

## PRE-CONSTRUCTION INFORMATION

<b>Legislation:</b>	Construction (Design and Management) Regulations 2015. The Client, Principal Designer and Designers are fully committed to full compliance with the above regulations throughout the duration of this contract.
<b>Project:</b>	Electrical & Mechanical Refurbishment Project
<b>Location:</b>	Hellesdon Community Centre Woodview Road Hellesdon Norfolk NR6 5QB
<b>Programme key dates:</b>	Start date: Duration: Completion:
<b>Key parties:</b>	<i>Client/Employer:</i> Hellesdon Parish Council Diamond Jubilee Lodge Woodview Road Hellesdon Norwich Norfolk NR6 5QB  <i>Project Manager:</i> M J S Marshall MRICS DJ DESIGNS LIMITED 1 Ferry Lane Postwick Norwich Norfolk  <i>Principal Designer:</i> Andrew Holmes MIET ALH Building Services Design Limited, Green Ridge, Littlefields, Dereham, Norfolk, NR19 1BQ  <i>Principal Contractor (PC):</i> To be appointed
<b>Existing plans &amp; information:</b>	Drawings/Specification/ Designers Risk Assessment
<b>Health &amp; safety goals:</b>	The Principal Contractor will be expected to complete this project without detriment to health and with zero injuries.
<b>Regular liaison:</b>	Weekly progress and safety meetings.
<b>Workforce consultation:</b>	Weekly team meetings and daily tool-box talks as necessary; induction on first visit to site.
<b>Design information:</b>	Available.
<b>Sub-contractors:</b>	Principal Contractor's to confirm and be responsible for H & S / CDM compliance. (see notes in Preliminaries)

<b>Exchange of H &amp; S info:</b>	Principal Contractor to conduct site induction for all on their first visit to site; toolbox talks as necessary.
<b>Site security:</b>	Security fencing where required around any compound and/or welfare facility. Any scaffolding left fully secure at the end of every working shift. Security of the site to be maintained throughout the contract.
<b>Site induction:</b>	Principle Contractor induction on first visit to site.
<b>Site training:</b>	All employees will be fully competent to undertake the tasks allocated to them.
<b>Welfare &amp; first aid:</b>	The Principle Contractor to provide adequate welfare facilities to achieve full compliance with Schedule 2 of CDM2015. Principle Contractor to create a site set up plan
<b>Accidents and incidents:</b>	Any accidents, incidents or near misses will be reported to the Project Manager
<b>Risk assessments:</b>	To be produced by the Principle Contractor or their Contractors and will be subjected to their internal checking procedures a minimum of one week before that element of work is due to start.
<b>Method statements:</b>	To be produced by the Principle Contractor or their Contractors and will be subjected to their internal checking procedures a minimum of one week before that element of work is due to start.
<b>Site rules:</b>	Principle Contractor to agree appropriate site rules for their staff or contractors before starting work on this site, as per Preliminaries.
<b>Fire and emergency:</b>	The significant fire risk produced by these works is by any Hot Works which are to be carried out under a 'permit to work' system.
<b>Materials:</b>	Waste materials will be deposited in appropriate waste container/s and segregated where necessary. All vehicle drivers will be advised to comply with local road safety restrictions.
<b>Site services:</b>	Underground site services may be affected by this work. Principle Contractor to carry out all necessary investigations prior to excavations being undertaken. The school has electrical, water and sewerage connections.
<b>Stability:</b>	Work on this property should have no impact on the stability of any other structures.
<b>Work at height:</b>	Scaffolding to be used for all work above ground floor level (above 3 metres). A mixture of tower scaffolding, ladders and stepladders can be utilised for low level work (up to 3 metres). A competent person to conduct a weekly inspection of all scaffolding.
<b>Fragile materials:</b>	N/A.
<b>Lifting operations:</b>	Use appropriate lifting equipment where feasible.
<b>Plant and equipment:</b>	Scaffolding, ladders, stepladders and a selection of hand and Small power tools. Lifting equipment, breakers and small mobile plant. All plant and equipment brought to site by the Principle Contractor or their contractors to be maintained to the manufacturer's recommendations in full compliance to PUWER and LOLER. Maintenance reports and certificates will be made available for

inspection by the Client on request.

**Traffic routes:**

Principle Contractor to use area as defined in the site set-up plan for storage and facilities. The car-park access to the side is to be used for all contractor's access needs. (see *Designers Risk*)

Principle Contractor to make suitable arrangements to protect the main entrance route during the duration of these works. The main entrance route to be kept clear at all times for emergency access/egress during the works.

**Storage:**

All plant, equipment and materials will be stored within the construction compound or work area or removed from site at the end of each working day....

The location set aside for welfare facilities & storage will be confirmed in the site setup plan

**Asbestos:**

Please refer to the Employers Asbestos Register.

**Manual handling:**

Wherever practicable lifting aids to be used to minimise requirement for manual handling. All Principle Contractors employees and contractors are to lift within their individual capability. (see *Designers Risk*)

**Noise:**

Principle Contractors employees and contractors to wear hearing protection wherever noise levels are likely to exceed the lower exposure action values. Noisy activities are to be confined to times that cause the least inconvenience to residents/ visitors in neighbouring properties. (see *Designers Risk*)

**Vibration:**

Exposure action values (EAV) and trigger times to be calculated for all items of vibration equipment used on this site. Trigger times to be strictly complied with.

**Weather conditions:**

Principle Contractor employees and contractors are to take adequate precautions to prevent exposure by employees to adverse weather conditions. (see *Designers Risk*)

**Additional health risks:**

Potential for leptospirosis (Weill's disease), thorough washing of hands and arms before any eating, drinking or smoking. Staff to be warned of this potential hazard during site induction.

Covid19... All to work under Government Covid19 working practise guidance as applicable at the time of work / All to work under CITB/RICS guidelines... Main Contractor to instigate

**Health & safety file:**

Keep all waste transfer notes and other equipment documentation for the Client's health and safety file.

**In case of emergency:**

**The nearest hospital with  
accident and emergency  
facilities:**

**The Norfolk & Norwich Hospital  
Colney Lane Norwich NR4 7UY  
01603 286286**