

Kettering Borough Council

Single Storey Extension and Refurbishment to 11 Valley Walk

Pre-Construction Information

January 2021



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Date: January 2021

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Signature:



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1.0 Introduction

The aim of the Pre-Construction Information is to provide a medium for communication to help improve the management of health and safety during the project life. It has been prepared so as to assist those involved in the construction phase of the project to identify and manage risks to the health, safety and welfare of site personnel, and any other persons affected by the works.

General health and safety hazards relating to construction activities are identified, to which the contractor must respond, together with significant hazards relating to the construction process and management.

The appointed Principal Contractor will have the responsibility of using this information in the construction phase Health and Safety Plan, and subsequent monitoring and amending of the same as necessary.

This document should be read in conjunction with all tender documentation previously provided by the Client.

2.0 Requirements

The Contractor is required to provide the following information (as a minimum) as part of their submission describing the organisation and resources which the contractor undertakes to provide to safeguard the health and safety of all site operatives, and any other persons who may be affected by the works.

- a) An outline submission giving evidence that health and safety has been adequately provided for in accordance with the Pre-Construction Information.
- b) Details of the resources to control and manage the major health and safety risks.
- c) Evidence of competence to carry out the construction works to the requirements of all Health and Safety legislation.
- d) Contractor's Health and Safety Policy.

3.0 Description of The Project

3.1 Parties Involved

Client: Kettering Borough Council

Contract Administrator: Kettering Borough Council

Client Lead: Bill Baker

Principal Designer: Focus Consultants 2010 LLP

PD Lead: James Garner

Local Health and:
Safety Executive
Construction Group
Health and Safety Executive
North Midlands Area Office
The Pearson Building
55 Upper Parliament Street
Nottingham
NG1 6AU

Tel: 0115 947 0712

Principal Contractor: Unknown

PC Lead: Unknown

3.2 Location

Works are to take place at 11 Valley Walk, Kettering NN16 0LY

3.3 Nature of Work

The nature of the works comprises the following:

- Full refurbishment of property
- Single Storey Extension to the side of the existing property
- New electrical system
- New plumbing and heating system
- New Kitchen
- New Bathroom
- Landscaping works

3.4 Programme

The start date for the works will be agreed at the pre-contract meeting however the contract duration of weeks. Date for commencement is expected to be spring 2021.

The Employer envisages a minimum of 2 weeks between the appointment of the Principal Contractor and the instruction to commence works on site.

3.5 Existing Records and Plans

No existing plans or records are currently available. The client may be able to supply asbestos reports before the works commence however this is not guaranteed.

4.0 Client Considerations and Managements Requirements

4.1 Planning and Managing Construction

The Client requires the Principal Contractor to plan and manage the works on site to ensure compliance with all statutory obligations. The works have been carefully planned by the Client and the design team in the pre-construction phase to ensure risks are minimised and statutory obligations met.

An effective communication strategy is called for which will ensure the right information is with the right people at the right time.

The Principal Contractor will oversee and manage the construction phase on behalf of the Client. Dialogue between these parties is essential and will be formally communicated at monthly site progress meetings.

4.2 Communication between the Client and Others

Communication will be with the Client's authorised representative who will cascade information down within the client organisation and will also ensure information is fed up to the design and construction team. Regular site meetings are to be held and any health and safety issues will be dealt with at this point.

In addition, the Contract Administrator will ensure that effective communication is maintained between all parties.

4.3 Security of the Sites

The site is currently tenanted and no possession will take place. The sites are to be secured as necessary to prevent unauthorised access by others and all tenants' welfare facilities to be left in place. The programme of works should be implemented to ensure minimum disruption to the tenant's day to day activities.

4.4 Site Welfare Facilities

The contractor will be responsible for providing all welfare facilities in compliance with the requirements of the Construction (Design and Management) Regulations.

4.5 Health and Safety of Client's Employees

Due consideration should be given to all building users, both client employees and others. Risk assessments and method statements where appropriate will be required for individual sites.

5.0 Environmental Restrictions and On-Site Risks

5.1 Surrounding Land Uses

Both residential and commercial properties are adjacent to the properties identified for this project.

5.2 Existing Services

Contractor is to establish the nature and location of existing mains electricity, gas, water, drainage and BT supplies in the area. No drawings have been provided detailing any services on any of the sites.

5.3 Existing Traffic Systems and Restrictions

It is possible that parking will be permitted on site however this is at the client's discretion and cannot be guaranteed. The contractor should be aware that there may be permit parking systems in place for public and private land. It will be the contractor's responsibility for obtaining any permits required. The contractor must ensure any vehicles do not impede the passage of other road traffic, in particular emergency vehicles.

5.4 Existing Structures

The building has masonry walls, concrete floors and a timber pitched roof with concrete tiles.

5.5 Ground Conditions

No ground investigations have been undertaken.

6.0 Significant Design and Construction Hazards

6.1 Concept and Design Principals

The Contractor will be required to prepare a contract programme detailing work sequences for construction of the proposed development, and to identify suitable precautions for dealing with the hazards outlined in the Pre-Construction Information.

The Contractor is also to provide all necessary method statements, risk analysis and COSHH Assessments with respect to the works.

6.2 Risks Identified During Design

The Contractor is required to complete the appropriate section entitled 'Contractors Comments and Control Measures on Site' to allow suitable analysis of Health and Safety measures at tender stage. Alternatively, the Contractor may provide their own Risk Assessments.

Item	Activity/ Operation	Principal Hazards	Contractors Comments and Control Measures on Site
1.	Working with low voltage services/equipment	<ul style="list-style-type: none"> • Electric shock • Cuts/abrasions • Tripping • Fire 	
2.	Working on buried services, inc. drainage	<ul style="list-style-type: none"> • Cuts/abrasions • Infection • Excavation collapse • Electric shock 	
3.	Working with plant and machinery/ moving parts	<ul style="list-style-type: none"> • Impact/collision • Muscular/skeletal injuries • Noise/vibration • Cuts/abrasions 	
4.	Drilling/cutting	<ul style="list-style-type: none"> • Inhalation • Sensory impairment • Cuts/abrasion • Dust/fumes • Noise • Related diseases 	
5.	Working on roofs	<ul style="list-style-type: none"> • Falls from height • Falling debris/ • Materials 	

Item	Activity/ Operation	Principal Hazards	Contractors Comments and Control Measures on Site
6.	Working at heights above 2m	<ul style="list-style-type: none"> Falls from height Falling debris/ Materials 	
7.	Storage of hazardous materials/ substances	<ul style="list-style-type: none"> Inhalation/ asphyxiation Fire/Explosion Burns Ingestion/absorption Sensory impairment Unauthorised access 	
8.	Working with flammable materials/ substances	<ul style="list-style-type: none"> Burns Fire/explosion Unauthorised access Inhalation/asphyxiati on Fumes 	
9.	Working with hazardous materials/substance	<ul style="list-style-type: none"> Inhalation/asphyxiati on Ingestion/absorption Sensory impairment Burns. Fire/explosion Unauthorised access 	
10.	Noisy operations	<ul style="list-style-type: none"> Sensory impairment Localised annoyance 	
11.	Manual handling/heavy loads	<ul style="list-style-type: none"> Musculo-skeletal injuries Cuts/abrasions 	
12.	Operations producing dust/fumes	<ul style="list-style-type: none"> Inhalation/asphyxiati on Ingestion/absorption Respiratory injuries Sensory impairment 	

Item	Activity/ Operation	Principal Hazards	Contractors Comments and Control Measures on Site
13.	Excavation	<ul style="list-style-type: none"> Excavation collapse Tripping Musculo-skeletal injuries Excessive noise/vibration Live services Falls from height Work in deep trenches Contaminated ground Unknown voids 	
14.	Clean/tidy working environment	<ul style="list-style-type: none"> Tripping Cuts/abrasions Falls from height. 	
15.	Structural alterations and general construction	<ul style="list-style-type: none"> Cuts/abrasions Musculo-skeletal injuries Building element collapse Falls through building element Tripping Dust/fumes 	
16.	Working with general service installations	<ul style="list-style-type: none"> Electric shock/burns Fire Loss of service supply 	
17.	Working with/on scaffolding	<ul style="list-style-type: none"> Scaffold collapse Overloading Unauthorised Access Falling debris/materials Falls from height 	
18.	Mechanical handling of pre-formed materials	<ul style="list-style-type: none"> Impact/collision Musculo-skeletal injuries 	

Item	Activity/ Operation	Principal Hazards	Contractors Comments and Control Measures on Site
		<ul style="list-style-type: none"> Overloading Falling materials. 	
19.	Car park/ access road	<ul style="list-style-type: none"> Hazardous substances Hot works Pedestrians Traffic 	
20.	Steel Frame Construction	<ul style="list-style-type: none"> Collapse, falling, falling objects 	
21.	Builders work for M & E	<ul style="list-style-type: none"> Dust, noise, muscular 	
22.	Exterior painting	<ul style="list-style-type: none"> Falling 	
23.	Construction materials: cement, gypsum, insulation fibres, paints, solvents and adhesives	<ul style="list-style-type: none"> Fumes, dust, contact 	

6.3 Significant Hazards or Risks

The Principal Contractor will be required to explain their proposals for managing the following significant hazards, and provide risk assessments and detailed method statements to form part of the Construction Phase Health and Safety Plan prior to works commencing on site:

a) Site Security

The principal contractor must take all reasonable steps to prevent members of the public gaining unauthorised access to the sites. It is important that unauthorised access is considered carefully and complete segregation is achieved. Strict guidelines must be followed with regard to contractor's access to and around site in order to maintain site security.

Suitable signage to warn the public should be appropriately fixed.

b) Deliveries/General Access

The Contractor should maintain all pavements to allow movement of pedestrian/site operatives without danger of construction related hazards.

Consideration should be given to preventing dirt/debris from the construction site passing onto the surrounding roadways and thereby creating a hazard for general road users.

c) **Drainage Works**

Connections to existing, method statement required.

d) **Structural Works**

Holes through structural elements that require special cutting and trimming works may require temporary support, therefore these details need to be agreed with the structural engineer, and the associated method statement included for this action.

e) **General Pollution**

Dust and fumes etc. as a result of the works should be kept to a minimum at all times.

Any processes producing unacceptable levels of noise should be identified and controlled in an appropriate manner.

f) **Services**

Consideration should be given to the working environment and under no circumstances should rooms/equipment etc be left in a potentially dangerous condition during the works.

g) **Underground Services**

The Contractor will be required to carry out a site survey to verify the location of existing services not identified within the tender documents.

All excavations should be temporarily protected where works are ongoing.

All Statutory Services, routing and connections to be co-ordinated and monitored by the Principal Contractor to ensure all health and safety considerations are observed.

h) **Scaffolding/Mechanical Lifting**

The works are not likely to require the erection of scaffolding. However, if it is found to be needed the scaffolding should be designed by a suitably qualified and competent firm and should not be overloaded. All necessary edge protection and horizontal boarding is to be provided to prevent falling debris. Safe mechanical lifting methods to be employed. Manual handling should be kept to a minimum.

i) **Excavations**

Suitable support should be provided to the excavation sides to provide stability and a safe working environment. Adequately protect open excavations during the works.

j) **Fire Safety**

No burning of debris/waste matter will be permitted on any site.

k) **Syringes**

The contractor should be aware of the possibility of syringes left on site. Any discovered should be disposed of by an appropriate agent.

l) **Asbestos**

The contractor is to familiarise themselves with the asbestos register prior to commencement on site. All asbestos materials identified will be removed as part of the works. Should the contractor discover any materials which they suspects may be asbestos they should stop works immediately, seal the area and notify the Contract Administrator who will give further instructions.

6.4 Materials Requiring Particular Precautions

Traditional materials should be specified to reduce risks to site operatives and end users.

The principal contractor must ensure compliance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Materials likely to be used which require particular care during handling and installation are:

- a) Cleaning spirits/general solvents
- b) Oil based paints and intumescent paints
- c) Mineral oils
- d) Cement
- e) Adhesives
- f) Plaster
- g) Jointing compounds
- h) MDF dust
- i) Timber preservatives
- j) Central heating cleanser
- k) Air conditioning gases.

Specific manufacturers and suppliers instructions are to be noted, acted upon and incorporated in the Principal Contractors Construction Phase Health and Safety Plan.

The use of toxic substances of any description will not be permitted without the prior written approval of the Employer. The Principal Contractor is to provide information on any material to be generated or used in the work which may pose a sufficient risk to the health and safety of site operatives, visitors, or persons likely to be affected by the works.

7.0 Site-Wide Elements

It is the Employer's aim to ensure by the effective management of health and safety, that there are no fatal or serious accidents on site, and that minor incidents are mitigated as much as possible. To assist with this, aim various procedures are set out and clarified within this Health and Safety Plan.

It is considered that particular care and attention to the site management and layout is necessary to ensure a suitable working environment is provided for all site operatives, visitors and persons affected by the works with regard to health and safety.

Reference should be made to all current approved Codes of Practice and publications issued by the Health and Safety Executive to ensure compliance with the same, and including:

- 'A Guide to Managing Health and Safety in Construction'
- 'Managing Construction for Health and Safety'

Reference should also be made to:

- The Health and Safety at Work Act 1974
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Construction (Health, Safety and Welfare) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health & Safety at Work Regulations 1999
- Lead working, The Control of Lead at Work Regulations 2002.

With particular reference to the works, the following issues are highlighted for consideration by the contractor:

- a) Due consideration should be given to delivery vehicles with regard to size, speed of vehicles etc, due to the movement of vehicles and pedestrians including children.
- b) Site set-up must be carefully considered and managed to ensure a safe working environment is provided on site. If facilities, car parking etc are required off site, then this should be managed accordingly to ensure minimal disruption.
- c) All unauthorised persons must be prohibited from entering the sites by the use of appropriate security measures. Safe pedestrian and vehicular movement outside the site should be maintained during the works.
- d) Care and diligence is required to ensure that all tools, plant, equipment, and materials are secured and generally left in a safe condition throughout and at the end of each working day. Strict procedures must be established by site management to ensure that this is achieved.

- e) Consideration must be given to access to the site and adjacent areas for fire and emergency services.
- f) At all times during the works the sites should be kept clean and tidy to reduce risk of injury. The contractor is to ensure the roadway and pavements are clean at the end of each working day.
- g) Consideration should be given to adjacent land-owners to ensure that the use of their land and their privacy is in no way compromised, particularly with regard to health and safety, during the period of the works.

8.0 Overlap with Clients Undertaking

The Client requires the Principal Contractor to maintain certain procedures in relation to Health and Safety as outlined in this and other tender documentation.

9.0 Site Rules

All contractors working on the site must understand the site rules and site management procedures. Recorded induction training is required.

All operatives to wear hard hats and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.

Site Agent is to ensure that any person using machinery or equipment holds an operating licence as necessary or is adequately instructed.

Noise should be kept to a minimum at all times to avoid disturbing residents.

All accidents must be reported and entered into the Accident Report Book. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be initially reported to the Site Agent and subsequently to the Contract Administrator and Principal Designer.

The telephone number for the nearest casualty hospital is to be available on site.

Only qualified scaffolders to erect, adjust and dismantle scaffold.

Project signboards to be displayed at all times during construction to provide contact telephone numbers in case of an emergency.

All personnel visiting the site must initially report to the Site Agent.

At least one member of the Principal Contractors site personnel should be sufficiently competent in the administration of First Aid.

The Principal Contractor shall provide directional and warning signage to all areas.

The Principal Contractor must establish specific emergency procedures understood by all contractors on site.

A no smoking policy will be required on site.

No alcohol or unlawful substances will be allowed on site. Anyone found to be under the influence of the above will be removed from site.

No 240 volt handtools allowed on site.

The contractor is not permitted to use Tungsten or Tungsten halogen lighting due to fire risks. The Principal Contractor will undoubtedly wish to supplement this list with his own site rules and also those he feels are relevant to this specific project.

The HSE F10 notification form and construction phase Health and Safety Plan must be maintained on site at all times.

10.0 Continuing Liaison

The appointed Principal Contractor will be required to develop the construction phase Health and Safety Plan to a sufficient level to enable works to commence on site.

The following procedures should be employed for the purposes of considering significant Health and Safety implications of variations to design elements during the construction phase.

Details of all health and safety issues pertinent to the variations, including the results of all appropriate risk assessments undertaken, should be submitted to the Principal Designer.

Should substantial design changes prove necessary on site, the Principal Designer must be advised as soon as reasonably practical. The Principal Designer will organise an appropriate forum to discuss and resolve the issues raised. The Principal Designer is to be advised of any variations to the materials specified within the contract documents during the contract period.

The Principal Contractor is to inform the Principal Designer immediately of any matters relating to Health and Safety on site, including visits by the Health and Safety Executive, accidents and emergencies etc. The Principal Contractor shall provide to the Principal Designer during the contract period all relevant information in order to assemble the Health and Safety file.

11.0 Health and Safety File

11.1 The Building Manual

- The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Client and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Principal Designer for delivery to the Employer.
- The Manual is to consist of the following three parts, sub sectioned as appropriate:

PART 1: GENERAL: Content as clause 12.2 the information being provided to the Contractor by the Principal Designer.

PART 2: BUILDING FABRIC: Content as clause 12.3 plus certain as-built drawings and other information provided to the Contractor by the Principal Designer.

PART 3: BUILDING SERVICES: Content as clause 12.4.
- The presentation of the Manual is to be as clause 12.5.
- A complete draft of the Manual must be submitted not less than 4 weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the Principal Designer. Do not proceed with production of the final copies of the Manual until authorised to do so by the Principal Designer.
- Final copies of the Manual: Provide the Principal Designer with 2 copies not less than 2 weeks before Practical Completion.
- As-built drawings: Provide 2 copies on paper.

11.2 The Building Manual Part 1: GENERAL must include:

- A description of the building.
- Details of all consultants and designers.
- Copies of all consents and approvals obtained.

11.3 The Building Manual Part 2: BUILDING FABRIC: Provide such information as is reasonably required by the Principal Designer including:

- As-built drawings recording details of construction for all Contractor designed work and performance specified work.
- Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.

- Names, addresses, telephone and fax numbers of all subcontractors, suppliers and manufacturers.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

11.4 The Building Manual Part 3: BUILDING SERVICES must include (where relevant):

- A full description of each of the systems installed, written to ensure that the Clients staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- Legend for all colour-coded services.
- Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) for the installations and plant, equipment, valves, etc., used in the installations.
- A copy of all manufacturers guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Procedures for fault finding.
- Emergency procedures, including telephone numbers for calling out contractors in the case of defects.

11.5 Presentation of Building Manual:

The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual, where larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings will form annex(es) to the Manual.