



**Shotton Parish Council**

# **New Shotton Community Centre**

**Pre-Construction Information**

January 2019




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## Document Revisions

No.	Details	Date
1	Pre-Construction Information	Jan 2019



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**Report for**

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**New Shotton  
Community Centre**

Pre-Construction Information

January 2019

D3 Associates Ltd

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**Issued by**

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## 1. Introduction

We draw your attention to the Construction (Design and Management) Regulations 2015 and attach the Pre-Construction Information for your development.

This Pre-Construction Information has been specifically prepared to deal with the subject of health and safety of all persons involved with the Works.

It contains all available information about the site and scope of the Works to enable the Principal Contractor and Contractors to be aware of the health and safety aspects of carrying out the Works. It also provides a framework for the management of health and safety procedures during the Site Works Period.

Work will not begin on site until the Principal Designer is satisfied that the designers have demonstrated that health and safety issues have been addressed within the design and that any residual issues have been forwarded to the Principal Contractor. The principal issues to be addressed during this process are:

- Identification of the elements of design where an existing hazard can and will be eliminated.
- Identify/specify equipment that reduces ill health effect upon workers.
- Provide safe access.

The Principal Contractor will be responsible for co-ordinating the activities of all Contractors within the designated working areas allocated under the project.

## 2. Project Details

<b>Project Name:</b>	Shotton Parish Council – New Shotton Community Centre
<b>Employer:</b>	Shotton Parish Council c/o 14 Claypool Farm Close, Hutton Henry, Co. Durham TS27 4QZ
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<b>Principal Contractor:</b>	To be appointed
<b>Contract Manager:</b>	To be appointed
<b>Site Agent:</b>	To be appointed
<b>Safety Advisor:</b>	To be appointed



### 3. Project Information

<b>SITE LOCATION:</b>
<p>Shotton Community Centre, Bridge Road, Shotton Colliery, Co. Durham DH6 2PQ.</p> <p>The Community Centre is situated in its own grounds off Bridge Road.</p> <p>The works area for Phase 1 is the area around the existing MUGA to the west of the existing community centre as shown on drawing 1442-L-(90)CDM.</p> <p>The works area for Phase 2 is the area around the existing Community Centre as shown on drawing 1442-L-(90)CDM.</p> <p>Note; the existing community centre will be in operation until the new building is complete.</p>
<b>DESCRIPTION OF WORKS:</b>
<p>The works comprise</p> <ul style="list-style-type: none"> <li>Removal of the existing MUGA, construction of a new Community Centre including lobby, toilets, multi-purpose rooms, circulation area, kitchen, offices, main hall, IT suite, stores, plant room, footpaths, fencing, drainage, utility connections and landscaping. On completion, asbestos removal, demolition of the existing building and construction of a new car park.</li> </ul> <p>Works to be undertaken as described in the specification documents and Schedule of Works listed in Section 5</p>
<b>PROGRAMME OF WORKS:</b>
<p>The planned Site Works Start Date is 7<sup>th</sup> May 2019</p> <p>Section 1 Works - planned completion 29<sup>th</sup> November 2019</p> <p>Section 2 Works - planned completion 21<sup>st</sup> February 2020</p>

## **SAFETY GOALS:**

The following health and safety goals have been established for this project. Whilst not all the goals are applicable to the Site Works Period, they have all been included here to emphasise the involvement of all parties in the delivery of a successful project.

- No avoidable/preventable injuries e.g. through lack of training, untidy site, missing PPE, poor planning, inadequate method statements or inappropriate working methods.
- No accidents arising from site testing activities.
- No accidents involving public and Works traffic entering/leaving site.
- No accidents to trespassers through poor housekeeping e.g. poorly managed site security
- No complaints from the public due to excessive noise.
- No pollution of watercourses/ surface water sewers due to on site activities.

Submission by the Principal Contractor of a suitably developed Construction Phase Health and Safety Plan at least two weeks before the proposed start of construction.

Principal Contractor to provide as-built information within 2 weeks of completion, and a Health and Safety File for the site within 3 weeks of handover to the Employer.

## **ARRANGEMENTS FOR MONITORING AND REVIEW:**

During the Site Works Period, the Principal Contractor will be responsible for arranging and chairing regular health and safety meetings. It may be that health and safety forms part of a larger meeting, but should still be the responsibility of the Principal Contractor.

The Principal Designer should be given sufficient notice of such meetings to allow attendance.

Following completion of Site Works, a project review will be carried out by the whole project team which will include health and safety.

#### 4. Existing Environment (Restrictions and Existing on Site Risks)

##### ADJACENT/PREVIOUS LAND USE:

The site is the location of the current operational Community Centre and the adjacent Multi Use Games Area (MUGA).

There is existing housing to the east of the site on Friar Street and Carlyle Crescent and to the south on Bridge Road, to the west is the Shotton Parish Council playing fields and to the north the industrial unit with access from Friar Street.

Shotton Community Centre will remain open during the Works. Staff and users will use the existing access road and car park off Bridge Road.

##### PLANNING RESTRICTIONS:

Planning permission was approved for these works on 21<sup>st</sup> December 2018. The following conditions apply:

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - Required to be imposed pursuant to Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The development hereby approved shall be carried out in strict accordance with the following approved plans listed in Part 3 – Approved Plans

Reason – To define the consent and ensure that a satisfactory form of development is obtained in accordance with Policy 1 of the Easington District Local Plan.

3. Notwithstanding any details of materials submitted with the application above ground works relating specifically to the construction of the community centre building hereby approved shall not commence until precise details of the external walling, roofing and window materials have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be constructed in accordance with the approved details.

Reason: To protect the visual amenity of the surrounding locality in accordance with the aims of policy 35 of the EDLP as amended by Saved and Expired Policies September 2007 and paragraph 124 of the NPPF.



4. No development shall commence until a detailed landscape scheme has been submitted to and approved in writing by the Local Planning Authority. The landscape scheme shall include accurate plan based details of the precise species mix for replacement planting across the site and be implemented within the first planting season following practical completion of the development.

Reason: To protect the character and appearance of the surrounding area in accordance with the requirements of Policies 35 and 89 of the EDLP as amended by Saved and Expired Policies September 2007. This is required as a pre commencement condition in order to mitigate potential impact on the character and appearance of the surrounding area which needs to be considered before site works commence.

5. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first available planting season following the practical completion of the development and any trees or plants which within a period of 5 years from the substantial completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

Reason: To protect the character and appearance of the surrounding area in accordance with the requirements of Policies 35 and 89 of the EDLP as amended by Saved and Expired Policies September 2007.

6. No construction work shall take place, nor any site cabins, materials or machinery be brought onto the site until all trees and hedges, as indicated on an approved tree protection plan to be submitted to and agreed in writing by the Local Planning Authority, are protected by the erection of fencing, placed as indicated on the plan and comprising a vertical and horizontal framework of scaffolding, well braced to resist impacts, and supporting temporary welded mesh fencing panels or similar approved in accordance with BS.5837:2012. The plan shall be accompanied by a method statement which clearly demonstrates how the development will be constructed without damage to existing trees.

No operations whatsoever, no alterations of ground levels, and no storage of any materials are to take place inside the fences, and no work is to be done such as to affect any tree.

No removal of limbs of trees or other tree work shall be carried out.

No underground services trenches or service runs shall be laid out in root protection areas, as defined on the Tree Constraints Plan.

Reason: To protect existing trees in accordance with the requirements of policy 35 of the Easington District Local Plan as amended by Saved and Expired Policies September 2007.

7. Within 4 months of the occupation of the replacement community centre hereby approved, the existing community centre shall be demolished and the car park as shown on approved drawing no. 1442 -L(-1)101- REV P2 installed.

Reason: In the interests of highway safety in accordance with the requirements of policy 36 of the EDLP as amended by Saved and Expired Policies September 2007.

8. No development shall commence until a Construction Management Plan has been submitted to and approved in writing by the local planning authority. The agreed plan shall include as a minimum (but

not necessarily be restricted to) the following:

- An assessment of the potential for dust emissions from the site and the mitigation measures that will be used to minimise any emission taking into account relevant guidance such as the Institute of Air Quality Management "Guidance on the assessment of dust from demolition and construction" February 2014.
- An assessment of the likely noise (including vibration) emissions from the site and the mitigation measures that will be taken to minimise noise disturbance taking into account relevant guidance such as BS5228 'Code of practice for noise and vibration control on construction sites' 2014.
- Where construction involves penetrative piling, details of methods for piling of foundations including measures to suppress any associated noise and vibration.
- Details of the operating hours during which construction/demolition works are to be undertaken. Durham County Council's accepted hours for construction/demolition activities that generate noise are 8am - 6pm Monday - Friday, 8am - 1pm Saturday and no noisy working on a Sunday or Bank Holiday.
- Detail of any planned measures for liaison with the local community and any procedures to deal with any complaints received.
- Details of whether there will be any crushing/screening of materials on site using a mobile crusher/screen and the measures that will be taken to minimise any environmental impact.

The management plan shall have regard to BS 5228 "Noise and Vibration Control on Construction and Open Sites" during the planning and implementation of site activities and operations. The approved Construction Management Plan(s) shall also be adhered to throughout the construction period and the approved measures shall be retained for the duration of the construction works.

Reason: To protect the residential amenity of existing residents from the development and to comply with policies 35 and 89 of the EDLP and Part 15 of the National Planning Policy Framework. This is required as a pre commencement condition in order to mitigate potential impact on residential amenity which needs to be considered before site works commence.

9. The building hereby approved shall not be occupied until a Management Plan has been submitted to and approved in writing by the local planning authority. The agreed plan shall include as a minimum (but not necessarily be restricted to) details of the management of the facility during noise generating activity.

Reason: To protect the residential amenity of existing residents from the development and to comply with policies 35 and 89 of the EDLP and Part 15 of the National Planning Policy Framework.

10. The development hereby approved shall be carried out wholly in accordance with the document entitled "Flood Risk and Drainage Assessment" which includes a Drawing entitled "Proposed Drainage Plan" dated September 2018. The drainage arrangement shall ensure that foul flows discharge to the combined sewer downstream of manhole 5501 and ensure that the surface water flows discharges to the combined sewer between manholes 5403 and 6508 and the surface water discharge rate shall not

exceed 3.5 l/sec. The final surface water discharge rate shall be agreed by the Lead Local Flood Authority prior to commencement of the development.

Reason: To ensure that satisfactory disposal of foul and surface water generated by the development in accordance with the requirements of policy 1 of the Easington District Local Plan as amended by Saved and Expired Policies September 2007.

11. No development shall commence until such time as a Phase 3 Remediation Strategy with regard to contaminated land detailing remediation and verification works has been submitted to and agreed in writing by the Local Planning Authority. No alterations to the remediation proposals shall be carried out without the prior written agreement of the Local Planning Authority. The development shall be carried out in accordance with the agreed scheme.

Reason: The site may be contaminated as a result of past or current uses and/or is within 250m of a site which has been landfilled and the Local Planning Authority wishes to ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems in accordance with NPPF Part 15. This is required as a pre commencement condition in order to mitigate potential impact from land contamination which needs to be considered before site works commence.

12. The premises hereby approved shall not be open for use outside the hours of 09:00 to 21:00 Monday to Friday, 09:00 to 21:00 Saturdays and 09:00 to 18:00 working Sundays inclusive of bank or public holidays.

Reason: To protect the amenity of surrounding residents in accordance with the requirements of policy 35 of the Easington District Local Plan as amended by Saved and Expired Policies September 2007.

#### **EXISTING SERVICES:**

There are a number of known services within the site boundaries including gas, water, surface and wastewater drains and electricity supplies.

The Contractor should identify and make an allowance for working around any underground and overhead services.

The contractor shall ensure that all services are isolated prior to the utility connection and disconnection works.

**ACCESS:**

The works are taking place adjacent to an operational community centre which will be occupied during the first phase of the contract. The Contractor should ensure that there are adequate protection measures in place to prevent unauthorised access to their section of work.

The access to the site is off Friar Street through the Site Compound in the industrial unit yard to the north of the site; refer to drawing Construction Management Plan. No vehicular access to the site from Bridge Road.

Whilst the community centre is operational, the Contractor should ensure vehicular and pedestrian access is available at all times.

Friar Street has a speed limit of 30mph.

No parking of construction vehicles allowed on Friar Street.

The Principal Contractor will ensure adequate signage of the site access/egress.

Reversing of vehicles shall be kept to a minimum, with the provision of a banksman if vehicles are reversing; commercial vehicles should be fitted with reversing alarms.

Sufficient space should be allowed for deliveries avoiding reversing when possible.

Lifting plant and equipment must not extend beyond the limits of any of the working areas. All loading and off-loading of materials should take place within the working areas.

Access for emergency vehicles should be maintained at all times.

Access to all public footpaths to be maintained throughout the construction period, except the footpath which crosses the MUGA which is to be diverted.

**EXISTING STRUCTURES:**

Structures within the working area include the following:

- The principal works area comprises the community centre and surrounding landscaped areas, footpaths and access road, MUGA and surrounding tarmac and grasses areas.
- The existing community centre will be in operation until the new building is handed over.
- There is asbestos present in the existing community centre. A pre-demolition survey to be carried out as part of the contract.

<b>EXISTING GROUND CONDITIONS:</b>
Refer to: Dunelm Geotechnical & Environmental, Report No: D9128, Geoenvironmental Appraisal for Land at Shotton Community Centre, December 2018



## 5. Available Drawings and Documents

**THE FOLLOWING DRAWINGS AND SCHEDULES ARE INCLUDED IN THE CONTRACT DOCUMENTS:**

**Refer to the Document and Drawing Register**

<b>FURTHER INFORMATION INCLUDED WITHIN THE CONTRACT DOCUMENTS:</b>
<ul style="list-style-type: none"> <li>Refer to the Document and Drawing Register</li> </ul>
<b>EXISTING CDM HEALTH AND SAFETY FILES:</b>
There is an asbestos management plan available in the existing community centre.

## 6. Design Information

### 6.1 TYPICAL HEALTH AND SAFETY HAZARDS:

Typical hazards and risks identified by the Designers associated with the type of work anticipated as part of the project are listed below. In general, these are hazards that a competent Contractor should be familiar with. Information relating to these hazards is incorporated into this document, drawings and other documents referenced in this Plan. Residual issues resulting from Design Risk Assessments are identified in Section 11 'Designers Risk Assessments'.

- Delivery of plant / materials
- Pedestrian and vehicular access to the existing community centre
- Pedestrian and vehicular access to the existing industrial unit to the north of the site
- Security of the site - there is a risk of theft and vandalism in the area of the site
- Working in hazardous areas, including live services and dust
- Working at height; roof construction
- Occupational H&S hazards (noise, vibration etc)
- Removal of asbestos containing materials
- Building demolition

### 6.2 SIGNIFICANT HEALTH AND SAFETY RISKS:

The Designers have identified specific areas of risk to be considered by the Contractors. Residual Issues resulting from Design Risk Assessments have been identified in Section 11 "Designers Risk Assessments".

The significant hazards identified are as follows:

- Working adjacent to an operational community centre
- Working adjacent to public footpaths
- Potential for unidentified contaminants within the site
- Live services within the site boundary, service cables on the roof
- Demolition of existing building
- Plant movements
- Access to roof
- Cranage of timber frame to site
- Working with live sewers
- Building demolition

**DESIGN ASSUMPTIONS AND CONTROL MEASURES:**

All works must comply with all relevant European and British Standards and Specifications and other Specifications referred to in the contract.

The design of all temporary works will be considered to be 'design' under the CDM 2015 Regulations.

**ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK:**

Design work will continue throughout Contract Period, in respect of Contractor Designed Works. Arrangements for the co-ordination of design work are as follows:

- Details of design work carried by the Principal Contractor (or his sub-Contractors or suppliers) will be copied to the Principal Designer.
- Any unforeseen eventualities which occur during site works and which may require substantial design changes or affect resources shall be brought to the attention of the Contract Administrator as soon as possible for him to inform the Principal Designer and other parties.
- Verification of existing ground conditions for construction of foundations – contractor to excavate trial holes as agreed by Architect.



## 7. Site Wide Elements

<b>LOCATION OF SITE ACCESS AND EXIT POINTS:</b>
The access to the site is off Friar Street through the Site Compound in the industrial unit yard to the north of the site; refer to drawing no. 1442-L(90)CDM. No vehicular access to the site from Bridge Road.
<b>TEMPORARY SITE ACCOMMODATION/WELFARE:</b>
<p>The location of the Contractors site accommodation and welfare facilities to be in the construction site compound as shown on drawing no. 1442-L(90)CDM.</p> <p>The Principal Contractor shall make arrangements for the provision, maintenance and removal of his site accommodation and welfare facilities on completion of the works. In addition, to reinstate the compound and access road to the satisfaction of the client.</p> <p>Welfare facilities are to address the standards detailed in HSG 150, INDG 220 and CIS18 'Provision of Welfare Facilities at Fixed Construction Sites', and shall include toilets, washing facilities, changing and rest areas, drinking water and eating facilities. Regular cleaning of the facilities provided shall be carried out</p> <p>The contractor is to arrange for services to the site compound as necessary. Water may be available from the adjacent industrial unit or existing community centre; to be agreed with the client.</p>
<b>UNLOADING, STORAGE AND OTHER DEFINED AREAS:</b>
<p>Unloading of all plant and materials should be within the designated working/compound areas.</p> <p>The Contractor should ensure that, lifting equipment does not extend beyond the limits of the working area or damage any existing structures or services.</p>

## 8. Employer Considerations

<b>THE FOLLOWING OPERATIONS WILL CONTINUE DURING SITE WORKS:</b>
<ul style="list-style-type: none"> <li>• Access to and operation of the existing community centre.</li> </ul>
<b>RESTRICTIONS ON TIMES:</b>
<p>All work and ancillary operations shall only take place between the hours of 8.00am and 6.00pm Monday to Friday and 8.00am to 1pm Saturday or as stated in the Planning Permission.</p>
<b>RESTRICTIONS ON ACCESS:</b>
<p>The Principal Contractor is required to ensure that all personnel intending to carry out work on the Site undergo a site specific safety briefing, or induction, prior to entering the Site.</p> <p>The Contractors site personnel shall be clearly identifiable and carry personal identification.</p> <p>This site will be secured by either timber hoarding or moveable Heras fence panels to all boundaries with lockable gates at the entrance to the site compound.</p> <p>The compound should consist of steel containers/cabins, and fenced off to separate from main site work. Where it is possible, materials should be locked away in the steel containers.</p> <p>The need for manned security should be assessed and reviewed as necessary over the duration of the Works.</p> <p>There will be a requirement for all personnel and visitors to site, to sign in and confirm their presence on site. Compound/Working Area gates shall remain secured at all times to protect the public from site.</p>



## 9. Site Rules

### EMERGENCY PROCEDURES:

The Principal Contractor must ensure suitable evacuation procedures are drawn up and implemented, in accordance with any existing procedures for the site.

Site access roads and roads shall be kept clear at all times for Emergency Services vehicles. Access for Emergency Services to all parts of the site are to be maintained at all times. Sub-Contractors and visitors to be informed by the Principal Contractor via site induction.

### OTHER RESTRICTIONS:

Property of landowners and third parties, for example existing services, roads, footpaths and structures, etc shall be protected from damage.

All persons shall comply with the legal requirements regarding the wearing of personal protection equipment; the Principal Contractors smoking policy, drugs and alcohol policy and also be advised of the site specific rules during the site induction.

Other site rules will be set by the Principal Contractor.

### THE PRINCIPAL CONTRACTOR WILL BE REQUIRED TO PROVIDE ADDITIONAL RULES ON THE FOLLOWING:

Induction of other employers and Sub-Contractors on the Works site for:

- Training
- Use of PPE
- Manual handling
- Hazardous areas
- Accident reporting
- Working at height
- Protection of third parties, structures, plant and equipment
- Site Security
- Protection of non-employees.

## 10. Project Liaison Provisions

### CONTRACTOR DESIGNED WORKS:

The Principal Contractor is to liaise with the Principal Designer with regard to design work which is to be carried out by Sub-Contractors or other Contractors engaged by the Principal Contractor. The information may include:

- i) Designer risk assessment
- ii) List of hazards
- iii) Hazardous substances, materials used, etc.

All method statements submitted by the Principal Contractor shall contain details of any temporary works design.

The Principal Contractor to appoint a sub-contractor for the design, manufacture, delivery and erection of the timber frame building, including roof structure, as described in the Schedule of Works. The design to be in accordance with the loadings used for the design of the foundation.

Temporary structures will include the perimeter hoarding and fencing and the site cabins. Scaffolding should be designed and erected by a competent contractor only. A TW Register should be drawn up by the designated Temporary Works Coordinator prior to site commencement highlighting all temporary works involved in the project. The updating and monitoring of the register shall continue throughout the project by the designated Temporary Works Supervisor.

### DESIGN ALTERATIONS:

Details of all design alterations will be issued to the Principal Contractor by the Architect, together with associated residual issues identified in the Designers risk assessments. Copies to be issued to the Principal Designer.

Any unforeseen eventualities which occur during the Site Works Period and which may require substantial design changes or affect resources shall be brought to the attention of the Principal Designer.

### HEALTH AND SAFETY FILE:

D3 associates Ltd, as Principal Designer, will establish and maintain the Health and Safety File throughout the project period and will be responsible for site content and update until the File is formally issued to the Employer on completion of Site Works.



The File is intended to be a reference document for those persons who maintain the site and also any persons who carry out subsequent construction.

The Principal Contractor is responsible for collating the method statements, risk assessments, COSHH assessments and other information for the File.



## 11. Designers Risk Assessments

This section contains a list of residual issues which are the result of risk assessments carried out by all appointed Designers. These are risks which cannot be avoided or designed out. The residual issues provide a broad indication of the precautions assumed for dealing with them.

The risk assessments may indicate assumed methods of working. Any methods of working have been assumed for design and risk assessment purposes only. If Contractors wish to propose alternative methods of working which conflict with the suggested proposals of the Designers, then written agreement should be obtained from the Designers before implementing the alternative proposals.

R1	Pedestrians/third parties injured by Contractors road vehicles
R2	Collisions between Contractor and other party vehicles/machinery
R3	Live services – gas, electric cables, water, sewers, Telecoms
R4	Hazardous materials in existing structures – asbestos related diseases
R5	Working at height from above ground structures - Appropriate access equipment required and edge protection
R6	Pollution of watercourse
R7	Demolition of existing building
R8	Excavation – potentially combustible ashy made ground

A copy of the risk assessments and residual issue information for the above is presented in Appendix A.

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## Appendix A: Designers Risk Register/Hazard Control

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D3 Associates Ltd FORM D1: REGISTER OF HAZARDS (DESIGN)

<div>PROJECT No. 1442</div> <div>PROJECT TITLE: SHOTTON PARISH COUNCIL – NEW SHOTTON COMMUNITY CENTRE</div> <div>Page 1 of 1</div>	DESIGN STAGE				REV.	DETAILS	DATE	BY
	Feasibility	Conceptual	Detailed	Other (state)  Tender				

- This Register is a live document, containing details of hazards associated with a project. It should be reviewed and revised as necessary throughout the various stages of design until handover.
- Where a hazard/risk can be ELIMINATED or REDUCED or CONTROLLED by the Designer, “Form D2: Hazard Elimination & Management (Design) should be used to record design actions/assumptions and sign off these when complete.
- Where a SIGNIFICANT hazard cannot be dealt with by the Designer this Register MUST indicate what information is to be provided, to whom and how
- SIGNIFICANT HAZARDS are not necessarily those that result in the greatest risk, but are those ‘not likely to be obvious to a competent contractor or other designers; unusual or likely to be difficult to manage effectively’

REF.	DESCRIBE HAZARD OR HAZARDOUS ACTIVITY AND POTENTIAL EFFECTS	WHO’S AT RISK	CAN HAZARD BE ELIMINATED, REDUCED OR CONTROLLED BY DESIGN? If Yes go to Form D2. If No complete final columns	IS HAZARD SIGNIFICANT? (see definition)	INFORMATION TO BE PROVIDED FOR SIGNIFICANT HAZARDS  Describe what information, to who and how	COMPLETED?
R1	Site pedestrians/third parties injured by Contractor road vehicles	Contractors/Other parties	Yes	Y	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas	
R2	Collisions between Contractor and other party vehicles/machinery	Contractors/Other parties	Yes	Y	Designer to provide works layout drawings, working area drawings showing access routes to working areas. Contractor to develop these drawings to develop site traffic and pedestrian route plan within the working areas. Contractor to refer to the Pre-Construction Information	
R3	Live services – gas, electric cables, water, sewers, telecoms	Contractors personnel	Yes	Y	Designer to make available to the Contractor existing site drawings if available. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	
R4	Hazardous materials in existing structures – asbestos related diseases	Contractors personnel	Yes	Y	Designer to provide any relevant asbestos survey reports. Contractor to refer to Pre-Construction Information, the Asbestos Register and pre-demolition survey.	
R5	Falls from height from above ground structures - Appropriate access equipment required and edge protection.	Contractors personnel	Yes	Y	No existing as-built drawings are available; single and two storey building. Contractor to refer to the Pre-Construction Information.	
R6	Pollution of watercourse	Contractors personnel/ other parties	Yes	Y	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of any construction materials to prevent pollution to watercourse.	
R7	Demolition of existing building	Contractors personnel	Yes	Y	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the demolition of the existing building including the containment of dust, reduction of noise and the appropriate disposal of all waste materials.	
R8	Excavation – potentially combustible ashy made ground	Contractors personnel	Yes	Y	Contractor to refer to the Pre-Construction Information and Site Investigation Report, Contractor to provide method statement for the excavation of the trenchfill foundations. No open fires on site.	

z:\projects\1442 shotton community centre\tender docs\building tender documents\1442 risk register form d1.doc

AS THE DESIGNER, HAVE YOU CONSIDERED ALL <i>REASONABLY FORESEEABLE</i> HAZARDS/RISKS ASSOCIATED WITH THIS DESIGN i.e. ITS CONSTRUCTION, MAINTENANCE AND FUTURE DEMOLITION: <i>IF YES PROCEED WITH SIGN OFF BELOW</i>		
PREPARED BY: NAME: G Robinson DATE: 04 JANUARY 2019	APPROVED BY: NAME: P Haverson DATE: 11 JANUARY 2019	NOTES/COMMENTS
CIRCULATE COMPLETED/AMENDED DOCUMENT TO: Project Manager/ CDM Principal Designer/Contractor/Other Designers/Project File/Others ( <i>state</i> )		

D3 Associates Ltd FORM D2: HAZARD ELIMINATION, REDUCTION AND CONTROL (DESIGN)

PROJECT No.1442  PROJECT TITLE: SHOTTON PARISH COUNCIL – NEW SHOTTON COMMUNITY CENTRE  Page 1 of 1	DESIGN STAGE				REV.	DETAILS	DATE	BY
	Feasibility	Conceptual	Detailed	Other (state)  Tender				

- This Form should be used to record the design actions carried out to ELIMINATE, REDUCE or CONTROL hazards and risks.
- Relevant information should be included on drawings or in documentation e.g. Pre-Construction Information, Pre-Construction Health and Safety Plan or Health and Safety File

REF (as form D1)	HAZARD DESCRIPTION	DESIGNER ACTIONS TO ELIMINATE, REDUCE OR CONTROL HAZARD AND RISK  STATE ANY ASSUMPTIONS	ACTION OWNER	HOW WILL INFORMATION BE COMMUNICATED?	ACTION COMPLETED	
					SIGNED	DATE
R1	Site pedestrians/third parties injured by Contractor road vehicles	Designer to provide works layout drawings showing access routes to the works area across the main redevelopment site from the highway. Contractor to develop working area, site compound, traffic and pedestrian route plan	D3a	Detail layout drawings to Contractor. Contractor to refer to the Pre-Construction Information		
R2	Collisions between Contractor and other party vehicles/machinery	Designer to provide works layout drawings showing access routes to the works area. Contractor to develop working area traffic and pedestrian route plan	D3a	Contractor to refer to the Pre-Construction Information		
R3	Live services – gas, electric cables, water, sewers, telecoms	Designer to make available to the Contractor existing site drawings. Contractor to refer to the Pre-Construction Information. All services to be considered live until confirmed disconnected by the Contractor.	D3a	Detail design drawings, utilities plans and contract documentation to Contractor. Contractor to refer to the Pre-Construction Information		
R4	Hazardous materials in existing structures – asbestos related diseases	Designer to provide any relevant asbestos survey reports. Contractor to refer to Asbestos Register and Pre-refurbishment asbestos survey	D3a	Asbestos Register and Pre-demolition asbestos survey available to Contractor.		
R5	Falls from height from above ground structures - Appropriate access equipment required and edge protection.	Designer to provide works layout drawings. Contractor to provide method statement for erection of timber frame and construction of roof and brickwork.	D3a	Detail layout drawings to Contractor Contractor to refer to the Pre-Construction Information		
R6	Pollution of watercourse	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the appropriate disposal of construction materials to prevent pollution to watercourse.	D3a/Contractor	Contractor to refer to the Pre-Construction Information.		
R7	Demolition of existing building	Contractor to refer to the Pre-Construction Information, Contractor to provide method statement for the demolition of the existing building including the containment of dust, reduction of noise and the appropriate disposal of all waste materials.	D3a/Contractor	Contractor to refer to the Pre-Construction Information		
R8	Excavation – potentially combustible ashy made ground	Contractor to refer to the Pre-Construction Information and Site Investigation Report, Contractor to provide method statement for the excavation of the trenchfill foundations. No open fires on site.	D3a/Contractor	Contractor to refer to the Pre-Construction Information and Site Investigation Report		

z:\Projects\1442 Shotton Community Centre\Tender documents\1442 risk register form d2.doc

<b>AS THE DESIGNER, HAVE YOU CONSIDERED ALL <i>REASONABLY FORESEEABLE</i> HAZARDS/RISKS ASSOCIATED WITH THIS DESIGN I.E. ITS CONSTRUCTION, MAINTENANCE AND FUTURE DEMOLITION: <i>IF YES PROCEED WITH SIGN OFF BELOW</i></b>		
<b>PREPARED BY:</b> <b>NAME: G. Robinson</b> <b>DATE: 04 JANUARY 2019</b>	<b>APPROVED BY:</b> <b>NAME: P. Haverson</b> <b>DATE: 11 JANUARY 2019</b>	NOTES/COMMENTS
CIRCULATE COMPLETED/AMENDED DOCUMENT TO: Project Manager/ Principal Designer/Contractor/Other Designers/Project File/Others ( <i>state</i> )		



Shotton Parish Council

# **Shotton Community Centre**

## **Construction Management Plan**

January 2018



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---

## Document Revisions

No.	Details	Date
1	Draft Document V3	January 2019





---

**Proposal for**

Mr Stuart Wardle  
14 Claypool Farm Close  
Hutton Henry  
Co. Durham  
TS27 4QZ

**Shotton Parish Council**

**Shotton Community  
Centre**

Construction Management Plan

---

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Geoff Robinson – d3associates

January 2019

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**Issued by**

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Geoff Robinson

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**Approved by**

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d3associates





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## 1 Introduction

This Construction Management Plan (CMP) has been prepared by d3associates Ltd to support the planning application for the construction of the new Shotton Community Centre and demolition of the existing building on behalf of Shotton Parish Council.

The proposed Community Centre will be constructed on the site of the existing MUGA (ref Image 1), with a new MUGA located onto adjacent land (not part of this contract). Following completion of the new centre, the original building will be demolished and additional parking and landscaping provided.

The project is supported by the Big Lottery Fund Reaching Communities Buildings Programme and, subject to approval of funding, construction is anticipated to commence in May 2019 with completion in February 2020.

This initial Construction Management Plan has been prepared to outline our approach to managing the execution of the proposals to create a new Community Centre, meeting modern requirements that will serve the local community.

The Plan has been formulated to demonstrate the practicality of constructing the new Community Centre whilst minimising disruption to the existing building. Once the construction works have been completed and the new community centre opened the existing building will be demolished.

The CMP describes the proposed works and potential construction methods. The plan will develop as the design progresses and will be superseded by a more detailed plan once the Principal Contractor is appointed.

The CMP will emphasise the following:

- Location and Site Context
- Proposed works
- Construction Programme
- Site set-up, access and deliveries
- Health and Safety
- Environmental Management
- Good Neighbour Policy

## 2 Location and Site Context

The site address is Shotton Community Centre, Bridge Road, Shotton Colliery, Co. Durham DH6 2PQ.

The existing Shotton Community Centre is a flat roofed brick building with a dedicated access road and parking off Bridge Road, Shotton Colliery. The site is located in an area of predominantly two storey red brick housing with pitched roofs of red concrete tiles or slate, domestic in scale and appearance.

The proposed new Community Centre has an attractive outlook to the southwest over grass parkland with access footpaths connecting to the main residential area to the west. To the south on the boundary is a dense row of mature trees sheltering the housing on Bridge Road. To the north is an industrial building with a large enclosed yard, accessed from Friar Street.

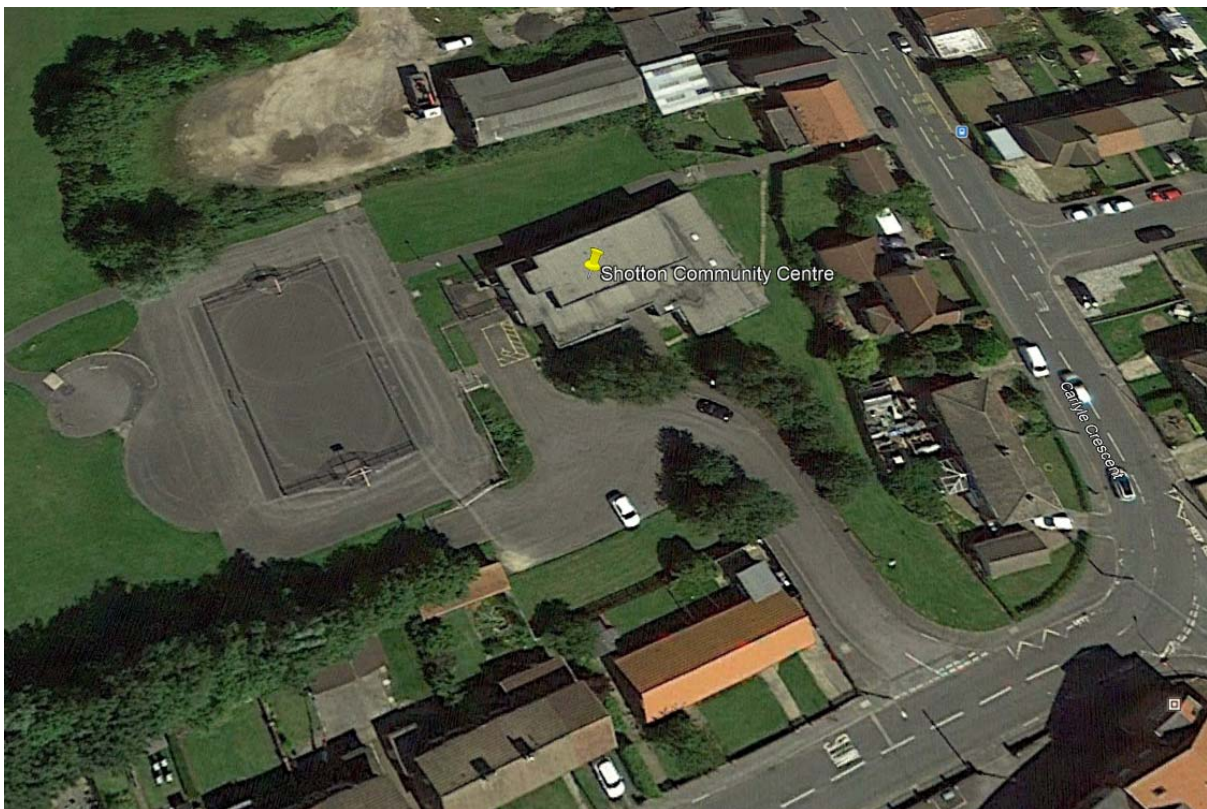


Image 1: Google Earth Image



### **3 Proposed Works**

#### **3.1 Proposal**

The proposal is to remove the MUGA and construct a new Community Centre meeting modern requirements. Following completion of the new centre, the original building will be demolished and additional parking and landscaping provided.

The proposed ridge height of the new pitched roof is approximately 6.800m and similar to the height of the highest flat roof on the current building. The pitched roof design provides a less bulky appearance and is more in-keeping with the scale of the surrounding residential buildings which have pitched roofs.

#### **3.2 Construction Programme**

The construction of the new Community Centre is anticipated to commence in May 2019. During construction, the existing centre will remain open and continue to use the existing access road and parking. The parking may be restricted towards the end of the construction phase for the utility connections to the new building.

On completion of the new building, the utilities will be disconnected, asbestos removed and the existing building demolished. Finally, the new car park will be constructed and landscaping works completed.

Anticipated completion of all works is February 2020.

#### **3.3 Main Works Key Particulars**

Note; the proposed works methodologies outlined below may alter once the Principal Contractor is appointed:

- All works to be carried out in such a way as to minimise the impact on local residents and businesses by using best practises to minimise dust generation and noise emissions.
- Construction plant and equipment to be in good working order to minimise the risk of a pollutant incident and locate away from any sensitive receptors as much as possible.
- Refuelling of equipment to take place away from any surface drains and permeable ground, drip trays to be placed beneath vehicles being refuelled.
- The appointed Principal Contractor to produce and implement a Site Waste Management Plan.
- Dusty materials to be transported in vehicles with sheeting
- The demolition of the existing building to be carried out under strictly controlled conditions. In particular:



- The works area and all associated transit routes to be cordoned off by steel Heras fencing with lockable gates and warning signs displayed warning of the dangers of construction sites.
- Written confirmation of the disconnection of all services to be provided prior to commencement of any works.
- A full invasive demolition asbestos to be undertaken in accordance with the Control of Asbestos regulations (HSG 248) and, if required, asbestos containing materials removed by an accredited asbestos removal company.
- Site access road and immediate surrounding public roads to be kept clean by using a road sweeper as demands dictate.
- Demolition to commence on the roof of the structure. To maintain structural stability of the remaining structure during remote demolition of the building , the building to be divided into bays according to the position of supporting columns/walls
- Demolition to continue on the outer and inner walls taking care debris falls into the working area.
- Water suppression to be used during the demolition works to mitigate any dust release
- All wagons to be sheeted before leaving site, when loading wagons water suppression to be used

## 4 Site Set-Up

### 4.1 Site Accommodation

Temporary site accommodation for site management offices and welfare facilities will be provided in the site compound located in the adjacent enclosed Victoria Garage yard to the north of the site.

### 4.2 Traffic and Site Access

During the construction of the new Community Centre the existing facility will remain open and continue to use the access from Bridge Road. To ensure construction site traffic is separate from Centre users, site access will use the Victoria Garage entrance from Friar Street.

Access to the principal works area will be through existing gates. Refer to tender drawing L(90)CDM and image 2 below.

There will be a separate access to the site compound for pedestrians avoiding vehicular traffic. All site visitors and working personnel will undertake a site induction.



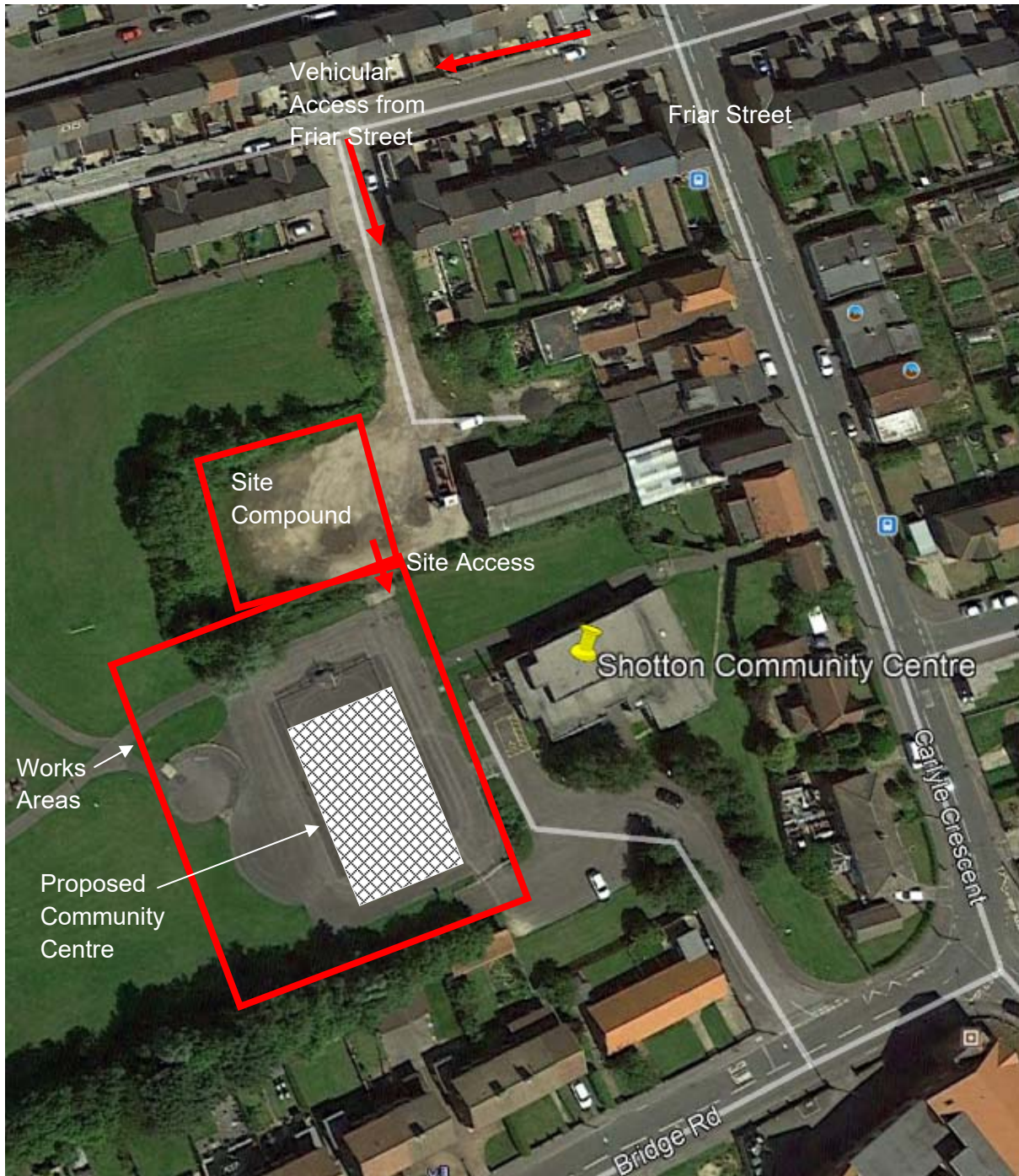


Image 2: Indicative Site Set Up for construction of the proposed Community Centre

The site set up for the demolition of the existing Community Centre once the new facility is complete and open will be as Image 3; the Site Compound will remain in and materials removed through the vehicular access from Friar Street.



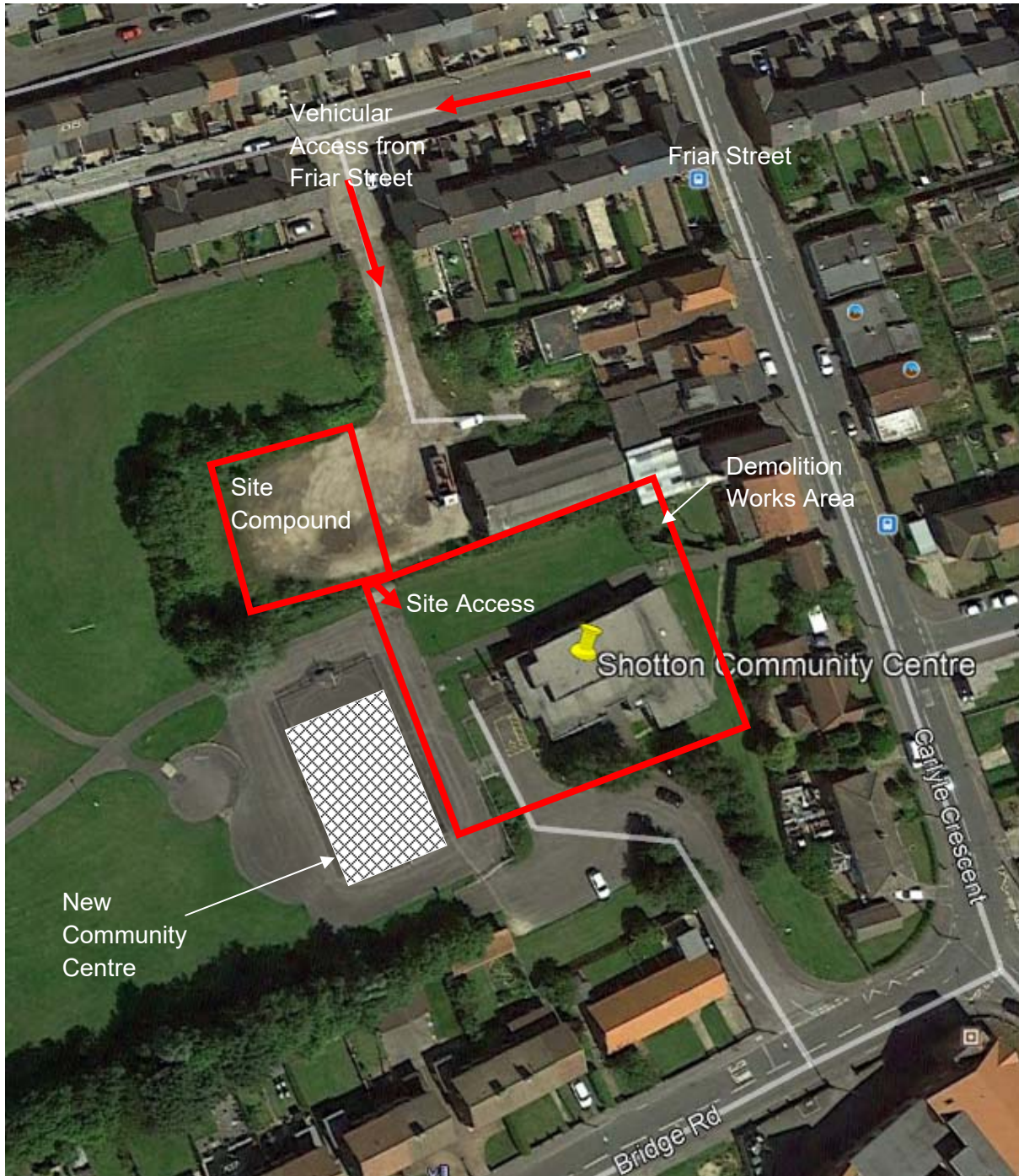


Image 3: Indicative Site Set Up for Demolition of Existing Community Centre

### 4.3 Public Footpaths

It is proposed the pedestrian access across the existing MUGA and the path to the rear of the existing building will be closed for the duration of the Works; an application for a Temporary Public Rights of Way Closure has been submitted to Durham County Council.

Advanced closure warning signs to be erected in advance of the Works and temporary footpath diversion signage to be erected and maintained for the duration of the Works in accordance with the requirements of the closure notice.

New Shotton Community Centre, Bridge Road, Shotton Colliery DH6 2PQ – Proposed Footpath Diversion

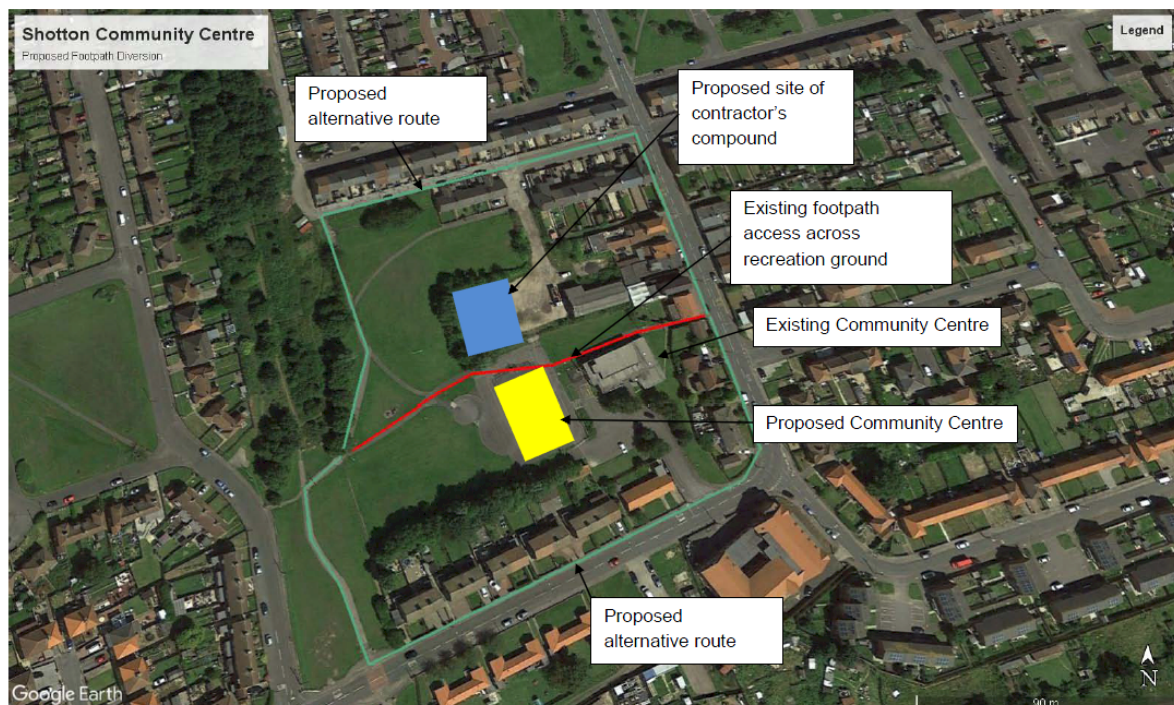


Image 4: Proposed Footpath Diversion

## 5 Health, Safety and Environmental

### 5.1 Health and Safety

The Health and Safety Executive (HSE) has been notified of the project and the initial form F10 submitted; reference number is E39C89969B.

The Principal Designer is leading the planning, managing, monitoring and coordinating of health and safety during the pre-construction phase. The pre-construction information will be included in the tender documents. Following contract award, the Principal Contractor will





prepare the initial Construction Phase Health and Safety Plan and forward to the Principal Designer for review and comment.

All contractors will be obliged to adopt the Construction Skills Certification Scheme (CSCS) or equivalent scheme, compliance with the following mandatory provisions will be enforced:

- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Consultation with Employees) Regulations 1996

The health, safety and environmental goals for this contract include the following: -

#### Health and Safety

- Ensure a tidy work place
- Ensure site fencing is secure
- Ensure appropriate warning signage for third parties
- Ensure all site personnel are suitably trained
- Ensure all site personnel and visitors are given suitable information with regards to HS&E issues
- Ensure cooperation and communication with site personnel
- Ensure all site personnel and visitors are suitably managed and supervised
- Zero accidents
- Zero near misses
- Zero cable strikes

#### Environmental

- Zero pollution of the atmosphere
- Zero pollution to the compound area
- Minimal noise disruption
- Minimal disruption to local wildlife
- Minimal waste of materials
- Use of recycled/reclaimed materials where possible

#### Operational

- Ensure cooperation and communication between client, contractor and design team
- Ensure cooperation and communication with all other stakeholders
- Minimal disruption to residents and local businesses
- Minimal disruption to nearby roads



## 5.2 Working Hours

The normal working hours within the site shall be Monday to Friday between 08.00 and 18.00 and Saturday between 08.00 and 13.00 hours. No work shall be carried out on Sundays and public holidays without consent from the Contract Administrator. A minimum of 3 working days notice in writing is required from the Contractor when seeking such consent.

## 5.3 Environmental Management

The construction of the new Community Centre and demolition of the existing building will be carried out in such a way as to limit, as far as is practicable, adverse environmental impacts particularly around noise and dust generation. The contractors will be expected to comply generally with the recommendations of BS 5228-1 clause 9.3 to minimise noise levels during the execution of the Works.

In addition, the following measures will also be considered where appropriate:

- Any compressors brought to site should be silenced or sound reduced models
- All pneumatic tools should be fitted with silencers or mufflers
- All plant should be properly maintained and operated in accordance with manufacturer's recommendations to avoid excessive noise
- Deliveries to be scheduled to arrive during working hours only and care should be taken when unloading vehicles to minimise disturbances. This also includes vehicles being prohibited from waiting on site with their engines running
- Problems concerning noise from construction works can sometimes be avoided by taking a considerate approach to relations with local residents, hence, all works undertaken will comply with the Planning approval by Durham County Council and the Considerate Constructors Scheme guidelines.

## 6 Good Neighbour Policy

- The Principal Contractor will be required to work towards the standards set down in the Considerate Constructors Scheme
- The Principal Contractor will provide a point of contact for the project, liaise closely with Shotton Community Partnership and distribute information leaflets to neighbours throughout the works
- The Principal Contractor will notify Shotton Community Partnership and neighbours of a Complaints Procedure and maintain a Register. It is important members of the public are able to make a valid complaint regarding the construction works. Such complaints can provide valuable feedback to help reduce potential impacts on sensitive receptors and will also allow the construction works to be refined and improved.



**Shotton Parish Council**

# **New Shotton Community Centre**

**Method Statement for the Protection of  
Trees During Construction**

January 2018




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---

## Document Revisions

No.	Details	Date
1	Draft	Jan 2019



---

**Report for**

Stuart Wardle  
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14 Claypool Farm Close  
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**Shotton Parish Council**

**New Shotton  
Community Centre**

Method Statement for the Protection of  
Trees During Construction

January 2019

D3 Associates Ltd



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## 1. Introduction

This Method Statement has been prepared by d3associates Ltd (d3A) on behalf of Shotton Parish Council.

It has been prepared to ensure that the existing trees and shrubs are properly protected throughout the development of the site and continue to represent a visual amenity in the future. It instructs all contractors on methods to avoid damage to the trees.

The Method Statement recommends all development within influencing distance of trees is carried out in accordance with BS5837:2012 *Trees in relation to design, demolition and construction - Recommendations*. Any development affecting trees must be supervised by an arboricultural consultant.

## 2. Guidelines for filling in the Method Statement

The following information is included:

- The roles and contact details of those involved.
- Specification for protection to existing trees: General.
- Specification for protection of trees during trenching works.
- Specification for hard surfaced area construction within tree rooting zones.
- Order of works.
- Site monitoring.

Developers should enforce the methods of protection identified within the statement. All contractors must also agree to them. Any failure to comply with them must be dealt with by the developer e.g. disciplinary action against operatives seen within the protected area.

The people listed are those with a responsibility for tree protection on the site and from the Local Planning Authority. The relevant people should be contacted in the event of a problem.

## 3. Agreement to protect trees

The developer has agreed to undertake tree protection to the standard advised in the Method Statement. Every contractor on site must receive a copy of the statement and abide by its contents.



#### 4. Drawings

This Method Statement should be read in conjunction with drawing number 1442 L(-1)108.

#### 5. Project Details

<b>Project Name:</b>	Shotton Parish Council – New Shotton Community Centre
<b>Employer:</b>	Shotton Parish Council c/o 14 Claypool Farm Close, Hutton Henry, Co. Durham TS27 4QZ
<b>Contact:</b>	Mr Stuart Wardle Email: wardlestuart@btinternet.com Phone no. 07904 278 889
<b>Architect:</b>	D3 Associates Ltd Mallan House Bridge End Hexham Northumberland, NE46 4DQ
<b>Contact:</b>	Geoff Robinson Email <a href="mailto:geoff@d3-associates.co.uk">geoff@d3-associates.co.uk</a> tel 01434 610 434
<b>Principal Contractor:</b>	To be appointed
<b>Contract Manager:</b>	To be appointed
<b>Site Agent:</b>	To be appointed
<b>Safety Advisor:</b>	To be appointed

#### 6. Specification for protection to existing trees: General

The recommendations in BS 5837 (2005), Trees in Relation to Construction must be complied with at all times.



No pruning, lopping, felling or severance of roots is to take place without prior consent of the local authority.

Any works to the existing trees are to be carried out by a fully qualified tree surgeon and in accordance with BS 3998 (1989) Recommendations for Tree Work.

The position and detail of the protective fencing must be agreed with the local authority prior to site works commencing. The position of the fence is indicated in d3a drawing no 1442 L(-1)108 and is generally to be at the full extent of the root protection area or as shown on the tree protection plan.

Under no circumstances must any materials be stored under the canopy of existing trees, and no cement, diesel or oil stored near to them.

No fires should be lit within 5m of existing trees.

No ropes, cables, services, or notice boards shall be fixed to existing trees.

The levels around existing trees must be neither raised nor reduced, unless in compliance with the specifications for driveway construction and trenching works within this Method Statement.

Scaffolding may only be erected within protected areas if it is done so in accordance with BS 5837 (2005) and with prior consent of the local authority.

No services under existing tree canopy spreads should be laid without prior approval and proper supervision. All work in this respect shall be in accordance with the specifications for trenching works within this Method Statement.

## **7. Specification for protection of trees during trenching works**

Any trenching works required to accommodate services shall be dug by hand away from the bole of the trees.

So as to minimise damage to the roots of the trees, it is proposed that any trenches are excavated as narrow as possible.

Topsoil and subsoil excavated from the trench shall be deposited into separate stacks and kept apart until the backfilling operation commences.

No roots over 25mm in diameter are to be severed without prior agreement from the local authority.

Where it is necessary to sever roots below 25mm in diameter, their ends shall be cut cleanly

and treated with an approved fungicidal sealant.

Services shall be carefully positioned in the trench without causing any damage to the tree roots.

Once the pipes or cables have been positioned, backfilling shall be carried out by hand using the subsoil firstly. The subsoil shall be backfilled into the trench in layers of no more than 100mm deep and each layer shall be gently consolidated by treading the surface. Once the subsoil backfilling has reached the level of the top of the existing subsoil, topsoil backfilling shall commence. Topsoil excavated from the trench shall similarly backfilled into the trench in layers of no more than 100mm deep and each layer shall be gently consolidated by treading the surface. Topsoil shall be backfilled into the trench until original ground level is reached. It is important that no voids are left and that the soil completely surrounds the roots. When a trench is excavated under a driveway, excavation and backfilling shall be undertaken as described here, but the "Specification for hard surfaced area construction within tree rooting zones" within this Method Statement shall be applied for the surfacing.

All works shall comply with the National Joint Utilities Group 10 Guidelines, where relevant.



## **8. Specification for hard surfaced area construction within tree rooting zones**

The work as detailed within this Method Statement shall be under the supervision of the arboriculturist or the landscape architect. Full liaison between all parties, comprising the contractor, sub-contractors, the arboriculturist, the landscape architect and the local authority, will be undertaken at all stages of the work. All works shall be in compliance with attached detail.

All excavation works for the purposes of constructing new hard surfaced areas will be undertaken by hand-digging within the protective zone of existing trees as defined in BS5837 (2005).

No machinery or powered tools are to be used at any stage of excavation works, unless agreed with the local authority.

The depth of the excavation zone shall not exceed 100mm in any instance unless approved by the local authority.

All tree roots will be exposed and located by hand. Tree roots of 20mm diameter and above found within this zone are to be retained, undamaged.

All stones and debris above 20mm diameter are to be removed from the finished level and removed to tip.

The finished level shall not be compacted.

All construction work shall be undertaken by hand.

Once the topsoil has been stripped to a depth of 100mm a permeable geotextile membrane (Terram or similar approved) shall be laid over the rooting layer, allowing 300mm overlap on all edges.

Geoweb 100 shall be laid over the membrane, in accordance with the manufacturer's specification. The infill material shall be lime free crushed stone.

Block pavements or other approved modular paving shall be laid on sand over the Geoweb 100 all in accordance with the manufacturer's specification, and with joints filled with brushed dry gritsand. The edge restraint shall be Marshalls Keyform with 250mm driven spikes or timber edgings, 38mm x 150mm boards, and fixed with 75 x 75 x 750mm posts.

### **OR**

A top dressing of ornamental amber flint, with a nominal size of 6mm, shall be spread to a depth of 50mm over crushed stone/Geoweb. The edge restraint shall be timber, 38mm x



150mm boards, fixed to 75 x 75 x 750mm posts.

**OR**

A wearing course of 100mm crushed gritstone laid to crown or crossfall. The edge restraint shall be timber 38mm x 200mm boards fixed to 75 x 75 x 750mm posts.

Levels under the tree canopy shall not be raised. Only the edge restraint shall be blinded over with soil and seeded as required.

## 9. Order of Works

	<b>Works to be Undertaken</b>	<b>Date Actioned/ Approved</b>	<b>Actions By</b>
1	Method statement received and approved by Local Planning Authority		LPA Arb Officer
2	Protective fencing erected		Contractor
3	Confirm the fencing is acceptable		LPA Arb Officer
4	Development begins		Client/d3a
5	Fence monitored and repaired if necessary		Contractor
6	Meetings to confirm the site is acceptable, as necessary		Site Manager/ LPA Arb Officer
7	Excavate service trenches		Contractor
8	Relocation of protective fence to allow construction of hardstandings/driveways		Client/d3a
9	Confirm the relocated protective fences are acceptable		LPA Arb Officer
10	Remove protective fencing		Contractor
11	Undertake possible remedial pruning.		Arboricultural Contractor
12	Experts present where problems exist or where special protection measures are required		LPA Officer/ LPA Arb Officer

13	All special protection features supervised by Landscape Architect		Landscape Architect
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## 10. Site monitoring

This is to be undertaken at the following set intervals, where relevant:

- Erection of protective fence
- Trench excavation
- Relocation of protective fence
- Driveway/hardstanding construction

Date	Comments	Client/d3a	LPA Officer

d3associates

