

Pre-Construction Information

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1 Introduction

- 1.1 This pre-construction information pack is provided for the refurbishment of the Café and Lardner Hall Toilets at The Ghyll in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and generally to Appendix 2 of HSE guidance L153.
- 1.2 This document is intended to identify significant aspects of the project which will affect the health and safety of construction workers, building users, members of the public and others, who may be affected by the proposed construction work. It does not identify hazards or risks associated with normal construction activities and which can be effectively managed by a competent contractor.
- 1.3 It has been prepared by MSA Chartered Building Surveyors who are appointed as the Principal Designer acting for the Client, The Ghyll CIO.
- 1.4 The pre-construction information will make reference to other documents prepared during the course of the project, including drawings, specifications, reports, etc. This document must, therefore, be read in conjunction with any other reference documents in order to ensure that the fully detailed information is obtained.

2 Client Goals and management Requirements

- 2.1 The Client's objectives for health and safety for this project are to achieve a record of no reportable accidents on site and to protect all those directly involved in the construction process and all others who may be affected by their activities. This may include Client's employees and visitors to the site.
- 2.2 This is to be achieved by careful planning and management of the works, identifying potential points of conflict between the construction operation and the Client's on-site operation, and ensuring regular and constant communication.
- 2.3 The Principal Contractor is to ensure the project is managed and executed by trained and experienced staff who have a high level of safety awareness and are properly monitored.

3 Construction Phase Plan

- 3.1 The Principal Contractor shall prepare a Construction Phase Plan before any construction work commences.
- 3.2 Guidance on the content of the plan is set out in Appendix 3 of L153.

- 3.3 The Construction Phase Plan is to be available on site throughout the construction period and is to be routinely reviewed, revised, refined and updated by the Principal Contractor as the project proceeds.

4 Health & Safety File

- 4.1 The Health and Safety File will be prepared by the Principal Designer utilising information supplied by the Client, Designers and Principal Contractor.
- 4.2 Requirements for the contents and format of the File are set out in Appendix 4 of L153.
- 4.3 The Health & Safety File is to be reviewed, updated and revised as the project progresses.
- 4.4 The Principal Designer will hand the Health and Safety File to the Principal Contractor at the end of his appointment, or to the Client following completion of the project.

5 Description of Project

5.1 Description of Works

- | | | |
|---|--------------------------|--|
| 1 | The Project: | Refurbishment of Café and Lardner Hall WCs |
| 2 | Location: | The Ghyll, Pevensey Road, Southwater |
| 3 | Description of Building: | Leisure Centre, constructed c1970s |

5.2 Proposed Project Works

- 1 The scope of work comprises as follows:
- a Internal alterations; removal of concrete blockwork walls, construction of new partitions.
 - b Alterations to existing plumbing and electrical installations.

5.3 Notification Requirements

- 1 The project is **not** notifiable to the HSE.

6 Programme

- 6.1 The project is anticipated to proceed to tender in February 2022, with the tenders being returned on 25 February 2022. The anticipated programme for works on site is 10 weeks commencing March/April 2022.
- 6.2 The works are to be phased so that only one set of toilets is taken out of use at any one time.

7 Mobilisation Period

- 7.1 It is anticipated that a mobilisation period between appointment of the Principal Contractor and works commencing on site of at least three weeks will be available to the Principal Contractor for this project.

8 Project Directory

- 8.1 Client:
The Ghyll CIO
Pevensey Road, Southwater, Horsham RH13 9XZ
Contact: Michael Neale
Mob: 07779 134741
E-mail: chairman@theghyll.org
- 8.2 Building Administrator:
The Ghyll CIO
Pevensey Road, Southwater, Horsham RH13 9XZ
Contact: Amy Reed
Mob: 07487 542830
E-mail: amy.reed@theghyll.org
- 8.3 Principal Designer/Contract Administrator:
McKellenStarling Associates
Beeson House, Lintot Square, Southwater, Horsham RH13 9LA
Contact: Philip Starling
Tel: 01403 588008
Mob: 07798 795701
E-mail: philip.starling@msa.uk.com

9 Existing Information

- 9.1 Drawings and specifications for the works will be issued with the tender documentation by the Contract Administrator.
- 9.2 No current Health & Safety File for the building has been provided.

9.3 A copy of the Asbestos Register is appended hereto.

10 Managing Health & Safety On Site

10.1 Welfare Provisions

- 1 Contractors will be permitted to use existing welfare facilities, subject to a ruling of clean boots and overalls at all times.

10.2 Communications

- 1 Communications between all parties are essential and it will be the Principal Designer's responsibility to ensure that all parties involved with the project, including the Design Team and the Principal Contractor, when appointed, are communicating in a manner to ensure that the right information is received by the right people at the right time.
- 2 The Principal Contractor must liaise on a regular basis (at least daily) with the Client's designated representatives on-site to deal with matters such as access, deliveries etc.
- 3 The Client may have other contractors working in and around the building from time to time.

10.3 Security of the Site

- 1 The site/working area will be as defined on the working drawings attached to the Specification (see specification clause A11/110).
- 2 The Principal Contractor must assume full responsibility for the final security of his site compound and working areas.

10.4 Site Hoarding/Fencing

- 1 Provide temporary screens/barriers to contain all working areas to prevent unauthorised entry.

10.5 Site Transport Arrangements

- 1 Four car parking bays will be provided for the contractor's use. Details to be agreed with the Client upon commencement.
- 2 Corridors and walkways will be in use by the building occupiers and members of the public at various times. Weekend working will be permitted where affected areas cannot be adequately isolated during normal working hours.

- 3 Any deviations from the agreed arrangements should be discussed fully with the Contract Administrator and the Client's designated representative before any changes are implemented.

10.6 Permit to Work Systems

- 1 The Client does not operate a formal specific Permit to Work system.

10.7 Fire Precautions

- 1 The Principal Contractor shall comply with the recommendations of the Joint Code of Practice – Fire Prevention on Construction Sites (7th Edition) published May 2009. The Principal Contractor will develop a Fire Safety strategy based on the Client's existing fire evacuation procedures for the premises, incorporating any special requirements deemed necessary following detailed risk analysis of the work areas involved within the project.
- 2 All operatives on site will take part in any fire drills deemed necessary by the Client's representatives on site.
- 3 The site must be regularly cleaned to ensure the fire risk caused by build-up waste and rubbish is avoided.
- 4 Fire precautions, including means of fire-fighting and means of raising an alarm must be in place prior to commencing work on site.

10.8 Means of escape

- 1 The contractor is to familiarise himself with the building layout and means of escape from the building.
- 2 Under no circumstances should waste, materials etc., be stored in designated fire exit routes. External exit doors etc., must be kept clear at all times.
- 3 Induction training shall include fire safety procedures for all operatives working on this site. Details of existing site fire safety procedures will be provided by the Client's designated representative.

11 Emergency Procedures

11.1 Accident Procedures/First Aid

- 1 The principal Contractor shall make arrangements for dealing with accidents on site in line with current legislation, this will include the provision of a qualified First Aider and first aid facilities on site at all times.

- 2 The nearest accident and emergency hospitals are:

Princess Royal Hospital

Lewes Road
Haywards Heath
Tel.: 01444 441881

Worthing Hospital

Lyndhurst Road
Worthing
Tel.: 01903 205111

- 3 The Principal Contractor shall ensure that all accidents are recorded in the Client's Site Accident Book and his own Accident Book and that all incidents/accidents are reported according to current legislation under HSE RIDDOR Rules.
- 4 All incidents/accidents/near-misses are to be reported to the Principal Designer and Contract Administrator immediately.

11.2 No Go Areas

- 1 The contractor's working areas will be restricted to the Café and Lardner Hall Toilets, and other areas only as necessary for the completion of the specified works (i.e. boiler rooms and intake cupboards. etc.)

11.3 Site Rules

- 1 The following site rules must be incorporated into the Principal Contractor's Plan:
- a No smoking permitted on site.
 - b No burning of materials on site.
 - c No radios.
 - d Provide suitable first aid kit and training/competent first aider.
 - e Provide fire-fighting equipment.
 - f No drugs or alcohol consumption permitted.
 - g Keep the site and works clean and tidy by regular/daily removal of rubbish, debris, surplus materials etc.
- 2 All workers are to be given a thorough site induction prior to commencing work on the site. Records of all inductions, signed by the operatives, must be maintained on site.

12 Environmental Restrictions and Existing Site Risks

12.1 Existing Site

- 1 Maintain safe access to all parts of the buildings and site which are outside the defined working area.

12.2 Existing Site Hazards

- 1 None have been identified.

12.3 Existing Services

- 1 Prior to commencement of work, the Principal Contractor shall establish positions of existing services and ensure that terminations of any services do not have an impact on the works or the Client's occupancy.

13 Health Hazards

- 13.1 A copy of the Asbestos Register is appended hereto.

14 Significant Design and Construction Hazards

14.1 Sequence of Work in Schedule of Works

- 1 Works to Section 1 (Café Toilets) must be completed in full before any works to Section 2 (Lardner Hall Toilets) are commenced.

14.2 Co-ordination of Ongoing Design Works

- 1 On-going design work by designers is to be incorporated in the Construction Phase Plan and discussed with the Principal Designer and Principal Contractor to eliminate or reduce potential hazards.
- 2 There is a need to investigate the structure of the roof over the Lardner Hall toilets. Openings for inspection will be required and it is envisaged that a simple beam design will be required.

14.3 Working in Occupied Premises

- 1 The building will be occupied and in use at various times during the project.

15 The Health & Safety File

- 15.1 The Health and Safety File will be part of the general hand over information package. Information relevant to the Health and Safety File should be made available by the Principal Contractor to the Principal Designer for the preparation of the File as work proceeds.
- 15.2 'The Health & Safety File' is not the Building Manual or Operating and Maintenance Manual, only information relevant to Health and Safety need be included to comply with the CDM Regulations.
- 15.3 The Principal Contractor will, for completed elements of work, provide manuals and instructions to be available on site when beneficial use of the particular elements passes to the Client.