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| Report | |
| East Prawle RRS Pre-construction Information | |
| East Prawle RRS | |
| Client: | Maritime & Coastguard Agency |
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| Reference: | PB6209-RHD-ZZ-XX-RP-Z-0001 |
| Status: | Draft/P01.01 |
| Date: | 05 August 2019 |

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# Project Information

## Introduction

This Pre-Construction Information document provides a health and safety focus for the construction phase of the project at MCA East Prawle. It sets out to ensure that the construction works are undertaken in a safe manner that complies with current health and safety legislation, in particular the requirements of the Construction (Design and Management) Regulations 2015 and its associated Approved Code of Practice (ACOP) in addition to the Work at Height Regulations.

The hazards identified in this Pre-Construction Information are those identified during the initial design stage of the project. Further risk assessments must be prepared by the Principal Contractor (PC) who is required to take appropriate measures to control the risks created by these hazards, and any others he may recognise, and to prepare and submit detailed method statements for managing the entire works throughout the Contract.

## Project Description and Location

The Maritime and Coastguard Agency (MCA) require the design and installation of a new 16.5m high slimline triangular lattice steel tower at East Prawle remote radio site, East Prawle, Devon, TQ7 2DF. National Grid reference is SX 782 368.

The new radio tower shall be a galvanised triangular lattice steel tower complete with a reinforced concrete foundation, cable management system; full antenna compliment; access ladder; a fall protection system; rest platforms and a lightning protection system.

An independent MCA engineering support Contractor shall be responsible for supplying the proposed radio tower antenna compliment for the Contractor to fit on site. The cotnractor will supply the brackets, fittings etc for the antenna’s along with the feeders. After the tower antenna and rigging works are completed and the site is fully operational, the Contractor will be required to demolish and remove the existing telescopic steel radio tower.

The scheme has currently been developed to conceptual design stage by Royal HaskoningDHV (RHDHV). The concept designs shall be further developed to detailed design by the Principal Contractor.

It is important for the Contractor to note that the MCA station must remain operational during the construction of these works. The MCA is the fourth emergency service providing 24-hour maritime search and rescue service around the UK coast.

## Project Programme

The Works are expected to start on site in October 2019 with completion estimated before the end of March 2020. These dates will be confirmed on review of the Contractor’s programme.

## Key Personnel Details

## Employer (Client)

Maritime and Coastguard Agency

Directorate of Maritime Operations

Bay 3/1

Spring Place

105 Commercial Road

Southampton

SO15 1EG

Contact: Mr Thomas Ogg

Tel: 0203 817 2102

Email: Thomas.ogg@mcga.gov.uk

## Principal Designer

Royal HaskoningDHV

74/2 Commercial Quay

Commercial Street,

Leith, Edinburgh

EH6 6LX

## Project Manager

Royal HaskoningDHV

74/2 Commercial Quay

Commercial Street,

Leith, Edinburgh

EH6 6LX

Contact: Mr Ross Mackay

Tel: 07884 324 884

Email: ross.mackay@rhdhv.com

## Principal Contractor

To be advised

## Maps and Services Drawings

The following site plans and service drawings are included as part of the Preconstruction Information in Appendix A:

1. Planning Drawing PB6209-P-002.P3
2. BT Map PZD10334R
3. Western Power Distribution Map 11112005\_WPD

# The Existing Environment

## Planning, Communications and Liaison

All contractors are to comply with the Health & Safety at Work Act, Construction Design & Management Regulations, and all other health and safety legislation proving current at this time.

The Principal Contractor shall conduct regular meetings to ensure good communications, the passing of information and securing the co-operation of all members of the project team.

All persons working on or visiting the works site shall receive a briefing concerning their health and safety by the Principal Contractor, who shall maintain a record of the briefing to each individual.

Before commencing work on site, works contractors and sub-contractors will be subject to a health and safety site induction by the Principal Contractor. Where a pre-start meeting is carried out, health safety and environmental specifics relating to the proposed works will be discussed and recorded by the Principal Contractor.

The area immediately outside the site can be busy with pedestrians. The Works area must be fully enclosed to prevent pedestrian access.

The site remains operational and the Contractor should ensure that other visitors to/ users of the site are not unduly affected by the works.

Access to the site will need to be arranged in advance of visiting the site through the following contacts:

* The Client and,
* The Project Manager.

## Site Security

Access to the site or working areas during working hours will be primarily controlled by the principal contractor to prevent unauthorised personnel gaining access.

The principal contractor will be responsible for taking all necessary measures to prevent unauthorised access out of hours to the site or working areas. Materials will be stored within the contractor’s construction site boundary. The contractor must not block access to the car park areas, or adjacent roads and houses.

Only persons authorised to work on the site by the contractor, or identified by the client to the contractor who require access, will be allowed on to the site.

## Welfare Provision

The Principal Contractor will be responsible for the provision of site welfare facilities for their own staff. The positioning of temporary toilets and welfare facilities will be discussed and agreed with the Project Manager and client by the Principal Contractor.

The Principal Contractor will be asked to give details of how and where they will provide welfare facilities.

## Signage

The Principal Contractor is to supply all signage required by statutory legislation to ensure that all personnel, including the public, are aware of the nature of construction works in progress and the associated hazards with the work. All areas should be secured at cease work every evening.

## Vehicle Movement Restrictions

The Principal Contractor shall discuss and agree the access route to the site with the Project Manager to ensure safe separation and minimisation of disruption with local landowners and members of public, as far as reasonably practicable.

The refurbishment works may result in construction traffic manoeuvring in areas shared with the general public. The hazards are those of persons being struck by manoeuvring vehicles. The Principal Contractor shall provide a method statement detailing the measures proposed to manage this hazard. These may include signage and provision of high visibility clothing.

The Contractor must ensure the safe and continued use of the access road for other site sharers during his works.

## Permit to Work Systems

There are no specific Client procedures required however if the Principal Contractor wishes to establish his own permit systems there will be no objection.

## Fire Precautions

The Principal Contractor shall submit to the Client a fire plan with his tender. The Principal Contractor will discuss fire prevention requirements with the client and pass this information to all other sub-contractors.

## Emergency Procedures and First Aid Facilities

The Principal Contractor is to ensure that he has adequate first aid facilities for his staff and any visitors to his site, and that all sub-contractors employed on defined jobs ensure adequate provision of qualified first aiders and associated equipment for their staff.

Emergency procedures will be discussed, reviewed and agreed during the contractor’s induction process and at the start-up meeting.

Advice on the type and location of any additional fire prevention measures will be issued to the principal contractor by the client as part of the planning process for work. These requirements will form part of the formal work instruction to the contractors.

## Restricted Areas

If the Principal Contractor operations affect the security of the site, it will be incumbent on the Principal Contractor to provide the security measures necessary to prevent unauthorised access.

The Principal Contractor will erect all relevant safety signage, barriers and guarding to safeguard both operatives and members of the public.

All other areas out with the confines of the Contractors construction site boundary are deemed to be public and access shall be maintained throughout with due regard to safety. All major works and key parts of the construction phase must be discussed with the Project Manager.

## Existing Traffic Systems and Restrictions

The Principal Contractor must ensure that the movement of vehicles and equipment does not unduly affect other users of the site should access be required to maintain MCA operations.

The Principal Contractor will liaise on a regular basis with the Project Manager and the Client to obtain details of any changes to the agreed traffic routes. These will be given to the sub-contractors working on site and those who will be entering site for construction purposes.

# Environment Restrictions and Risks

## Existing Services

Details of BT and Western Power Distribution underground cabling is available in Appendix A.

The Principal Contractor should also satisfy himself that there are no additional services in the area which are not recorded on drawings or drawings included as part of this preconstruction information document. All areas should be scanned before digging.

## Unloading, Lay Down and Storage Areas

Delivery of materials to site will be co-ordinated and agreed between the Principal Contractor and the Project Manager to ensure that the areas available for storage do not restrict the operational requirements of the facility. The contractor is to store all materials within the contractor’s application site boundary, the location and size of which will be agreed during the Contractor pre-start meeting.

## Ground Conditions

No documentation is available to confirm existing ground conditions.

## Risk Assessments

The client will require all contractors to produce written risk assessments and method statements including, but not limited to COSHH. These statements will be job specific and identify the responsible personnel, control measures and arrangement.

## Storage and Use of Materials

Contractors will provide all COSHH assessments for the hazardous substances used by them during their work. They will control the use and storage of such substances, and provide the necessary training and supervision of their work force, and maintain equipment in relation to them.

The Client will obtain written assessments and method statements from the Contractors, and must give his approval prior to the use of any hazardous substances on site.

Any contractor whose COSHH assessments reveal a possible hazard to other persons is responsible for informing the Client. The dissemination of COSHH information to others involved in the work will be the responsibility of the Principal Contractor. The effectiveness of this arrangement will be monitored as part of the project progress meetings.

Highly flammable liquids and liquefied petroleum gases shall be stored, handled and used in accordance with the relevant statutory legislation, the Clients Health and Safety procedures and airfield operator requirements.

## Control and Disposal of Waste

The disposal of all waste from the works carried out by Contractors will be in accordance with all Statutory Legislation and local by-laws. The Contractors will provide written Method Statements for the collection, storage and the disposal of all waste.

A Waste Transfer Note System must be used for the disposal of Controlled Waste. For Notifiable Special Waste under Statutory legislation the Contractors must provide the Client with a certificate confirming the waste has been disposed of at an approved site and that the carrier has a licence to do so.

## Use of Temporary Electrical Equipment

The Contractors will be encouraged to use portable electrical equipment capable of being operated at a voltage of less than 110 volts a.c. In circumstances where it is impracticable to do so, the written agreement of the Client must be obtained. The Client will instruct that a suitable RCD be provided at the source of any increased voltage. All such agreement will be monitored as part of the Client’s monitoring procedures.

## Visitors and Exclusion of Unauthorised Personnel

No visitors shall be allowed onto the site unless they have express permission from the principal contractor. This requirement will be continually reviewed by the Client during the contract period.

## Existing Hazards

The following hazards have been identified that may pose a risk to the health and safety of construction workers and others authorized to be on site. The principal contractor is required to control the risks from these hazards, and to prepare detailed risk assessments and method statements for managing these aspects of the works:

* Underground services (unknown)
* Manual handling
* Plant operation
* High Winds
* Falling Materials
* Removal of debris and surplus material
* Use of electrical equipment/tools
* Use of pneumatic tools
* Working around electrical services
* Hazardous substances (fuels, oils, petrol, lubricants, etc.)
* Abrasive wheels
* Protection of the site and access control
* Danger to pedestrians (struck by site plant/debris)
* Danger to vehicles (struck by site plant/debris)
* Work at height
* Noise
* Contaminated earth arising from any excavation
* Adjacent Public road traffic

**COSHH Hazards**

* Fuels
* Oils/Petrols
* Lubricants

If material is discovered during excavation that the Principal Contractor considers may be hazardous to the health of his workforce the Project Manager and Client shall be informed immediately and an appropriate course of action is to be agreed.

Common place hazards not identified above are considered to be within the expertise of a competent contractor and must be controlled by normal good site management practice.

## Method Statements

The Principal Contractor will be required to demonstrate his safe systems of work by approved method statements, incorporating appropriate management systems and procedures, his assessment of the risks to employees and others arising from the hazards identified in Section 3.9 (and any others he might recognize).

The Construction Phase Plan and /or method statements shall also include the principal contractor’s sequencing of the works for consideration and acceptance by the Client. This should include a traffic management layout and the overall phasing of the works.

## Accident Reporting

All contractors must ensure that accidents to their work force are recorded in accordance with the statutory regulations and reported immediately to the Client and Project Manager.

Any incidents occurring on the site which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be notified to the Client who will inform the Regional Safety Advisor and the Health and Safety Executive.

## Training Certificates

Only trained and certified personnel will be allowed to use plant and equipment. Only suitable trained personnel will be allowed to work in such areas as;

* confined spaces
* high voltage installations
* work at height

The contractors will be required to produce certificates where required and submit them to the Project Manager for approval including for all personnel whom attend the site.

All electrical works are to be undertaken only by Contractors NICEIC Approved or Members of the ECA.

## Planning Conditions

Planning consent has been sought and received from South Hams District Council. A copy of the consent and the associated conditions have been attached in Appendix B. A copy of the ecological assessment report has also been attached as Appendix C.

The contractor should comply with all of the conditions present in the consent and attachments.

# The Health and Safety File

## Layout and Format

A Health & Safety File will be provided by the Principal Contractor to the Project Manager within 4 weeks of completion of the works;

* The Health and Safety File shall be restricted to all relevant information associated with the Works.
* Draw attention to any residual risks that could not be otherwise addressed.
* Provide information on residual risks in sufficient detail that will enable all persons who subsequently clean and maintain the premises and installations can adequately manage those risks.

The format of the electronic data issued is to be as follows:

* The Health & Safety File shall be delivered in an electronic format utilising the Microsoft Office suite.

A paper copy of the specified documents should be issued to the Project Manager by the Principal Contractor at handover.

The Principal Contractor will Audit the file during this time. All parties must complete any outstanding information two weeks after completion.

Where the contents of the H&S File include sub sections, these should be accompanied with a register of those sections contents.

The document composition shall generally align to the following:

* Contents
* Introduction and explanation of format (where necessary)
* Project Details including:
* Description of work
* Project directory including; Subcontractors & Suppliers identifying their respective role/trade/supply
* Approvals/Consents/Warranties/Commissioning certificates etc.
* Residual risk register including structural synopsis incl calculations, safety features and installations, substances with residual risk, fire/emergency strategy etc.
* Maintenance details incl. critical maintenance activities, product information and care & maintenance information
* Site waste Management Plan (where applicable) inc waste transfer notes.

Appendix A – Service Drawings

Appendix B – Planning Consent

Appendix C – Ecological Appraisal