



Consulting Engineers

PRE-CONTRACT INFORMATION

FOR THE PROPOSED

Replacement

Of

Supply Air Handling Unit Heat Pumps

At the



Date: 14/01/2022

Rev: T

Status: FOR TENDER

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TABLE OF CONTENTS

1.0	Pre-Construction Information Construction (Design and Management) Regulations	2
1.1	Introduction	2
1.2	Project Details	2
1.3	Site Address	2
1.4	Project time scales	2
1.5	Mobilisation period	2
1.6	Intended use of the Structure/Building on completion	2
1.7	The building will be used as a workplace	2
o	Existing available records and plans	3
o	Site location map	3
1.8	Project Contacts	3
•	Client	3
•	Designer (Services Engineer)	4
1.9	Existing Site Conditions, Restrictions and Risks	4
•	Existing structure/site description	4
•	Access to the site	4
•	Site boundaries and adjacent land use	4
•	Adjoining sites (if any)	4
•	Location of existing services	4
•	Risk of unexploded bombs	4
•	Existing Health and Safety File information	4
•	Existing health hazards	5
o	Environmental hazards	5
1.10	Client Considerations and Management Requirements	5
•	Project safety goals and targets	5
•	Activities on or near the site during the works	5
•	Emergency procedures, means of escape, fire precautions	6
•	Client site restrictions	6
•	Arrangements for planning and managing the construction work	6
•	Communication and liaison between the client and others	6
•	Arrangements for site security and public safety	6
1.11	Public Safety	6
•	Welfare facilities	7
•	Client Permit to Work system	7
•	Site transport arrangements/vehicle movement restrictions	7
•	Deliveries (unloading) and storage area	7
•	Client designated confined areas	7
•	Smoking and parking restrictions	7
•	Principal Contractor's design responsibilities	7
•	Site liaison arrangements	7
1.12	Significant Design and Construction Hazards	8
•	Design assumptions and control measures	8
•	Significant risks identified during design	8
•	Material requiring particular precautions	8
1.13	Construction Phase Plan	9

1.0 Pre-Construction Information Construction (Design and Management) Regulations

1.1 Introduction

The Pre-Construction Information contained within this document has been developed for the project as required under the Construction (Design and Management) Regulations 2015.

The Principal Contractor shall confirm in writing that the Pre-Construction Information received by them contains suitable and sufficient information from the Client, Designers and Principal Designer to permit them to develop the Construction Phase Plan and execute the works safely.

Should the Principal Contractor not issue a written statement to this effect then by the issuing of their Construction Phase Plan they will be deemed to have accepted the above by default and no claim under the HSE's Intervention Fee Policy may be passed on to any other Duty Holder under any circumstances.

1.2 Project Details

Description of project and construction work involved.

The scope of works for this project includes for the construction of a toilet block for Hangar 3 at the Royal Air Force Museum Hendon. The works involve infill of an area under an existing colonnade, the construction of a blockwork and rendered toilet block with a glazed façade to the west and the installation of sanitary ware, power, lighting, and finishes.

1.3 Site Address

Hangar 6
RAF Museum
Grahame Park Way
Hendon
London
NW9 5LL

1.4 Project time scales

Start on site: TBC
Finish on site: TBC
Duration: 8 weeks

1.5 Mobilisation period

The minimum time allowed between the appointment of the Principal Contractor and the instruction to commence works on Site: 4 weeks

1.6 Intended use of the Structure/Building on completion

Display Space

1.7 The building will be used as a workplace

Therefore, all Designers:

Please ensure that the finished design takes into account the requirements of Workplace (Health, Safety and Welfare) Regulations 1992 as required under the Construction (Design and Management) Regulations 2015.

A STATEMENT FROM ALL DESIGNERS WILL BE REQUIRED BY THE CLIENT TO CONFIRM THE ABOVE

- Existing available records and plans

Description:	Location:
Services drawings	With the Design Team.
Building Health and Safety File	RAF Museum Management.

- Site location map



1.8 Project Contacts

- Client

Royal Air Force Museum
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Hendon
London
NW9 5LL

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- Designer (Services Engineer)

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1.9 Existing Site Conditions, Restrictions and Risks

- Existing structure/site description

Hangar 6 is located within the grounds of the RAF Museum in Hendon, North London. It is steel framed, and brick faced. The site is busy at all times of the day with visitors and museum staff in the area.

- Access to the site

Access to RAF Hendon will be via the main gate off Grahame Park Way, through a security barrier and then to the work area.

- Site boundaries and adjacent land use

The site is bounded by the perimeter of RAF Hendon. Outside the perimeter, land use is mainly residential and commercial.

- Adjoining sites (if any)

There are currently no sites adjoining these works.

- Location of existing services

The location of existing services is known. However, the Principal Contractor is to proceed with caution.

- Risk of unexploded bombs

UXB surveys have been conducted and there is no risk from unexploded bombs.

- Existing Health and Safety File information

A Building Health and Safety File is held by RAF Museum Management.

- Existing health hazards

Contamination	None envisaged.
Manual Handling	All manual handling must be kept to a minimum, and mechanical devices shall be used where practical. If this is not possible, a full and concise risk assessment shall be undertaken by the contractor to demonstrate the reduction of this risk/hazard.
Working on existing electrical and life safety systems	The Principal Contractor shall ensure that only competent and qualified persons shall work on any electrical system. No live working is permitted. All isolations will be locked off with only one person having the ability to reinstate the supply. A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard. Electrical isolations may have to be undertaken outside of normal opening times and controlled via a Permit to Work.
Working at heights	A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard.
Working on cooling and heating systems	The Principal Contractor shall ensure that only competent and qualified persons shall work on any system. All works have to be controlled via Permit to Work.
Any other health hazards	None envisaged.

- Environmental hazards

Contamination	None envisaged.
Dust	The Principal Contractor must ensure that the adjacent areas of the museum outside of the working area are not exposed to dust generated by the proposed works and must place suitable and sufficient measures in place to control the generation of dust within his demise. A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard.
Noise	The Principal Contractor shall ensure that loud or intrusive noise is reduced and controlled. A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard. All noisy or intrusive works may have to be undertaken outside of normal opening times and controlled via a Permit to Work.
Waste	Site Waste Management shall meet with all current legislation.
Fumes	Where practicable, hazardous materials and substances that produce odours should not be used.

1.10 Client Considerations and Management Requirements

- Project safety goals and targets

The proposed works are to be conducted maintaining high standards of health and safety on site, ensuring the minimum possible disturbance to the day-to-day operation of the museum.

The project is targeted to be completed without any RIDDOR reportable accidents on site. Compliance with applicable health and safety legislation is to be ensured as an absolute minimum.

- Activities on or near the site during the works

The Museum will remain open during these works and Hangar 3 will continue to be occupied by museum staff.

- Emergency procedures, means of escape, fire precautions

The contact details of the nearest A&E Hospital are as follows:

Barnet Hospital
Wellhouse Lane
Barnet
Herts
EN5 3DJ

The Principal Contractor is to establish all emergency procedures for the project. Emergency procedures include, but not be limited to, the following:

- Fire (including escape routes, fire equipment and raising the alarm)
- First aid
- Accidents, incidents, near misses
- When undertaking hot works a Permit to Work is to be enforced.

All details of emergency procedures are to be included in the Construction Phase Plan. Emergency procedures are to be communicated by the Principal Contractor at the induction.

- Client site restrictions

All Client site restrictions which are applicable to the area in which the work is being undertaken will be communicated by the Principal Contractor at the induction.

- Arrangements for planning and managing the construction work

The Construction Phase Plan is to include all details of how the project will be planned and managed from initial mobilisation to completion and final hand-over to the Client. Any major changes to the original plans or temporary works must be communicated to the Construction Phase Principal Designer for consideration and consultation prior to such works taking place.

- Communication and liaison between the client and others

A robust system of communication between all members of the project team should be established between all parties. The Principal Contractor is advised to establish a clear, concise communication link with the Client or his representatives. This may require regular meetings to ensure that both parties are aware of any activities or issues that may affect the project.

- Arrangements for site security and public safety

The worksite is to be fully enclosed and protected from unauthorised access. The Principal Contractor shall ensure that the site remains secure and controlled at all times.

The Principal Contractor must ensure that any works undertaken within and outside of the building have appropriate signage and that the site boundaries remain secure to prevent unauthorised access into the works area.

1.11 Public Safety

Due to the nature of the site, the Principal Contractor is reminded of the standards defined in the following publication:

HSE publication: HSG 151 'Protecting the Public – Your Next Move'

- Welfare facilities

There are no existing welfare facilities available for the Principal Contractor's use at the worksite. The Principal Contractor is responsible for providing appropriate welfare facilities which should include toilets, washing facilities (hot and cold water), supply of drinking water, arrangements for change and storing clothes and facilities for taking breaks (including meal breaks). The specific details of the arrangements must be included in the Construction Phase Plan.

- Client Permit to Work system

The Client currently has a whole site Permit to Work system. It is advised that the Principal Contractor uses this Permit to Work system for all potentially hazardous works including hot works and work at height, especially when different trades and sub-contractors are working in the same area.

- Site transport arrangements/vehicle movement restrictions

The Principal Contractor is to produce a Site Traffic Management Plan to ensure a safe method of controlling the interface between construction vehicles and plant, delivery vehicles, site operatives, members of the public and RAF Hendon employees. It should include both the worksite and the footpaths around the worksite in use by the general public.

- Deliveries (unloading) and storage area

Deliveries are to be on a timed basis, avoiding busy periods of the day and under the control of a trained and competent banksman. A secure compound and storage area is to be set up by the Principal Contractor

- Client designated confined areas

None have been advised.

- Smoking and parking restrictions

The whole site is designated non-smoking. There is parking available for contractors in the east car park.

- Principal Contractor's design responsibilities

As per the Specification.

Please note that any designer work conducted by the Principal Contractor, contractors and sub-contractors falls under the CDM Regulations.

- Site liaison arrangements

- 1 Ongoing Design Changes:

In relation to any significant design changes the Principal Contractor shall inform the Construction Phase Principal Designer of the issues prior to the commencement of any design or construction work. The Construction Phase Principal Designer will then ensure that the co-ordination of the information between all the relevant designers and the Principal Contractor takes place, with a view to ensuring the prescribed design risk assessment method is applied and all residual significant risks are brought to the attention of the Principal Contractor and evidence of the intended methods to manage the risks are obtained.

- 2 Temporary works:

It must be noted that all temporary and false works are defined as 'design work' and subject to the CDM Regulations. Design Risk Information and other health and safety related information must be prepared and forwarded to the Construction Phase Principal Designer.

1.12 Significant Design and Construction Hazards

- Design assumptions and control measures

None have been advised.

- Significant risks identified during design

Identified Significant Risks	Suggested Controls
Construction Phase	
Fire detection	All works must be planned and managed to ensure that adequate fire detection is maintained throughout the project.
Hot works	Fire watch must be maintained for at least one and a half hours after the hot works.
Live services	All relevant affected services are to be isolated by a competent person using a lock off system during the works. No live working is allowed.
Manual handling	There may be a high risk of manual lifting of materials on site. The Principal Contractor is to produce a specific risk assessment and ensure that operatives are trained in safe manual handling techniques.
Vibration, noise, and dust	Due to public safety and to ensure the operatives health and safety, vibration, noise, and dust is to remain controlled and kept to a minimum during the works.
Slips, trips, and falls	All areas are to be kept in a tidy manner. Materials are to be stored in designated areas. Debris/waste is to be removed on a regular basis.
Work at Height	The work undertaken at high level is to be undertaken from a suitably constructed work platform. The use of stepladders is subject to Method Statement/Risk Assessment to justify a safe system of work.
Public safety	All works are to be managed and scheduled to ensure the safety of the general public and museum staff. Deliveries are to be managed at all times.

It is important to note that this list only covers some of the major risks identified at the design stage of the project. The Principal Contractor is advised to consider these risks (along with any other significant risks identified by him) in the Construction Phase Plan and provide details of the control measures (including the list of risk assessments and method statements to be prepared) to eliminate/minimise the risk.

- Material requiring particular precautions

None a competent contractor would not be aware of.

1.13 Construction Phase Plan

The Principal Contractor is required to develop the Construction Phase Plan. A Construction Phase Plan must be submitted to include, but not be limited to:

Description	Details
1 Description of project	Project description, programme, key dates, details of duty holders' extent and location of existing records
2 Management structure and responsibilities	Provide site specific details
3 Statement of health and safety objectives	To include arrangements for monitoring and review of health and safety performance
4 Liaison between parties	Communication, co-ordination, and co-operation between all parties on site, frequency of meetings, management of change
5 Consultation with workforce	Union safety representatives, employee representatives, safety committee
6 Exchange of design information	Between Client, Designers, Principal Designer and Contractors on site
7 Selection and control of contractors	Assessment of competence and management of Contractors
8 Provision and exchange of health and safety information to (sub-) Contractors	Provision of relevant sections of Construction Phase Plan, copy of F10 and project specific risks on the project. Also, to include arrangements for exchange of health and safety information between (sub-) Contractors
9 Site security	Controlling access, supervision of visitors, definition of boundaries, controlling entry of unauthorised person on site in particular during off-shift hours
10 Induction	Procedure for workforce and visitors
11 Training for people on site	Training records, planned training
12 Welfare facilities	Provide site specific details
13 First aid	Provide names of First Aiders and details of First Aid Equipment
14 Fire and emergency procedures	Provide site specific details
15 Reporting accidents	To include the RIDDOR reporting and investigation of accidents and incidents including near misses
16 Safety risks	e.g., delivery and removal of materials and work equipment, services (existing and new), adjacent land use, stability of structures, preventing falls, lifting operations, excavations, traffic routes, working near water, fragile materials, storage of materials, any other significant risk
17 Health risks	e.g., asbestos removal, contaminated land, manual handling, noise, vibration etc.
18 Risk assessments	Production and approval of risk assessments (RA), project specific RA prepared and list of RA to be prepared

19	Method statement	Production and approval of method statements (MS), project specific MS prepared and list of MS to be prepared
20	Site rules	Provide site specific details
21	Arranging for monitoring	Internal or external health and safety arrangements for regular site visits, inspections, monitoring and audit
22	Health and Safety File	File layout, format, arrangements for the collection and gathering of information and the storage of information

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