
PRE-CONSTRUCTION INFORMATION

External Repairs and Decorations
at
The Grove, 25 St John's Street
Hythe
Hampshire
SO45 6BZ

Primmer Olds B.A.S.
61 Cromwell Road
Southampton
Hampshire
SO15 2JE

DOCUMENT RECORD

Issue	Date of Issue	Signature	Comments
01	26 th June 2019		Forms Appendix C of tender documents.

PRIMMER OLDS B.A.S- Document Quality Control

Prepared by: N Pavlou	Checked by: N Pavlou
Position: Head of Building Surveying	Position: Head of Building Surveying

CONTENTS	PAGE
1. OVERVIEW.....	5
2. DESCRIPTION OF THE PROJECT	6
a) Project and Programme Details.....	6
b) Details of Project Team.....	7
c) Extent and location of existing records and plans.....	7
3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS.....	8
Structure and Organisation.....	8
a) Safety goals for the project	9
b) Permits and authorisation requirements.....	9
c) Site inductions.....	10
d) Emergency procedures.....	10
e) Welfare facilities and contractors area.....	11
f) Site rules.....	11
g) Cooperation and protection of other users adjacent to the site	12
h) Arrangements for liaison between parties	12
i) Security arrangements.....	13
j) Fire plan	13
k) Communication with site operatives.....	13
l) Site tidiness	13
m) Access to the Site.....	13
n) Car Parking.....	14
4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS.....	14
a) Site safety Hazards.....	14
Location of existing services.....	14
b) Health hazards including;	14
Asbestos	14
Ground Water	14
Contaminated ground.....	14
5. DESIGN AND CONSTRUCTION HAZARDS.....	15
a) Arrangements for co-ordination of on going design work and handling design changes.....	15
b) Information on significant hazards identified during design.....	15

6.	HEALTH AND SAFETY FILE	15
7.	CONSTRUCTION PHASE PLAN	15
8.	DESIGNERS HAZARD CHECKLIST	17

1. OVERVIEW

The project referred to in this document is to be carried out in accordance with The Construction (Design and Management) Regulations 2015.

This document provides pre-construction information for external repairs and decorations to be undertaken at The Grove, 25 St John's Street, Hythe, Hampshire SO45 6BZ. It has been prepared by Primmer Olds BAS in their capacity as Principal Designer acting on behalf of the Client.

The document summarises key elements of the project and identifies hazards that may need to be controlled during the construction phase of the project by the appointed Principal Contractor, having the appropriate competence and resources within their organisation for Health and Safety.

This Pre-Construction Information includes:

- A description of the project.
- Information about the existing environment, services, site conditions, existing land and adjacent activities in order to assist the Principal Contractor in preparing the construction phase health and safety plan for safely carrying out the works on site.
- An assessment of identified risks / hazards specific to the project as far as can be ascertained at the pre-construction stage.
- Guidance on the contents of the construction phase health and safety plan.

Any contradiction between this document and the contract documents should be referred to the designer for clarification.

2. DESCRIPTION OF THE PROJECT

a) Project and Programme Details

The project briefly comprises the following: -

External repairs and decorations

The works shall briefly follow the following sequence: -

- Contractors Site Set Up and Surveys.
- Delivery of works in accordance with Specification prepared by Primmer Olds B.A.S.

The start date for the project will be second quarter 2019 with the Principal Contractor being given a lead in time from contract award to start date on site of 2 weeks. The Principal Contractor is also required to give other contractors working on the site a suitable lead in time.

Completion of the works will be as per the programme submitted by the contractor awarded the contract and stated in the Contract Documents.

Normal hours of work are expected to be maintained throughout the project, although It is possible that the Principal Contractor will be required to undertake some works at times earlier and or later than the core working hours provided within this document.

Alternative Working times must be agreed with the Client prior to doing so.

The Principal Contractor is required to provide a detailed programme of the works.

b) Details of Project Team

Client

Hythe & Dibden Parish Council
The Grove
25 St John's Street
Hythe
SO45 6BZ

Contact: Sean Spencer
Tel: 02380 841411

Project Manager

Primmer Olds BAS
61 Cromwell Road
Southampton
Hampshire
SO15 2JE

Contact: Nick Pavlou
Tel: 02380 222 292

M&E Engineer

Principal Contractor to appoint engineer to complete mechanical and electrical where necessary

Contact: TBC

Principal Designer (Pre-Contract)

Primmer Olds BAS
61 Cromwell Road
Southampton
Hampshire
SO15 2JE

Contact: Nick Pavlou
Tel: 02380 222 292

Structural Engineer

Note: Principal Contractor to appoint engineer to complete any structural design.

Principal Designer (Post-Contract)

Principal Contractor

c) Extent and location of existing records and plans

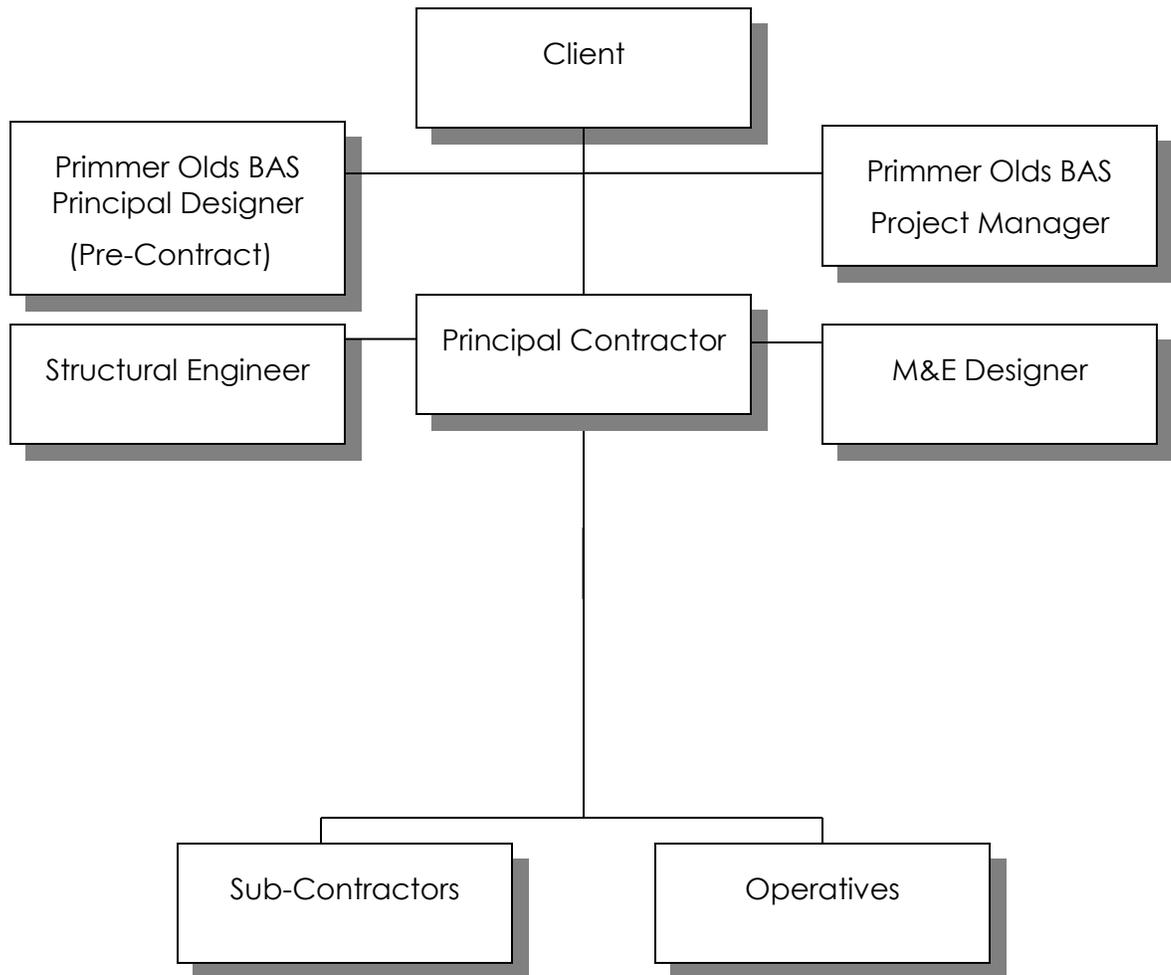
Known existing services to the site which may require isolation or alteration to suit the works by the Principal Contractor are: all cabling externally to the building, any external lighting and security installation (i.e. intruder alarms, etc). However:

The Principal Contractor is to familiarise himself with all services present and where not forming part of the works will exercise extreme caution when working adjacent to these.

The Principal Contractor will need to confirm the exact location of services prior to commencing work.

3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

Structure and Organisation



a) Safety goals for the project

The objective of the Construction Health and Safety Plan is to provide a useful working document which will act as a focus for identifying and managing health and safety issues onsite.

The aim is to provide a safe, healthy environment for all personnel working on the project and for visitors to the site.

The Client would like to achieve a record of no accidents or incidents.

The project being undertaken in close proximity to a main highway, associated pavements/cross overs and in very close proximity to other areas of the building which will remain occupied throughout the works duration.

The project hoarding plans, access and general working considerations shall be considered by the contractor in preparing his tender and shall be discussed prior to any pre-start meeting.

The Principal Contractor must expect to fully segregate the site from other users of the building and members of the public and shall make ALL allowances within his tender to prevent unauthorised access at all times.

Noise, dust and vibration are also considerations that will require forethought and planning to avoid and reduce as far as practically possible.

b) Permits and authorisation requirements

The Principal Contractor will be required to induct ALL operatives and ensure tool box talks have been given as well as identifying any of the site constraints and Hazards prior to starting work, and to keep a record of those inducted.

The site will be handed over the Principal Contractor as a CDM designated Area by the employer's facilities provider Engie under a permit.

Once handed to the Principal Contractor under CDM designation, the Client requires the Principal Contractor to issue permits to work for the following: -

- Electrical works (not installation works prior to making live).
- Excavations.
- General Works Permit
- Permits for Working on the Roof
- Noisy Works Permits

The Client or its incumbent facilities provider will retain control for issuing permits for the following:

- Isolation of Existing Basebuild Services where necessary
- Hot works (includes abrasive wheel). Contractor to allow for minimum 1-hour fire watch at the end of each hot works period)
- Any works relating site wide security and access control

c) Site inductions

All Operatives and Representatives of the Principal Contractor and any of his sub-contractors MUST undertake Airbus Defence & Space site specific induction presented by Engie and undertaken in site facilities office. At least 72 hours must be given before anyone coming to site expecting to undertake the induction.

The Principal Contractor will be required to induct operatives prior to starting work, and to keep a record of those inducted as well as any refresher talks given.

d) Emergency procedures

Procedures must be written and included in the construction phase health and safety plan to deal with all emergencies that may arise during the construction work. Where contractors provide method statements and risk assessments for their works, the risks must be looked at to check that the construction plan fully covers all emergencies that may arise.

The nearest A&E hospital from the site is located at:-

Southampton General Hospital

Tremona Road

Southampton

Hampshire

SO16 6YD

Tel: 023 8077 7222

The hospital is approximately 5 miles from the project site.

The Principal Contractor must ensure that suitable and sufficient first aid cover is provided throughout the duration of the project.

This must be by persons with a full first aid qualification on site at all times in accordance with The Health and Safety (First-Aid) Regulations 1981.

Details of emergency procedures should be part of the site induction to persons working or visiting the site.

e) Welfare facilities and contractor's area

The Principal Contractor must provide welfare facilities that satisfy Schedule 2 of the Construction (Health Safety and Welfare) Regulations 2015.

The Contractor is to ensure that materials are not transferred through the building from the education facility to the viewing gallery area and will ensure all materials are delivered and dropped to the respective side of the site where intended for use.

In addition, the Contractor is free to make use of any welfare facilities within his works space providing their use does not impact on the main contract programme and that all facilities can be provided with running services in accordance with Regulations above.

The facilities must be kept in a clean and tidy state, and should only be used as a welfare area, and not for other purposes such as a temporary site office for contractors to work from.

f) Site rules

In addition to the principal contractors' site rules, the Client will be stipulating a number of rules.

These are contained within the Health, Safety and Environment information for Contractors Issue 5 Aug 09.

The Principal Contractor and all its sub-contractors will ensure they have read the above document.

As a guide, they WILL include the following:

- All persons using the site will comply with all the security procedures currently being operated within the clients site (see main tender documents).
- Security procedures may change at any time.
- The use of Steps/Ladders to undertake works are strictly forbidden without express authorisation by Site Services.
- The client may restrict certain items from being allowed on site, such as mobile 'phones with cameras, personal digital assistants, computer hardware, and other computer storage media.
- Smoking is only allowed in the designated area provided by the client.

- Whilst working in clean areas all rules and regulations applicable to clean areas must be adhered to.
- Maximum speed limit on site is 5 m.p.h.
- No roof works where continuous wind speed in excess of 16 mph
- The Client reserves the right to search contractor's employees.
- Harnesses will be worn on all types of Mobile Elevated Work Platforms.
- No mobile phones will be allowed on site.
- No radios are allowed on site.

Any person breaching a health and safety regulation will be required to re do the Airbus Defence & Space induction and the Principal Contractor's induction.

g) Cooperation and protection of other users adjacent to the site

The site is located on the in Hythe, between Marchwood and Fawley, Hampshire.

Many Public amenities are situated within a short walk of the site.

The Principal Contractor is to remain vigilant and ensure measures are in place to protect pedestrians and vehicle users using the site for the project duration. Consideration must also be given to adjacent businesses to limit disruption.

Where possible, deliveries of materials and plant should be made at times when pedestrian use of the pavements is lowest and outside the hours of 7am to 8.30am and 3.30pm to 4.30pm when the clients employees are travelling to and from the building and visitor car park.

Consideration should be given to when children will most likely be using the pavements.

All Contractors must be aware that adjacent areas to the site will remain in use at all times. The Contractor will as part of his Construction Phase Plan submit a hoarding and works segregation plan for approval by the Client CDM advisor. No works will be allowed to commence until this is approved.

Sufficient controls must be put in place to limit noise and dust where they may affect adjacent residents and people using the pavements and roads.

h) Arrangements for liaison between parties

Regular meetings must be held on site by the Principal Contractor to discuss health and safety issues with contractors working on the site. These meetings can be part of a meeting to discuss progress etc.

i) Security arrangements

The site is to be kept free of unauthorised persons accessing the site.

All personnel on site must either be suitably badged and approved by Hythe & Dibden Parish Council.

The contractor will maintain a record of all persons on site at any one time and must STRICTLY enforce this.

Actions must be taken to ensure that if unauthorised persons access the site, then measures are put into place to ensure that it is not repeated.

Alterations to the existing palisade fencing and gates are to be undertaken as part of the Principal Contractors package of works.

The Principal Contractor is responsible for ensuring all gates and fences are maintained for the project duration and adapting them as necessary if site security is breached.

j) Fire plan

The Principal Contractor is required to write, monitor and update a fire plan for the project. The fire plan must be submitted for approval along with the construction phase plan for the project prior to works commencing on the site. The publication, "Fire Prevention on Construction Sites" may be helpful in producing the plan.

As there is a high risk of fire during the construction phase, fire points must be established at the earliest opportunity, and operatives working on the site informed of the locations.

A fire warden should be appointed as part of the fire plan.

k) Communication with site operatives

Operatives working on the site must be provided with the opportunity to discuss any health and safety issues that they may be aware of on the site, and to propose ideas that may be beneficial to other operatives with regards to health and safety on the site.

l) Site tidiness

The site must be kept clear of any accumulation of rubbish which could be a source for the starting or spreading of a fire.

The site must be maintained in a tidy state with materials stacked safely and all access and egress routes kept clear of plant and materials.

ALL cables must be located out of the way so as to reduce the risk of trips and falls, especially along corridors and stairs.

m) Access to the Site

Primary access to the employers site is through the gates on St John's Street, with a footpath leading to the main entrance on the rear of the building (facing Southampton Water).

Once on site access to the works area is likely to be via full boarded scaffolding and as such the principal contractor shall manage access for personnel and materials through his construction phase and access plan.

n) Car Parking

Only two contractor's vehicles will be allowed on site at any one time and MUST be parked within area allocated by the employer..

Mounting the kerbs and verges is to be avoided.

4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

a) Site safety Hazards

Location of existing services.

Information pertaining to the location existing services can be found within O&M information held in site facilities offices.

These are located predominantly above all ceilings and to perimeter walls both surface and recessed mounted.

b) Health hazards including:

Asbestos

No Asbestos containing products are believed to be contained within/on 25 St John's Street.

An Asbestos survey has been completed by the client and can be found within Site Facilities Department.

If any potential ACM materials are detected the Contractor must suspend all works pertaining to the suspect material and engage with the clients representative immediately.

Ground Water

If encountered contractor to be aware of the risk of leptospirosis.

Specialist Gases

No specialist gases are known to be contained near the work area.

Contaminated ground

No Contamination Reports have been undertaken by the client. The contractor is to make all arrangements as deemed necessary.

5. DESIGN AND CONSTRUCTION HAZARDS

a) Arrangements for co-ordination of ongoing design work and handling design changes

During site meetings any design changes must be discussed along with its implications to health and safety. Details of any designs carried out by designers working for the Principal Contractor, contractors, or their sub-contractors must be passed to the Principal Designer.

b) Information on significant hazards identified during design

No specific hazards have been identified during the works

6. HEALTH AND SAFETY FILE

The Principal Contractor will produce the health and safety file for the building with information provided by the Principal Contractor and Design Team. Information must be in electronic format either as a Word Document, or PDF document.

Details of information required will be issued at an early Design Team meeting with the Principal Contractor so that the file can be progressed during the project.

7. CONSTRUCTION PHASE PLAN

The construction phase plan should contain pertinent information that is asked for in Appendix 3 of the ACoP Managing Health and Safety in Construction.

Listed below are some of the headings in the ACoP.

- A brief description of the project.
- A general statement of the health and safety principles and objectives for the project.
- Information on any restrictions that may restrict the work.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.

- Arrangements for co-operation and co-ordination between contractors.
- Procedures for communications between the project team, other contractors and site operatives.
- Emergency Procedures.
- Procedures for carrying out risk assessments and how they are controlled.
- Arrangements for the drawing up and displaying of site rules.
- Monitoring procedures.
- Arrangements for consulting with others on site.
- Procedures for ensuring that all persons working on the site have received relevant health and safety training, and any training that is required.
- The Principal Contractor is requested to comply with the above, and to produce a bespoke plan for the project.

8. DESIGNERS HAZARD CHECKLIST

Project: External Repairs & Decorations
 Design Discipline: Preparation and Issue of Tender Documentation
 Prepared by: Nick Pavlou

Introduction

The list of potential hazards is a guide and should not be taken as exhaustive. The hazards associated with each project should be considered and additional sections and items added as necessary.

All hazards considered by The Designer as having a potential medium and high risk should be addressed on the comments section. Low risk activities should be included on the comments section where deemed appropriate by The Designer.

An individual item or heading (by ticking the headings) can be noted as not applicable.

Where the designer was unable to design out a risk and the risk may not be immediately apparent to a competent contract, these risks should be noted on the relevant drawings.

Potential From	Hazards Arising	Risk (Without Designer's Control Measures)				Comments
		N/A	Low	Med	High	
Ref:						
1	Existing Environment					
1.1	Existing Buildings		Low			
1.2	Roads			Med		Shared access to the building.
1.3	Railways		Low			Main Rail Line in sight but no impact anticipated.
1.4	Water Courses	N/A				
1.5	Ground Conditions	N/A				
	• Contamination	N/A				
	• Ground Water	N/A				
	• Instability	N/A				
	• Mine Workings	N/A				

1.6	Access Restrictions			Med		Access via Client site. Interaction with staff and/or public crossings.
1.7	Adjacent Properties				High	Adjacent to facilities and offices which remain in constant use.
1.8	Concurrent Site Activities			Med		Day to day reactive and responsive maintenance.
1.9	Interface with Public			Med		Site accessed off public highway. Contractor to provide construction traffic management plan.
1.10	Occupies Premises			Med		Site operatives and staff working adjacent to the site at all times.
1.11	Structural Instability	N/A				
1.12	Fragile Materials		Low			Above ceiling and below floor covering.
1.13	Hazardous Materials		Low			No Hazardous Materials outside of normal construction activities.
1.14	Land Use	N/A				
1.15	Traffic		Low			Area around building used by vehicles with car parking also provided.
1.16	Aviation	N/A				
1.17	Others	N/A				

2	Existing Services					
2.1	Underground					
	<ul style="list-style-type: none"> Electrical 			Med		Mains and small power, exact location unknown.
	<ul style="list-style-type: none"> Gas 		Low			Mains Gas to Building. Contractor to be aware
	<ul style="list-style-type: none"> Water 		Low			Mains Water to Building. Contractor to be aware.
	<ul style="list-style-type: none"> Telecoms 		Low			Sensitive Comms equipment within building and to adjacent works areas.
	<ul style="list-style-type: none"> Other 	N/A				
2.2	Overhead Services					
	<ul style="list-style-type: none"> Electrical 				High	Surface mounted live cables present
	<ul style="list-style-type: none"> Telecoms 				High	Surface mounted live cables present
	<ul style="list-style-type: none"> Gas 				High	Surface mounted live pipework present
	<ul style="list-style-type: none"> Special Gaseous Pipe work (Nitrogen etc) 	N/A				
	<ul style="list-style-type: none"> Water 			Med		Surface mounted live pipework present
	<ul style="list-style-type: none"> Others 	N/A				
3	Earthworks					
3.1	Deep Excavations	N/A				
3.2	Slope / Ground Stability	N/A				
3.3	Ground Water / Courses	N/A				
3.4	Plant Movements	N/A				
3.5	Interface with Services	N/A				
3.6	Contamination	N/A				

3.7	Adjacent Structure	N/A				
3.8	Others	N/A				
4	Foundations					
4.1	Adjacent Buildings	N/A				
4.2	Deep Excavations	N/A				
4.3	Plant Movements	N/A				
4.4	Interface with Services	N/A				
4.5	Foundations	N/A				
4.6	Ground Water	N/A				
4.7	Confined Spaces	N/A				
4.8	Piling:	N/A				
	• Noise	N/A				
	• Vibration	N/A				
	• Contamination	N/A				
	• Plant	N/A				
4.9	Grouting	N/A				
	• Drilling Work	N/A				
	• Dust	N/A				
	• Pollution	N/A				
4.10	Others	N/A				
5	Drainage Works					
5.1	Excavations	N/A				
5.2	Ground Water	N/A				
5.3	Ground Conditions	N/A				
5.4	Confined Spaces	N/A				
5.5	Existing Services	N/A				
5.6	Manual Handling	N/A				
5.7	Lifting Operations	N/A				
5.8	Maintenance	N/A				
5.9	Sewage	N/A				
5.10	Traffic	N/A				
5.11	Contamination	N/A				
6	Highways					
6.1	Traffic Management		Low			Contractor to observe site rules and PCI
6.2	Adjacent Traffic			Med		Shared car parks and roadways

6.3	Construction Materials			Med		Consideration by contractor for loading of materials to works area through shared access.
6.4	Structural Works	N/A				
6.5	Adjacent Structures	N/A				
6.6	Noise		Low			Contractor to carefully coordinate noisy works.
6.7	Vibration		Low			Vibrations during noisy works to be monitored.
6.8	Others					
7	Steelwork Construction					
7.1	Lifting Operations	N/A				
7.2	Temporary Instability	N/A				
7.3	Connections	N/A				
7.4	Unusual Sequence	N/A				
7.5	Future Maintenance	N/A				
7.7	Others					
8	Concrete Construction					
8.1	Plant Restrictions	N/A				
8.2	Lifting Operations	N/A				
8.3	Noise	N/A				
8.4	Vibration	N/A				
8.5	Temporary Instability	N/A				
8.6	Pre/post Tensioning	N/A				
8.7	Materials	N/A				
8.8	Maintenance	N/A				
8.9	Joints	N/A				
8.10	Others	N/A				
9	Masonry Construction					
9.1	Manual Handling		Low			Suitable storage and handling of materials

9.2	Lifting Operations		Low			Consideration for lifting of materials.
9.3	Materials	N/A				
9.4	Temporary Instability	N/A				
9.5	Dust		Low			Any cutting and dust generation to be undertaken away from ductwork and points of penetration to building or HVAC inlets.
9.6	Durability	N/A				
9.7	Disproportionate Collapse	N/A				
9.8	Others	N/A				
10	Timber Construction					
10.1	Materials	N/A				
10.2	Working at Height	N/A				
10.3	Temporary Instability	N/A				
10.4	Lifting Operations	N/A				
10.5	Manual Handling	N/A				
10.6	Fire	N/A				
10.7	Others					
11	Railway Activities					
11.1	Train Movements	N/A				
11.2	Overhead Lines	N/A				
11.3	Electrified Track	N/A				
11.4	Underground Services	N/A				
11.5	Adjacent Structures	N/A				
11.6	Ground Stability	N/A				
11.7	Contamination	N/A				
11.8	Others					
12	Demolition of Existing Structures					
12.1	Services	N/A				
12.2	Adjacent Structures	N/A				

12.3	Materials					
	<ul style="list-style-type: none"> Hazardous 			Med		Consideration for content of removal of existing coverings
	<ul style="list-style-type: none"> Fragile 			Med		Removal and exposure of coverings could leave fragile structures
12.4	Temporary Instability	N/A				
12.5	Pre/post Tensioning	N/A				
12.6	Noise			Med		Impact of noise to areas below during works
12.7	Vibration			Med		Vibration to be considered and minimised due to potential impact of vibration and impact to adjacent users in building.
12.8	Usage of demolition materials			Med		No Hot Works unless by prior agreement and 1-hour fire watch after.
12.9	Dust			Med		Vibration to be considered and minimised due to potential impact of dust and impact to adjacent users in building.
12.10	Others			Med		No areas to be left exposed to the elements during strip off and replacement.

13	Future Demolition / Decommissioning					
13.1	Unusual Sequence	N/A				
13.2	Pre/post Tensioning	N/A				
13.3	Materials	N/A				
13.4	Adjacent Structures	N/A				
13.5	Temporary Instability	N/A				
13.6	Others					