unauthorized re-energizing of power.

1. **Ground conditions, underground structures or water courses where this might affect the safe use of plant.**

Existing ground conditions are not yet known.Potential for disused drainage and former foundations.

1. **Information on existing structures - stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved)**

All work during demolition will be carried out be under the supervision of a qualified specialist if required. Approve edge protection / scaffold or scaffold towers will be used. Asbestos is not known to be on site. There are no current structures that may contain it on site.

1. **Previous structural modifications**

Existing structures have been demolished and removed previously.

1. **Fire damage, ground shrinkage, movement or poor maintenance which may have an adverse effect on the structure.**

Ground Conditions Not known but considered low risk.

1. **Any difficulties relating to plant and equipment in the premises (height restrictions)**

Height restrictions for access to the site. Overhead cables on site to be highlighted with goal- posts and signage

1. **Health & Safety information contained in earlier design, construction or ‘as-built’ drawings (such as pre or post stressed tensioned structures.**

No information exsits.

1. **Health hazards, including:**
2. **Asbestos, including results of surveys (particularly where refurbishment and or demolition is involved)**

No structures on site and asbestos not known to be present.

1. **Existing storage of hazardous materials**

Hazardous chemicals to be stored in secure metal containers. Quantities to be limited where practicable.

1. **Existing structures containing hazardous materials**

No asbestos or hazardous materials have been reported by the client. All site personnel to report any possible hazardous materials seen on site to the site manager immediately.

1. **Health risks arising from the client’s work**

The Principle Contractor is to produce RAMS for each trade highlighting and reducing as far as practicable all possible health risks arising from the work.

**SECTION 4**

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

**Significant design assumptions and suggested work method sequences or other control measures**

The Principle Contractor is to produce a method statement and Risk Assessment for any works involving plant outside of the site area within the public realm.

**Arrangements for coordination of ongoing design work and handling design changes**

Any design changes by the Principle Designer are to be approved in writing by the Architect or Design Engineer before construction

**Information on significant risks identified during design**

Significant design risks are highlighted in the Designers Risk Register.

**Materials requiring particular precautions**

Significant materials requiring particular precautions are to be highlighted by the Architect and Structural Engineer on drawings or in writing

**Hazard – paints, adhesives, epoxy resin glues, epoxy resin paints,**

**intumescent paint, and solvent-based paints fillers and fire stopping**

**compounds and use of pitch polymers**

All personnel handling hazardous materials will be appropriately trained and will be provided with appropriate personal protective equipment. The materials will be used in accordance with the manufacturer’s instructions.

**COSHH Assessments**

Principle Contractor to provide COSHH Assessment for each material and surplus materials and applicators will be disposed of at an approved tip.