**Pre-construction Information**

***for***

***Refurbishment of Cottage***

***at***

***Old Fold Farm***

***Carlton (Nr Hemsley)***

***North Yorkshire***

***SW1 5JL***

**Prepared by:**

**Project Principal Designer**

**Contents**

1 Description of the Project 1

1.1 Project Description 1

1.2 Project Location 1

1.3 Application of the Workplace (Health, Safety & Welfare) Regulations 1992 1

1.4 Programme details 1

1.5 Project Team 1

1.6 Extent and location of existing records and plans 2

1.7 Design Information 3

1.8 Store information 3

2 Client’s Considerations and Management Requirements 3

2.1 Planning for and managing the construction work 3

2.2 Health and safety goals 4

2.3 Proposed communication / liaison process 4

2.4 Site security 4

2.5 Welfare provision 4

2.6 Clients requirements relating to health and safety 4

2.7 Existing On-Site Risks 4

3 Significant Design and Construction Hazards 5

3.1 Significant design assumptions and suggested work methods 5

3.2 Arrangements for co-ordination of on-going design 5

3.3 Information on significant risks identified during design 5

3.4 Materials requiring particular precautions 5

4 The Health and Safety File 5

# Description of the Project

## Project Description

Refurbishment of cottage at Old Fold Farm, Carlton.

The work involves the following:

* Removal of asbestos containing materials.
* Strip out of existing building
* Fit out of shell to form lettable accommodation.

All as specified/described on the drawings and in the schedule of works.

It is estimated that this project is likely to be completed in 16 to 20 weeks and will probably exceed 500 person days, so is notifiable to the Health and Safety Executive (HSE).

## Project Location

Old Fold Farm, Carlton (nr Hemsley), North Yorkshire.

## Application of the Workplace (Health, Safety & Welfare) Regulations 1992

It must be remembered that even though the structure may not be a workplace for normal use consideration must be given towards maintenance activities and the safe access and egress to and from the structure by and with adequate segregation of vehicular and pedestrian movements.

## Programme details

The current programme key milestone dates can be seen below:

|  |  |
| --- | --- |
| Planning & Design Period | **15/09/16 – 17/12/16** |
| Time allowed for Principal Contractor to mobilise | **3 weeks** |
| Start Date on Site | **25/01/17** |
| Construction Phase Duration (weeks) | **18 weeks approx.** |
| Completion Date on Site | **To be agreed** |

The Principal Contractor will prepare a detailed programme for the site works.

The working hours will be as follows:

Mon – Sun To be agreed

The programme shall indicate planned working hours and working days, which should not be outside these operational times.

## Project Team

### Client / Employer’s Agent

|  |  |
| --- | --- |
| Name of organisation: | The Forestry Commission |
| Address: | Outgang Road, Pickering, North Yorkshire YO18 7EL |
| Tel: | 01751 472771 |
| Mobile: | 07747 768022 |
| Contact Person | Ian Langford |
| Email Address | Ian.langford@forestry.gsi.gov.uk |

### Designers

|  |  |  |
| --- | --- | --- |
| Name of organisation: | The Forestry Commission |  |
| Address: | Outgang Road, Pickering, North Yorkshire YO18 7EL |  |
| Tel: | 01751 472771 |  |
| Mobile: | 07747 768022 |  |
| Contact Person | Ian Langford |  |
| Email Address | Ian.langford@forestry.gsi.gov.uk |  |

### Principal Designer

|  |  |
| --- | --- |
| Name of organisation: | Mike Jackson Associates |
| Address: | St Stephens House, St Leonards Road, Rotherham S65 1PA |
| Tel: | 01709 382323 |
| Mobile: | 07768 974410 |
| Contact Person | Mike Jackson |
| E-mail address: | mikejacksonassoc@aol.com |

### Principal Contractor

|  |  |
| --- | --- |
| Name of organisation: | To be appointed |
| Address: |  |
| Tel: |  |
| Mobile: |  |
| Contact Person |  |
| Email Address |  |

### Contractor

|  |  |
| --- | --- |
| Name of organisation: | To be appointed |
| Address: |  |
| Tel: |  |
| Mobile: |  |
| Contact Person |  |
| Email Address |  |

## Extent and location of existing records and plans

Drawings: None available

Health and Safety File: None available

Asbestos Register: See asbestos demolition and refurbishment survey prepared by ESG Asbestos Limited (Ref 25597-22042) dated 26th April 2016

Bat Survey A bat survey is being undertaken prior to commencement on site.

Design Information

Drawings: The Forestry Commission drawings

Specification Included on drawings and in schedule of works.

## Site information

Services: Electric – Available in pantry

Water – Water is available inside the cottage

Gas – None known in area of works.

Parking: Park in vicinity of cottage

Storage Facilities: Within site compound or in cottage

Welfare Facilities: Welfare facilities will be provided by the Principal Contractor.

Site Access: From the access road to cottage. A new road and upgraded stream crossing will be in place prior to commencement on site.

Site Rules: None specific.

# Client’s Considerations and Management Requirements

## Planning for and managing the construction work

### The Client requires that all of the project team members communicate effectively and cooperate and coordinate with each other and the Client.

A weekly report shall be submitted by the Principal Contractor to the Contract Administrator, by email, between 15:00 and 17:00 on each Friday. This weekly report shall contain the following information:

* Work progress for the week
* Planned work for the next week (incl. any revised project programme)
* Any requests for information and their status
* Any unforeseen circumstances and their status
* Any Client instructions received and their status
* Any accidents occurring and the likely investigation report delivery date
* Any visits by the HSE, and reports/actions
* Copies of the Principal Contractor’s H&S audit/inspection reports
* Any other concerns

There are other farm properties in the vicinity of the works and cattle graze in neighbouring fields. The principal contractor is to ensure all gates are closed when not being used.

### Construction Phase Plan

The Principal Contractor shall prepare the Construction Phase Plan in accordance with the requirements set out in Regulation 12 of CDM 2015 and L153 Managing Health and Safety in Construction, which is to be submitted to the Client as early as possible, but ***no later than 7 working days*** prior to the planned start of the construction phase.

No works will be allowed to commence until the Construction Phase Plan is deemed compliant by the Client and an instruction is given by the Client for commencement.

The Principal Contractor must plan, manage and co-ordinate work during the construction phase taking account of the information contained in this PCI, and any other information provided by contractors.

### Accident and Incident Reporting

The Principal Contractor will inform the Client within the same working day of any accident or incident that is reported to the Health and Safety Executive under RIDDOR using the Significant Incident Form.

All other accidents and incidents shall be recorded by the Principal Contractor and reported in the weekly progress report.

The Client shall be copied all investigation reports, and shall be provided with an opportunity to participate in investigations of RIDDOR reported accidents/incidents.

### Site Health and Safety Inspections and Audits

The Principal Contractor will provide the Client with all inspection and audit reports produced by the Principal Contractor and include the findings and actions in the weekly progress report.

## Health and safety goals

* Dust will be kept to a minimum, with no dust escaping from the work areas
* No activities will exceed a noise level of 87dB without hearing protection

## Proposed communication / liaison process

The Contract Administrator will not be resident on site. The site communication / liaison process will be primarily between the CA and the Principal Contractor by telephone.

The CA will be informed of the following:

* Any proposed changes to the management/supervisory personnel;
* Any likely design changes required.

## Site security

All work areas and materials storage areas shall be secured to prevent unauthorised access. The access to any scaffolding shall be kept secure at all times, except to passage of operatives and materials/equipment. A construction site sign, with ‘no unauthorized entry’ is to be posted on the fencing.

All site personnel will follow the signing in process instigated by the Principal Contractor.

## Welfare provision

The welfare facilities shall be supplied by the principal contractor and shall comply with Schedule 2 of the

CDM Regulations 2015.

## Clients requirements relating to health and safety

### Site transport / vehicle movement restrictions

Delivery of materials etc will be from the access road and bridge which are being upgraded to take heavy loads.

Heavy items, those weighing more than 20kg, will be transported either using a trolley or a sack truck.

### Client permit to work system

None known to be required.

### Fire precautions

A Fire Safety Plan is to be provided by the principal contractor.

### Smoking restrictions

No smoking, or vaping, is allowed within the work area.

### Radios

No radios or other broadcasting devices are allowed within the work area.

## Existing On-Site Risks

There are no known hazards and risks associated with this site and relevant to this work that are not usual risks associated with doing any work of this kind except for the following:

* Asbestos containing materials
* Narrow access route to the site

# Significant Design and Construction Hazards

## Significant design assumptions and suggested work methods

The CA considers that standard processes will be used for the performance of this project. The CA considers it unnecessary to specify any control methods, as the risks and the controls are well-understood by skilled, knowledgeable and experienced contractors.

## Arrangements for co-ordination of on-going design

Any design changes required shall be referred back to the CA and the Principal Designer informed.

## Information on significant risks identified during design

The CA considers that there are no significant risks, e.g. those that a competent Contractor may not be aware of, associated with this work.

## Materials requiring particular precautions

The CA has not identified any materials incorporated into the design that will require particular health and/or safety precautions that are not usual for this type of work.

# The Health and Safety File

The information for the health and safety file shall be collected by the Principal Contractor prior to handing on to the Principal Designer (Mike Jackson Associates) as follows:

Drawings to be marked up with actuals and transmitted to the CA by the Principal Contractor for amendment of the ACAD drawings for passing onto the Principal Designer for incorporation into the Health and Safety File and Operations Manual:

* The Forestry Commission drawings to be agreed.

The drawings will be supplied to the Principal Designer as both ACAD and pdf files.

The Specification notes on the drawings and the Schedule of works is to be marked up with actuals and transmitted to the CA by the Principal Contractor for amendment of the Word Document for passing onto the Principal Designer for incorporation into the Health and Safety File:

* Schedule of works

Material specifications and Operation & Maintenance Information for the following items shall be transmitted to the Principal Designer, as pdf documents, for incorporation into the Health and Safety File, as follows:

* Finishes materials
* Roofing materials
* Doors and windows
* Pavings and external works materials
* Paint and adhesives
* Any other materials used on the project

Project directory with company names and full contact details.