



# Pre-Construction Information Pack for Phase 2: Garage & Car Park Works Project

Prepared by  
Hartnell Taylor Cook LLP

In respect of  
Shrub End Clinic, Icen Way, Colchester

For and on behalf of  
Maritime & Coastguard Agency

---

---

1. Parties and Consultants .....	2
2. Nature of Project.....	3
3. Existing Environment .....	3
4. Drawings .....	4
5. Design.....	4
6. Construction Materials .....	5
7. Site Wide Elements .....	6
8. Site Rules .....	6
9. Continuing Liaison .....	6
10. Health and Safety File .....	7
11. Method Statements .....	7

## 1. Parties and Consultants

Garage & Car Park works at Shrub End Clinic, Icen Way, Colchester, CO2 9BY

- |     |                                    |   |
|-----|------------------------------------|---|
| 1.1 | <b>Employer:</b>                   | Maritime & Coastguard Agency  |
| 1.2 | <b>The Contract Administrator:</b> | <b>Hartnell Taylor Cook LLP</b><br>5th Floor, 7-10 Chandos Street<br>Cavendish Square<br>London W1G 9DQ |
| 1.3 | <b>Principal Designer:</b>         | <b>Hartnell Taylor Cook LLP</b><br>5th Floor, 7-10 Chandos Street<br>Cavendish Square<br>London W1G 9DQ |
| 1.4 | <b>Principal Contractor:</b>       | <b>To be confirmed following tender</b>   |
-

## **2. Nature of Project**

2.1 **Location:** Shrub End Clinic, Icen Way, Colchester, CO2 9BY

### **2.2 Project Description:**

2.2.1 The works briefly comprise the following:-

- New build single storey garage unit.
- Over laying existing gravel car parks with new surfacing.
- Providing new areas of car parking and access roads.
- Below ground drainage and connection to sewer.

### **2.3 Key Dates:**

2.3.1 Date of Possession of the Site: February 2018

2.3.2 Completion Date: to be confirmed in the tender.

### **2.4 Project Procurement:**

2.4.1 The works will be deemed to be completed in accordance with the form of contract being the NEC3 contract.

### **2.5 Planning Period:**

2.5.1 The Contractor will be entitled to a minimum planning period of four weeks (between instruction and commencement) to enable them to adequately plan for and resource the works.

## **3. Existing Environment**

### **3.1 Existing Use:**

3.1.1 The premises comprises a newly refurbished main office building which will be occupied during the works by MCA staff. The site being worked on is external and independent to the main office building but is still within the grounds of the site.

### **3.2 Existing Area:**

3.2.1 The contractor will have limited access to the main building as will be occupied by MCA staff and any access into this building needs to be kept to a minimum.

3.2.2 Contractor to allow to segregate the site area so there is clear separation between users of the main building and the site in the north west corner of the site.

### **3.3 Existing Services:**

3.3.1 All services are new as part of this project and mains feeds are taken from the main building.

---

### **3.4 Existing Structures:**

- 3.4.1 Currently clear ground with no existing structures. The existing gravel car park is being renewed as part of the works.

## **4. Drawings**

- 4.1 A complete set of architectural, structural and mechanical and electrical services working drawings for the scheme have been issued to the contractor as part of the tender.

## **5. Design**

### **5.1 Risk Assessment:**

- 5.1.1 The tender documents include a Specification prepared by Hartnell Taylor Cook LLP which details the work involved in the project. There are many areas where the Health and Safety issues must be considered. The Contractor is to carry out a risk assessment of each item of work and identify any risks to the public, staff, site operatives and site visitors. The works must be carried out in a manner where risks to health and safety are minimised. The Principal Contractor is to prepare a detailed method statement of the work to address those areas of risk identified by completing the health and safety plans.

### **5.2 Hazards of Work Identified by the Contract Administrator:**

- 5.2.1 In addition to the hazards of work identified by the Principal Contractor during his risk assessment of the works, the following items of work have been identified by the Contract Administrator which should be considered by the Principal Contractor when preparing the Construction Phase Plan.
- 5.2.2 The risk assessment should include for the protection of occupiers of the premises and surrounding areas for the duration of the works and also whilst materials etc. are being transported into the building and whilst the works are in progress.
- 5.2.3 Consideration should be given to the risks of electricity on site. In particular whilst works are being undertaken in connection with the electrical and mechanical installations.
- 5.2.4 All portable and electric tools should operate on the 110 volt supply. Flexible cables should be kept as taut as possible and all equipment should receive regular checking and maintenance. All provisions for the use of hand held electrical tools shall comply with the provision and use of the Work Equipment Regulations 1998.
- 5.2.5 Carry out all necessary risk assessments in particular for the use of any hazardous substances which may be used as fixing compounds, cleaning substances or fire stopping material. Provide all necessary COSHH information and compliance sheets and ensure that the products being used are being used in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- 5.2.6 Adequate resourcing must be made for the provision of personnel safety protection whilst undertaking these works. Any protection used shall comply with the Personal Protective Equipment at Work Regulations 2002.
- 5.2.7 All noisy works required to be undertaken at the property are to be undertaken out of normal working hours or otherwise agreed.
- 5.2.8 Consider the risk of hot works, controlled procedures and methods of work, with permit to work procedures. All provisions for hot works shall comply with the provision and use of the regulations and the Client's specific requirements and that of their insurers.
-

- 5.2.9 Consider the risk of debris/falling objects and falls through roof profiles.
- 5.2.10 Consider the risks of working at heights. A detailed method statement will be required for the erection and dismantling of all scaffolding.
- 5.2.11 The site is in a residential estate and as such the contractor should take precautions to ensure the site is left secure and no materials or loose items are left around the ground of the site. Suitable safety measures should be adopted to warn potential trespassers, especially children, of the site of dangers.
- 5.2.12 A full security assessment of the site must be made with consideration given to the safety of intruders onto the site. Secure locking of the site will be required, along with alarm systems.

### 5.3 **Principles of Design:**

- 5.3.1 The following considerations have been identified:
  - 5.3.1.1 Full access to all escape routes and entrances is to be maintained.
  - 5.3.1.2 Any asbestos removal (if required) to comply with HSE Guidance Notes, Rules and Regulations, and be notified to the Contract Administrator, Principal Designer and Client before and after removal.

### 5.4 **Specific Hazards:**

- 5.4.1 There may be buried services running through the site area being developed and it has been requested that a ground scanning survey is undertaken before any works commence to identify any concealed elements although to the best of our knowledge, there are none known of at present.

### 5.5 **Asbestos**

- 5.5.1 A refurbishment and demolition asbestos survey is not being provided as is developing external grass and gravel car parks and is deemed to not be applicable to this type of works. The contractor is still to exercise caution in case any suspect materials arise during excavations.

## 6. **Construction Materials**

### 6.1 **Health Hazards:**

- 6.1.1 The Principal Contractor must list in the plan all materials, specified or not, which will be used during the works that are hazardous to health, e.g. fixing compounds, cleaning products etc. These substances must be handled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and all relevant COSHH data sheets must be held on site during the works.

### 6.2 **Use of Electrical Hand Tools/Cartridge Operated Tools:**

- 6.2.1 Before cartridge tools can be used, a risk assessment made under Management of Health and Safety Work Regulations 2006 must be carried out. The equipment to be used shall meet the requirements of the provision and use of Work Equipment Regulations 1998 and the only satisfactory confirmation that adequate training has been given to users shall allow the use of this implement. Portable and hand held electrical tools should all comply with the Electricity at Work Regulations and the Management of Health and Safety at Work Regulations 2006, together with the provision and use of Work Equipment Regulations 1998.
-



## **7. Site Wide Elements**

- 7.1 The Contractor must detail their requirements for the following and consider the health and safety issues for each.
  - 7.1.1 The provision of access or the delivery of materials, together with the storage of equipment and tools during the contract period.
  - 7.1.2 Traffic/pedestrian routes (as necessary).
  - 7.1.3 Details for disposal of waste material from the building.
  - 7.1.4 The provision of any temporary accommodation, if this is to be provided.
- 7.2 The Principal Contractor shall co-ordinate health and safety of all organisations and persons on site. This will include the formation of specific site rules, training and dissemination of information to the work force.
- 7.3 The Contractor will be afforded use of the existing welfare facilities in compliance with schedule 2 of the Construction (Design & Management) Regulations 2015.

## **8. Site Rules**

- 8.1 The Principal Contractor must ensure that all operatives are identified and approved by the Contract Administrator; this may take the form of security passes, which must be worn at all times.
- 8.2 The whole of the works must comply with all relevant British Standards, Health & Safety Regulations and local Bye Laws. General Regulations are stated with the Preliminary and General Conditions Section of the Specification.
- 8.3 The Contractor will be entitled to store materials in a pre-agreed location on the site. There is site parking.

## **9. Continuing Liaison**

- 9.1 The Principal Contractor is to follow pre-construction information pack when preparing their construction phase health and safety plan and allow for all the health and safety issues.
  - 9.2 Contractors' construction phase health and safety plan will be based on what is laid down in the plan and the risks the contractor identifies from the tender documents.
  - 9.3 Any changes to the plan must be agreed between the Principal Contractor and the Principal Designer in writing prior to submitting their tender for it to be considered.
  - 9.4 The successful Contractor (the Principal Contractor) is to complete the Health and Safety Plan in accordance with the Construction (Design and Management) Regulations 2015. Close liaison with the Principal Designer will be essential as they will assess the adequacy of the plan prior to any works commencing on site.
  - 9.5 No works will take place on site until the Construction Phase Plan has been agreed by the Principal Designer.
  - 9.6 If the Principal Contractor wishes to make any changes in the plan because of any unforeseen circumstances this will have to be undertaken in liaison with the Principal Designer.
-

- 9.7 The successful Contractor will be permitted a "planning period" of a minimum of four weeks from appointment to commencement. This time period is for the purpose of planning the works to ensure that sufficient time and resources are allocated to enable the Contractor to undertake the works in a safe manner.

## **10. Health and Safety File**

- 10.1 The Principal Designer in association with the Principal Contractor will prepare a Health and Safety File, which will be in the form of a descriptive log and will describe the history and progress of the project in relation to the building. Appendix 1 contains a list of items the Principal Contractor will provide to the Principal Designer for inclusion on the H&S File throughout the works programme. The list is not exhaustive and may be added to, subject to all party agreement, depending on possible unknowns that may arise during construction. Practical completion will not be deemed to have been achieved until all agreed items requested of the Principal Contractor by the Principal Designer have been supplied.

## **11. Method Statements**

- 11.1 The following method statements are required.
1. Works around the root protection zone of the TPO tree.
-



---

# Appendix 1

## The Health & Safety File – Project Information Required

The information should cover the following topics, where this may be relevant to the health and safety of any future work:

- A brief description of the work carried out. *Bullet points only, no more than 1 side A4*
  - Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land or buried services). *If any*
  - Key structural principles (for example, bracing or sources of substantial stored energy including pre or post-tensioned members) and safe working loads for floors and roofs. *If any*
  - Hazardous materials used (for example, lead paints and special coatings). *If any*
  - Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment). *If any*
  - Health and safety information about equipment provided for cleaning or maintaining the structure. If applicable. The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services. *Marked on as-built drawings*
  - Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors)
  - Please note the File is NOT an O&M Manual, neither does it need to include information which will be of no use in further construction work such as:
    - the Pre Construction Information or Construction Phase Plan
    - designers' or contractors' risk assessments or method statements
    - contractors' COSHH assessments or suppliers MSDS
    - details about the normal operation of the structure
    - contractual documents
    - Information contained in other documents, but relevant cross-references should be included.
-

**MAIN CONTACT:**

7-10 Chandos Street  
Cavendish Square  
London  
W1G 9DQ

**Guy Davies MRICS**

**T:** 020 7491 7323

**F:** 020 7491 3032

**E:** [guy.davies@htc.uk.com](mailto:guy.davies@htc.uk.com)

Hartnell Taylor Cook LLP is a Limited Liability Partnership registered in England and Wales OC 313211  
Offices in London, Bristol, Plymouth / Hartnell Taylor Cook LLP is Regulated by RICS

**LONDON**

7-10 Chandos Street  
Cavendish Square  
London  
W1G 9DQ  
**T:** 020 7491 7323  
**F:** 020 7491 3032

**BRISTOL**

Somerset House  
18 Canynge Road  
Clifton  
Bristol  
BS8 3JX  
**T:** 0117 923 9234  
**F:** 0117 923 9237

**PLYMOUTH**

No. 1 The Crescent  
Plymouth  
PL1 3AB  
**T:** 01752 671167  
**F:** 01752 671856