

**Pre-Construction Information**



*Compiled by James Lee, Dorset Property.*

**Swanage Town Council**  
**Resurfacing of Car Parks and Service Roads**

**Construction (Design and Management) Regulations 2015**  
**Pre-Construction Information Health and Safety Plan**

- 1) Project Synopsis Information**
- 2) Description of Project (Detailed)**
- 3) Clients Considerations and Management Requirements**
- 4) Site Risk – Existing including Health and Safety Considerations**
- 5) Significant Design and Construction Hazards.**

**Appendix i: Asbestos Register**

**Appendix ii: Health and Safety File Proforma**

**Issue**

**Date**

05.08.2020

## Pre-Construction Information – Swanage Town Council

### 1) Project Synopsis Information

Project Title and Description	
<b><u>Swanage Town Council – Resurfacing of Car Parks and Service Roads:</u></b>  <b>Main Beach Car Park:</b> Partial resurfacing of car park, drainage repairs, installation of public area electrical supply and re-lining. <b>North Beach Car Park:</b> Partial resurfacing of car park, weed treatment to localised areas and formation of tree enclosures and re-lining. <b>De Moulham Estate:</b> Resurfacing of 3nr. gravel service roads including Rabling Lane. <b>Service Road off Northbrook Road:</b> Tarmac patch repair.	
<b>Key Dates</b>	Approximate commencement January 2021. Completion March 2021

Key Contacts	
<b>Client</b>	<b>Swanage Town Council</b> <b>Dr Martin Ayres, Town Clerk</b> Tel: 01929 423636 Email: m.ayres@swanage.gov.uk
<b>Architect/ Contract Administrator</b>	<b>Dorset Property, Dorset Council</b> <b>James Lee</b> Tel: 01305 221915, 07747 764955 Email: james.lee@dorsetcouncil.gov.uk
<b>Principal Designer</b>	<b>Dorset Property, Dorset Council</b> <b>James Lee</b> Tel: 01305 221915, 07747 764955 Email: james.lee@dorsetcouncil.gov.uk
<b>Constructor Contracts Manager</b>	TBC
<b>Constructor Site Manager</b>	TBC
<b>Principal Constructor</b>	TBC
<b>Clients Representative</b>	<b>Swanage Town Council</b> <b>Gail Percival, Operations Manager</b> Tel: 01929 766034 Email: g.percival@swanage.gov.uk

## Pre-Construction Information – Swanage Town Council

Significant Issues to be Considered / Health and Safety Statement	
<b>Designers Risk Assessment</b> All risks associated with construction within areas occupied and accessible by the public and Swanage Town Council staff. All activities to be assessed and considered in relation to all occupants. All risks normally associated with repair and maintenance works  Method statements to be prepared as necessary and appropriate to construction works.  Current legislation to be adhered to at all times.	
<b>Health &amp; Safety File</b>	Two electronic copies in the form of CD's. Please note that files in electronic format are to be .pdf's and not present in a secure locked format.
<b>Existing Documentation</b>	Health & Safety Files and Operation & Maintenance Manuals containing relevant information are available for inspection at the school.

The Pre-construction information should be read with the preliminaries, specification and drawings.

### 2) Description of Project (Detailed)

Project Description	
<b>Project Title</b>	Swanage Town Council – Resurfacing of Car Parks and Service Roads
<b>Addresses</b>	<b>Main Beach Car Park:</b> Victoria Avenue, Swanage, BH19 1PW <b>North Beach Car Park:</b> De Moulham Road, Swanage, BH19 1NL <b>De Moulham Estate:</b> De Moulham Road, Swanage, BH19 1PD <b>Northbrook Road:</b> Northbrook Road, Swanage BH19 1PS
<b>Nature of works</b>	
<b>Main Beach Car Park:</b> Plane off and resurface approximately 6,700m <sup>2</sup> of car park including new kerb line to the boundary of Northbrook Cemetery, new electrical supply from toilet block to 2nr. public access supply boxes, repair to underground surface water drain and re-lining of complete car park. <b>North Beach Car Park:</b> Plane off and resurface approximately 1,500m <sup>2</sup> of car park, construct 4nr. tree planting pit and provide localised weed treatment to area of car park. <b>De Moulham Estate:</b> Plane off and resurface approximately 250m <sup>2</sup> of service roads with crush and run stone and localised filling of potholes. <b>Service Road off Northbrook Road:</b> Localise tarmac repair at junction to Northbrook Road.	
<b>Occupied Site</b>	All sites and surrounding areas should be considered occupied by the public. Complete sites or localised areas are to be sectioned off to allow for safe completion of work, to be agreed at pre-contract meeting.

Project Programme			
<b>Programme</b>	Provisional Start: January 2021	Provisional Finish: March 2021	No. of weeks: Approximately 8 weeks
<b>Construction commencement lead in time</b>	To suit the project.		

## Pre-Construction Information – Swanage Town Council

<b>Other Programme issues / requirements</b>	Main Beach Car Park and/or North Beach Car Park may be partially occupied by the small winter market in areas not outlined for resurfacing. Access will need to be maintained for this purpose. Access to North Beach Car Park for the HM Coastguards base and Swanage & Herston Football Club to be maintained throughout the contract period. The De Moulham Estate service roads and Rabling Lane provide access to the rear of private properties, therefore restricted access to these properties must be limited to as short a period as possible.
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### 3) Client's Considerations and Management Requirements

<b>Client Health and Safety Statement</b>	<p>Works to be carried out planned and executed as programmed so as not to expose the general public and site visitors to construction risk. Carry out the construction works with consideration for all site users maintaining adequate pedestrian (including disabled access) walkways and signage to allow access to all parts of sites remaining in use. Provide adequate barriers to separate pedestrians' walkways from site foot and vehicular traffic.</p> <p>Adequately safeguard the site, the works, products, materials and any existing building affected by the works. Take all reasonable precautions to prevent unauthorised access to the site works.</p>
<b>Communication</b>	<p>All communication should be passed through Contract Administrator:</p> <p><b>James Lee</b> Tel: 01305 221915, 07747 764955  <a href="mailto:James.lee@dorsetcouncil.gov.uk">James.lee@dorsetcouncil.gov.uk</a></p> <p>Unless there is an urgent need to raise a Health and Safety issue directly with the Client.</p>
<b>Welfare Provision</b>	<p>Provide suitable and sufficient welfare facilities for the use of all persons employed on site in accordance with the provisions of Schedule 2 of the Construction (Design and Management) Regulations 2015 and HSE Construction Information Sheet No. 59. The welfare facilities will remain in place at the agreed location while necessary for the works. Some provision may be provided by the client, subject to agreement in pre-contract meeting.</p>
<b>Site Security</b>	<p>The location of the contractor's compounds and any contractors parking is to be agreed prior to the start of the works and must be fully securable and enclosed when not in use by the installation of suitable barriers or fencing.</p> <p>Take all reasonable precautions to prevent unauthorised access to the contractor's compound and site works. Carefully control access and egress to both these areas.</p>
<b>Site Restrictions</b>	<p>A "No smoking" is to be strictly enforced at all sites.</p> <p>No radios or other audio equipment including personal stereos.</p> <p>Appropriate dress to be worn at all times.</p>

## Pre-Construction Information – Swanage Town Council

	Foul language not to be used.
<b>Site Safety</b>	<p>Contractor to carry out the construction works safely and with consideration for all site users, avoiding risks where possible.</p> <p>Contractor to provide adequate, signed pedestrian walkways separate to construction traffic and suitable marked crossing points to be manned if necessary.</p> <p>Contractor to be aware of and adhere to Swanage Town Council's current fire / emergency evacuation procedures where appropriate. Co-ordination between site and building occupants in the event of an emergency to be addressed and included in the Construction Phase Health and Safety Plan.</p> <p>All hot works are to be supervised and complete at least 2 hours before the end of each working day to ensure that the area of work has cooled, and that no combustion is taking place before the operatives leave suite. No hot works to take place in the contractor's compound. The contractor shall use hot work permit scheme at all times.</p> <p>Contractor's vehicles must be parked within an agreed defined area, clear of all access roads and must not impede the access of other vehicles, including emergency services, into and around the site.</p> <p>All vehicle movements within the site, and deliveries to site, are to be individually assessed to take into account the activities and vehicle movements taking place within the confines of the site. The main access routes around the each site must be kept clear at all times. The use of a 'banksman' should be considered and used if appropriate.</p> <p>Areas outside those where the contractor is working will generally be out of bounds unless agreed or notified.</p> <p>To be reviewed at the Pre-Contract Meeting.</p>

## Pre-Construction Information – Swanage Town Council

<b>Emergency Procedures</b>	<p>In the event of an emergency the contractor shall provide on- site local first aid facilities.</p> <p>The nearest minor injuries unit is: -</p> <p>Swanage Hospital, 32 Queens Road, Swanage, Dorset BH19 2ET</p> <p>Tel: 01929 422282</p> <p>The nearest Accident &amp; Emergency unit is: -</p> <p>Poole Hospital 48 Longfleet Road Poole BH15 2JA 01202 665511</p> <p>Access for emergency vehicles through the site car park must be available at all times.</p>
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### 4) Site Risks – Existing including Health and Safety Considerations

Risk Area	Description / Action considerations
<b>Site Layout – current</b>	<p><b>Description:</b> All sites are within the proximity of Swanage.</p> <p><b>Main Beach Car Park:</b> Public car park accessed from Victoria Avenue, Swanage.</p> <p><b>North Beach Car Park:</b> Public car park, HM Coastguards headquarters and access to Swanage Town Football Club, accessed from De Moulham Road, Swanage.</p> <p><b>De Moulham Estate:</b> Private properties accessed via Rabling Lane and service roads from De Moulham Road.</p> <p><b>Service Road off Northbrook Road:</b> Private properties accessed from Northbrook Road.</p> <p>All existing entrances and exits, including fire exits must be kept clear and be fully usable throughout the duration of the contract.</p>
<b>Services Layout and location</b>	Locations of service entry points to be requested from the Client. No services should be isolated or switched off without prior agreement and an assessment of the impact being complete.
<b>Structural considerations</b>	The Contractor shall give due consideration to any structural implications of the works being undertaken on site and raise any questions with the Contract Administrators at the earliest time.
<b>Asbestos Statement (management thereof)</b>	<p>The works proposed entail groundworks only, therefore no asbestos containing material is expected to be unearthed.</p> <p>Any concerns on site after the commencement of the works must be reported to the Contract Administrator or Principal Designer.</p>

## Pre-Construction Information – Swanage Town Council

<b>Client activities which pose risk to construction activities</b>	The movement of both people and vehicles around the site as described in Section 2.
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### 5) Significant Design and Construction Hazards

<b>Permits to Work</b>	Permits to work system required as necessary for designated construction operations. All records to be maintained for inspection.
<b>Co-ordination of Ongoing Design Work and Handling Alterations</b>	<p>To be carried out by the Contract Administrators as detailed in Section 1.</p> <p>Contract Administrator to be informed of any alterations to the design issued by the Contractor Site Manager.</p>
<b>Co-ordination of information relating to hazards identified during design works</b>	To be carried out by the Principal Designer as detailed in Section 1.
<b>Materials requiring particular precautions</b>	<p>Heavy items exceeding 25kg and other awkward loads where manual handling is required.</p> <p>Where solvent based paints/finishes may be used.</p> <p>The use of hot-lay tarmacadam surfacing.</p>

## **Pre-Construction Information – Swanage Town Council**

### **Appendix i: Asbestos Register**

N/A



## Pre-Construction Information – Swanage Town Council

### Appendix ii: Health and Safety File Proforma

The file will be a record of the Health & Safety issues relating to the structure and its equipment which might affect the health or safety of anyone carrying out construction, maintenance or demolition or of anyone who may be affected by such work. It is to be project specific and contain only relevant information.

2 no. electronic copies required, each indexed and appropriately titled in the form of a CD.

It should include the following sections:

**(1) Introduction** – The need for file and the reasoning behind it.

**(2) Description of Work and Contributing Parties** - A brief description of the work carried out; to include dates and contributing parties, including a list of all sub-contractors. Within this section should be detailed, and cross referenced, other files such as the Building User Manual and the Mechanical and Electrical File (if this is separate).

**(3) Residual Hazards** - A statement should be made by all of the designers describing any remaining hazards within the design such as remaining asbestos, contaminated land, buried services, maintenance or cleaning difficulties, etc.

**(4) Key Structural Principles** - To include, for example, bracing, sources of substantial stored energy, safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

**(5) Hazardous Materials** - For example lead paint, pesticides, special coating which should not be burnt off, etc.

**(6) Removal or Dismantling of Installed Plant and Equipment** - For example any special arrangements for lifting, order or other special instructions for dismantling, etc.

**(7) Cleaning and Maintenance Equipment** - Information about equipment provided for cleaning and maintaining the structure.

**(8) Significant Services** - To include the nature, location and markings of significant services, for example underground cables, gas supply equipment, firefighting services, etc.

**(9) As-Built Drawings** - Drawings to include, location of fire doors, toughened glass, fire compartmentalisation, fire muster points, lighting and power, gas and water pipes, etc.