



The Coal
Authority

Small Works Pre- Construction Information

The Coal Authority

The following document and associated attachments draws together the arrangements for managing the significant health and safety risks associated with the pre-construction phase of a project to enable a suitable and sufficient construction phase plan to be completed.

Description of the Project	
1. Project description including PS&S INFERIS Reference Number and programme including any key dates	<ul style="list-style-type: none"> <i>The works comprises probe drilling adjacent to a rear wall of a two storey house. The rear wall and adjacent ground has suffered from settlement</i> <i>Prior to any work, a source for water will be identified and a secure area shall be established around the area to be probe drilled, out-with the building. The extent of the area will be agreed with the Project Manager on site. The secure area shall be maintained until the works are complete. P-02111</i> <i>The works are programmed to commence in September 2015 and are envisaged to be of approximately 1 days duration.</i>
2. Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants including contact number(s)	<ul style="list-style-type: none"> <i>Client = The Coal Authority (TCA) - 01623 637385</i> <i>Principal Designer = [REDACTED] (TCA) - [REDACTED]</i> <i>Designer = [REDACTED]</i> <i>Principal Contractor = Geol Consultants Limited; [REDACTED]</i>
3. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate	<ul style="list-style-type: none"> <i>Sketch layouts of proposed probe hole locations are provided for consideration and to enable a method of works to be proposed within the construction phase plan</i> <i>It is recommended the Principal Contractor visits the site to satisfy themselves as to the nature and use of the immediate environment.</i> <i>Main service provider routes have been provided by TCA however these are approximate and the location of local service connections to the building are unknown.</i>
Client's Considerations and Management Requirements (Delete/add to as appropriate)	
4. Planning for and managing the construction work, including any health and safety goals for the project	<ul style="list-style-type: none"> <i>Zero accidents</i> <i>Ensure that all workers receive a project specific induction prior to starting work</i> <i>Visitors identities are to be recorded and they are to be escorted while on site</i>
5. Communication and liaison between client and others	<ul style="list-style-type: none"> <i>Design Review Meeting-discuss extent, location and depth of probe drilling</i>
6. Security of the site	<ul style="list-style-type: none"> <i>Ensure no access by other than approved personnel to the defined and secured area</i>

	<i>of work</i>
7. Welfare provision	<ul style="list-style-type: none"> • <i>use local facilities</i>
8. Site transport arrangements or vehicle movement restrictions, boundaries and access, including temporary access - for example narrow streets, lack of parking, turning or storage space	<ul style="list-style-type: none"> • <i>Segregate pedestrians from plant/vehicles</i> • <i>Parking in adjacent public road</i>
9. Fire/explosion precautions	<i>Ensure no flammable material is within area of work or exhaust from plant. Fire extinguisher and blanket are to be available</i>
10. First aid/emergency procedures and means of escape	<ul style="list-style-type: none"> • <i>Hospital Route and contact details</i> • <i>First aider</i> • <i>First aid equipment/eye wash</i>
11. "No-go" areas or other authorisation requirements for those involved in the project	<ul style="list-style-type: none"> • <i>Exclusion zone related to active work area</i> • <i>Unauthorised access areas to minimise disturbance to occupants</i>
12. Smoking restrictions	<ul style="list-style-type: none"> • <i>No smoking within working areas</i> • <i>Designated smoking area</i>
Environmental Restrictions and Existing on-site Risks (Delete/add to as appropriate)	
13. Any restrictions on working hours or deliveries or school hours	<ul style="list-style-type: none"> • <i>Work periods are to be set to suit the occupiers of the properties and to be agreed before work commences.</i>
14. Adjacent land uses - for example schools, railway lines or busy roads,	<ul style="list-style-type: none"> • <i>The road adjacent to the site is a minor public road.</i> • <i>The building is a domestic property the occupier is suffering from Alzheimer's</i> • <i>Out with the building the area is a shared private garden</i>
15. Existing storage/structures with hazardous materials	<ul style="list-style-type: none"> • <i>COSHH assessments</i> • <i>Material Safety Data Sheets</i>
16. Location of existing services particularly those that are concealed - water, electricity, gas etc.	<ul style="list-style-type: none"> • <i>Cornerstone service drawings</i> • <i>CAT scanning</i> • <i>Trial holes/hand digging</i>
17. Ground conditions, underground structures, adits, shafts or water courses where this might affect the safe use of plant, for example cranes or the safety of ground works	<ul style="list-style-type: none"> • <i>Safe working platforms</i> • <i>Secure anchor points</i> • <i>PPE – harnesses and lanyards</i> •
18. Work on excavations	
19. Mine gas/heating/spontaneous combustion	<ul style="list-style-type: none"> • <i>The Coal Authority gas advice procedure</i>
20. Mine entry	
21. Information about existing structures/structural modifications including	<i>The existing structure's brick wall and floor slab have been affected by settlement. During drilling operations monitoring of tell</i>

weakening or strengthening - stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition/shaft exclusion zones are involved)	<i>tails and the general condition of the structure is to be carried out and should any movement be noted work is to cease and the area to be evacuated.</i>
22. Work at height including work on/near to fragile surfaces	
23. Any difficulties relating to plant and equipment in the premises, such as Drilling/lifting operations access from third parties	<ul style="list-style-type: none"> • <i>Exclusion zones</i> • <i>Pedestrian management system/plan</i> • <i>Gas risk assessment</i> • <i>Control the cuttings/risings</i>
24. Confined spaces (culverts etc.)	
25. Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures	<ul style="list-style-type: none"> •
26. Work on or near water where there is a risk of drowning	
27. Asbestos, including results of surveys (particularly where demolition is involved)	<i>No material likely to be containing asbestos is to be disturbed.</i>
28. Pollution/contamination of soils, sewers, drains and water courses	
29. Nuisance from dusts/odours/smoke/noise/vibration	<ul style="list-style-type: none"> • <i>Working hours restricted to daylight hours (Mon-Fri only)</i> • <i>Dust suppression management plan</i> • <i>Maintenance regime for equipment</i> • <i>No burning on site</i>
30. Noise and vibration	<ul style="list-style-type: none"> • <i>PPE – hearing protection</i> • <i>Reduce time of use</i> • <i>Job rotation</i> • <i>Maintained low noise/vibrating equipment</i> • <i>Correct tool for the job used by trained operatives</i>
31. Manual handling	<ul style="list-style-type: none"> • <i>Specific manual handling risk assessment</i> • <i>Trained and competent persons</i> • <i>Reduce loads to be handled</i> • <i>PPE – safety gloves and boots</i>
32. Contaminated land, including results of surveys	
33. Waste handling (storage and removal)	
34. Health risks arising from client/stakeholder activities for example cross contamination	<ul style="list-style-type: none"> • <i>Stakeholder information to be sought on “no go” areas</i> • <i>Hygienic wipes/hand sanitiser</i>
Significant Design and Construction Hazards	

35. Significant design assumptions and suggested work methods, sequences or other control measures	<ul style="list-style-type: none"> <i>The Designer(s) have identified that the construction works represent the type of risks which a competent contractor experienced in this type of works would reasonably expect to encounter during the works.</i> <i>The Principal Contractor/Contractor shall provide a CPP incorporating risk assessments and method statements detailing how they will plan, organise, implement, monitor and review the health and safety risks identified throughout the duration of the works.</i>
36. Arrangements for co-ordination of ongoing design work and handling design changes	
37. Information on significant risks identified during design	<p><i>The Principal Contractor must detail within their risk assessments, method statements and safe systems of work detailed arrangements for the suitable control of any significant risk. Significant risks for this project include, but are not limited to:</i></p> <ul style="list-style-type: none"> <i>Access and egress to and from site due to proximity to third party industrial units</i> <i>Exposure to mine gases –exhaust fumes/ventilation when working within the building, gas monitoring/cold cutting/hydraulic cutting techniques to be adopted</i>
38. Materials requiring particular precautions	
The Health and Safety File	
39. Description of the file's format and any conditions relating to its content	NB: A health and safety file is only required for projects involving more than one contractor.

Additional Comments		
Are there any other health, safety and welfare or environmental hazards not mentioned above that are required to be brought to the attention of the Principal Contractor/Contractor? If YES, please provide details below and continue overleaf if necessary.		
Hazards	Comments	Additional Control Measures Required

NB: Upon completion of this pre-construction information a copy must be supplied to the Principal Contractor/Contractor to enable the Construction Phase Plan to be completed. A record of the Principal Contractor/Contractor's receipt of the form shall be maintained within Inferis.		
TCA Representative Name (Print)	Position	Date
██████████	Project Manager/ Principal Designer	01/09/2015
NB: The overall choice of risk control measures is the responsibility of the Principal Contractor/Contractor. The Coal Authority requires the Principal Contractor/Contractor to implement the hazard control measures for those areas identified in this Pre-construction Information within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.		
Contractor Representative Name (Print)	Date	Position
I accept this Pre-construction Information and agree to implement the appropriate control measures within the Construction Phase Plan and subsequent Risk Assessments/Method Statements.		