

Pre-construction Information



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Project: St Mary's CE Primary School
Reference: 20818 | T600
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REVISION

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1.0 INTRODUCTION

The purpose of the pre-construction health safety information is to identify the main health and safety issues regarding the construction work and form the basis for the principal contractor to submit their proposals for managing the problems in compliance with the Construction (Design and Management) Regulations 2015.

The principal contractor will develop this pre-construction information during the construction phase as part of their duties. Key hazards have been identified in relation to the design and methods of construction envisaged by the designers. Additional hazards may be identified by the Principal contractor and contractors. These must be included in the Principal contractor's initial assessment/development of the construction phase plan.

The development of the construction phase plan, to incorporate changes to the design proposed by the Principal contractor and/or contractors, may only be done in-conjunction with and agreement of the Principal designer and client. Any activities carried out on site not compatible with procedures agreed with the Principal designer and client, are the sole responsibility of the Principal contractor.

The pre-construction information will also be developed to take account of the contractor's requirements. These include specific requirements with regard to site safety and the control of hazards, which may vary during the course of the works.

The pre-construction information must be read in conjunction with the work schedules and preliminaries and general contract conditions.

The Principal contractor will provide information for incorporation into the health & safety file in accordance with the CDM Regulations 2015 with which the principal contractor must make themselves aware.

At completion of the contract the health & safety file is to be returned to the principal designer who will review the file for completeness and pass it on to the client.

The principal contractor must ensure that their health & safety policy complies with all current legislation in particular:

- The Construction (Design & Management) Regulations 2015
- Health & Safety Work etc Act 1974
- Management of Health & Safety Work Regulations 1999
- COSHH Regulations 2002
- Control of Asbestos Regulations 2012

2.0 PROJECT DIRECTORY

2.1	Name of the Client	Tony Burgess Rochdale Borough Council Floor 2, Number One Riverside, Smith Street Rochdale, OL16 1XU
2.2	Principal Designer	Seven Architecture Ltd Unit 1.3 Waulk Mill 51 Bengal Street Manchester M46LN
2.3	Architect	Seven Architecture Ltd Unit 1.3 Waulk Mill 51 Bengal Street Manchester M46LN
2.4	Ecologists	Kylee Wilding & Harry Mulligan Tyrer Ecological Consultants Roselands, 3 Cross Grn, Formby, Liverpool L37 4BH
2.5	Quantity Surveyor	Nick Smeaton Rochdale Borough Council Floor 2, Number One Riverside, Smith Street Rochdale, OL16 1XU

3.0 PROJECT DESCRIPTION

3.1 SITE LOCATION

Oldham Rd, Rochdale

Greater Manchester,

OL11 2HB

3.2 NATURE OF CONSTRUCTION

Removal and specialist conservation repair works

3.3 TIMESCALE FOR WORKS

Construction work to be confirmed pending discussion between Rochdale Borough Council & St Marys School. Works to be carried out outside of term time, commencing during the 2024 Easter break.

Easter Break 28/03/2024 – 15/04/2024

Half-Term 24/05/2024 – 03/06/2024

Summer Holiday 24/07/2024 – 02/09/2024

3.4 TIMESCALE FOR APPOINTMENT

The minimum time to be allowed between the appointment of the principal contractor and the commence work on site is expected to be 2 weeks.

3.5 USE OF THE STRUCTURE

The building serves as a Primary School and is currently active with many users, including a significant number of children.

3.6 MAINTENANCE STRATEGY

Once the repair works have been undertaken by the contractor a continued programme of maintenance will be require (as it is at present). Gutters will require regulate checks and cleaning of debris and any degradation to the building fabric should be dealt with within a timely manner with appropriate materials to minimise the harm to the heritage asset.

3.7 EXISTING INFORMATION

The following information will be made available:

Scope of Works & Pricing Schedule:

SMP-SEV-XX-R1-DR-A-01100-P01 Proposed Site Scope of Works Plan

SMP-SEV-ZZ-ZZ-SP-A-09900-P06 Pricing Schedule (Inc. Temporary Roof)

SMP-SEV-ZZ-ZZ-SP-A-09900-P05 Pricing Schedule (Not inc. Temporary Roof)

Heritage Statement & Restoration Specification:

SMP-SEV-XX-XX-RP-A-09100-P01 St Mary's CE Primary School Heritage Statement

SMP-SEV-XX-XX-SP-A-09500-P02 St Mary's CE Primary School Restoration Specification

Annotated architectural tender drawings:

[See Seven Architecture Information Release Schedule]

SMP-SEV-XX-XX-SH-A-00010-P02 - Information Release Schedule

4.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 PLANNING AND MANAGING THE CONSTRUCTION WORK

Health and safety goals for the project include maintaining a high standard of health and safety throughout the scheme, conserving the historic fabric and being aware of the hazards that cannot be designed out.

4.2 COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS

The Principal contractor must only obey instructions concerning the contract from the contract administrator. Regular progress meetings will be held with the client, Principal contractor, contract administrator and Principal designer. All contractors must report back to their employer anything which may affect health and safety issues.

4.3 SECURITY OF THE SITE

The site must be kept robustly secure at all times, especially at night and all machinery must be secured to prevent entry and misuse. The site must be kept clean, tidy and free of debris.

4.4 WELFARE PROVISION

The principal contractor are to use welfare facilities that should be in accordance with Schedule 2 of the CDM Regulations 2015, for the duration of the contract. Appropriate warning and directional signage must be displayed. No personal audio systems are to be used on site and no photography or video equipment to be allowed on site without the written authority of the client. The consumption of alcohol or drugs is prohibited on site.

4.5 SITE HOARDING REQUIREMENTS

Storage and welfare facilities must be suitably and robustly secured throughout the works. Please refer to the site constraints plan showing the extent of the site compounds and proposed hoarding locations. The welfare accommodation is to be located in the contractor's compound.

4.6 SITE TRANSPORT ARRANGEMENTS/ VEHICLE MOVEMENT RESTRICTIONS

All vehicle movements, including deliveries and waste removal, must be carefully planned and a banksman in place for manoeuvring vehicles. The site cans are approached from Oldham Road, with Platting Lane to the rear of the site as a potential alternate drop-off point (though the contractor must make all parties aware that this road is a dead-end so there will be turning restrictions). Traffic restrictions are in place on the access roads.

4.7 CLIENT'S PERMIT-TO-WORK SYSTEMS

The Principal contractor must implement their own permit to work system and contact Seven Architecture and Rochdale Borough Council, regarding any permits affecting St Mary's, with at least 24 hours' notice given.

4.8 FIRE PRECAUTIONS

There is to be no burning of materials on site. Contractor welfare and operations must not cause the obstruction of any fire exits, evacuation points or fire brigade access. The fire risk assessment for the site should be reviewed with the principal contractor's site fire risk assessment drawings.

4.9 EMERGENCY PROCEDURES AND MEANS OF ESCAPE

Emergency procedures to include as a minimum the following: -

- Telephone numbers and addresses of local emergency services
- Names of qualified first aiders on site
- Location of site accident book
- Procedures for notifying emergency services
- Procedures for reporting accidents
- Names of responsible persons to whom accident reports should be made
- Hours of work
- No working over weekend without prior consent by the client or contract administrator
- Additional information
- Specific personnel and training to site operatives

4.10 'NO-GO' AREAS OR OTHER AUTHORISATION REQUIREMENTS

Any 'no-go' areas within the area of the proposed works will be highlighted to the principal contractor before work starts.

4.11 AREAS DESIGNATED AS CONFINED SPACES

It is understood there are no areas designated as confined spaces within the area of the proposed works.

4.12 SMOKING AND PARKING RESTRICTIONS

There must be no smoking on site. All contractors and visitors must obey local parking restrictions.

5.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS

5.1 BOUNDARIES AND ACCESS

Access is permitted during normal working hours via St Mary's CE School and the adjacent St Mary's CE Church. The boundaries consist of existing railings and inner fencing within the School grounds, as well as existing railings and new secure heras fencing to the Church grounds (refer to site constraint's plan for extent of boundaries). Access must be retained throughout the construction period to the Church.

5.2 DELIVERY, WASTE COLLECTION, STORAGE RESTRICTIONS

The principal contractor must comply with all statutory requirements, including noise, waste and avoidance of general nuisance throughout the duration of the project. Skips used on site should have lockable lids and details of skip and material storage locations are to be shown on the site plan. Secure storage facilities to be provided on site for dangerous equipment and flammable fuels. Storage must be located a suitable distance from buildings if required. Contractors shall ensure that any waste produced on the site is kept to the absolute minimum. All generated waste is to be disposed of by licensed carriers in accordance with current legislation. Contractors shall properly manage the storage of waste materials onsite. Stored waste shall be managed to minimise the risks to all affected by the works. These risks shall include those related to the environment, fire, hygiene and health.

5.3 SURROUNDING LAND USES

The site is to a Church and surrounded on both access roads by housing. The area is built up in nature and is heavily pedestrianised, with busy traffic during peak times.

5.4 EXISTING STORAGE OF HAZARDOUS MATERIALS

Refer to asbestos report, provided by Rochdale Borough Council.

5.5 EXISTING SERVICES

The principal contractor must ensure adequate investigations are undertaken prior to works commencing on site as accuracy of plans cannot be guaranteed. The Principal contractor must ensure the client and design team are notified of any services which may be affected by the works and co-ordinate their isolation/ disconnection prior to works commencing on site and details of the procedure must be included in the Construction Phase Plan.

5.6 EXISTING GROUND CONDITIONS

The ground conditions surrounding the existing site have been maintained and will need to be preserved or restored in the future. Mitigation should be put in place to prevent damage to the grassy areas on Church property. A dilapidation survey should be undertaken by the main contractor prior to any site set-up.

5.7 EXISTING STRUCTURES

The building to where the works will be undertaken in Hopwood Hall. This building is a Grade II listed structure (List Entry Number: 1084245). The building works should be carefully managed so as to reduce any risk to the building.

5.8 PREVIOUS STRUCTURAL MODIFICATIONS

The building structure has been modified over time with new extensions, new rooves and the repairs of major structural trusses. This should not affect the works being undertaken.

5.9 FIRE DAMAGE, GROUND SHRINKAGE, MOVEMENT OR POOR MAINTENANCE OF STRUCTURE

The building is currently in use but external areas of roofing in a state of disrepair. The contractor should take adequate precautions when moving about the building when undertaking the works outlined.

5.10 HEIGHT RESTRICTIONS

No known height limits to the area.

5.11 HEALTH AND SAFETY INFORMATION IN EARLIER DRAWINGS

Relevant health and safety information has been brought forward on the drawings. The client will share any relevant health and safety information from previous projects.

5.12 ASBESTOS

The contractor should monitor the works going forward and any suspected materials should be reported by operatives to the site manager and work stopped immediately. If any suspected asbestos containing materials are identified on site, including cement, insulation board, gaskets and textiles the contractor will need to be test and verify whether the suspected material is Asbestos by an approved Asbestos surveyor. The processes in the Control of Asbestos Regulations 2012 should be strictly adhered too.

5.13 CONTAMINATED LAND

The state of the land is unknown however no excavation works are required.

5.14 EXISTING STRUCTURES CONTAINING HAZARDOUS MATERIALS

There are no known hazardous materials contained within the existing building.

5.15 HEALTH RISKS ARISING FROM CLIENT'S ACTIVITIES

Suitable segregation must be employed between operatives and employees, users and visitors. Suitable traffic management must be in place as while works are planned during the holidays, the site may be in operation by staff during the works. All liaison and co-ordination with the client must be maintained throughout the works.

6.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

The Designer risk register is issued to the principal contractor in appendix C of this document. For Design and Build contracts, design considerations must be issued to the design team and relevant subcontractors.

It is the obligation of the principal contractor to:

- Supplement the list with any additional hazards they identify, including those relating to their own methods of working and any contractor designed elements.
- Define the means by which they will control all the hazards identified.
- Carry out any risk assessments as soon as practicable and prior to execution of specific elements of work on site.

The construction phase plan must be updated by the principal contractor to incorporate hazards identified prior to the work proceeding and copies of any data produced passed to the principal designer.

At all times measures must be taken by the principal contractor to reduce the risk to health and safety in accordance with all current statutory legislation, best practice, standards and guidance. These are to include dealing with the risks and are not limited to the items identified. Noted below are significant hazards or work activities which have been identified in the design phase of the project and which cannot be eliminated or designed out, along with suggested measures and precautions to reduce or control them. It is essential that the construction phase plan produced by the principal contractor adequately addresses all of the hazards noted by way of risk assessments and measures to ensure "safe systems of work" described in sufficient detail to be adjudged sufficient to allow work to commence on site. Only significant hazards have been noted on the assumption that generic type hazards will be fully allowed for by normal competent contractor's skills.

Note. This list is not exhaustive, and the principal contractor is responsible for identifying and communicating to the client and design team any additional hazards arising during the works, for whatever reason. See Appendix A health and safety hazard and risk register.

6.1 SIGNIFICANT DESIGN ASSUMPTIONS, SUGGESTED WORK METHODS, SEQUENCES OR OTHER CONTROL MEASURES

Designers should apply the hierarchy of risk control and pass on information on safety to those undertaking the works for inclusion in the construction phase plan. The principal contractor must plan and programme the work sufficiently to minimise disruption. Refer to designer's drawings and Project Risk Register in appendix C and the Drawings in appendix A of the pre-construction information.

It should be understood that there will be no use of the playground while roof works in sections that fall directly onto it are underway, and communication must be maintained by the contractor and school to maintain this arrangement going forward, regardless of any changes to scheduling (which themselves must be communicated at the earliest opportunity).

6.2 ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK AND HANDLING DESIGN CHANGES

The procedure for the consideration and acceptance of health & safety implications for design elements is as follows: -

- Submit details of the health & safety issues to the principal designer, together with the results of risk assessment (with one identical copy to be retained on site). This should detail the procedures for dealing with unforeseen eventualities during project execution resulting in substantial design changes and which might affect resources.
- As soon as an unforeseen eventuality arises, the principal designer is to be informed.
- Health and safety issues arising are to be submitted as soon as reasonably practicable after the occurrence.
- Details of redesign and the health and safety implications are to be submitted for consideration in good time before execution.

6.3 INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN

Appropriate measures are required to prevent members of the public/staff accessing the working area and planning of access to the site. Refer to the site constraints plan for further details of restricted areas included in the site compound.

6.4 MATERIALS REQUIRING PARTICULAR PRECAUTIONS DURING CONSTRUCTION

Health hazards arising from construction materials where particular precautions are required will be identified by designers as hazards that cannot be designed out. They should be specified as far as is necessary to ensure reliable performance by a competent contractor who may be assumed to know the precautionary information that suppliers are, by law, required to provide.

No banned, deleterious or hazardous materials are to be used during construction. The principal contractor is expected to assess their own and their contractors' materials for health hazards which they may introduce to site. The principal contractor is to advise on particular precautions required from the previously identified hazards and any additional hazards relating to

their own method of construction. It is assumed that the specification of the materials will ensure reliable performance by a competent contractor with full knowledge of precautionary information supplied by manufacturers (i.e. COSHH data sheets, recommended methods of installation etc.)

It is anticipated that the following materials may be used where non-hazardous materials are not available. The hazards can be minimised by use of appropriate method statements and provisional protective equipment.

- Silicates created through cutting masonry and ceramic materials
- Lead Work
- Pressure impregnated preservatives and other preservative treatments in timber products
- Man-made particle boards e.g. plywood, MDF etc. where formaldehyde products and derivatives may be present.
- Diesel, paraffin, turpentine, anti-freeze and similar products
- Adhesive solvents, paint solvents and the like
- Epoxy based, two pack adhesive and paint products
- Products containing silicones

7.0 CONSTRUCTION PHASE PLAN

The construction phase plan should consider the following, in accordance with 'Managing health and safety in construction' L153.

The plan must record the:

- a) Health and safety arrangements for the construction phase;
- b) Site rules;
- c) Where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase as a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible,

In considering what information is included, the emphasis is that it:

- a) Is relevant to the project;
- b) Has sufficient detail to clearly set out arrangements, site rules and special measures needed to manage the construction phase; but
- c) Is still proportionate to the scale and complexity of the project and the risks involved.

The plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

The following list of topics should be considered when drawing up the plan:

- a) A description of the project such as key dates and details of key members of the project team;
- b) The management of the work including:
 - (i) the health and safety aims for the project;
 - (ii) the site rules;
 - (iii) arrangements to ensure cooperation between project team members and co-ordination of their work, e.g. regular site meetings;
 - (iv) arrangements for involving workers;
 - (v) site induction;
 - (vi) welfare facilities; and
 - (vii) fire and emergency procedures;
- c) the control of the specific risks listed in Schedule 3 (below) where they are relevant to the work involved.
 1. Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
 2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
 3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.
 4. Work near high voltage power lines.
 5. Work exposing workers to the risk of drowning.
 6. Work on wells, underground earthworks and tunnels.
 7. Work carried out by divers having a system of air supply.
 8. Work carried out by workers in caissons with compressed air atmosphere.
 9. Work involving the use of explosives.
 10. Work involving the assembly or dismantling of heavy prefabricated components.

8.0 HEALTH AND SAFETY FILE

The health & safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. A health & safety file is only required for projects involving more than one contractor.

The principal contractor is advised that information will have to be provided on an ongoing basis, in parallel with the development of the construction phase plan, to enable the principal designer to compile the health and safety information supplied and deliver it to the client on practical completion. All contractor contributions to the health and safety file including the Operation and Maintenance Manuals and certification must be submitted to the principal designer two weeks prior to practical completion.

The health & safety file must be maintained and updated by the client as a requirement of CDM 2015. Items relating to operations & maintenance, planning, certification or user-guides should be supplied by the contractor to the principal designer in separate files, outside the legal requirements of the health & safety file.

Two copies of the health and safety file, within an A4 binder, on A4 size paper or folded to A4 size, are required, along with one electronic copy on a CD, unless instructed otherwise by the client.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- 1) A brief description of work activities carried out
- 2) Any hazards that have not been eliminated through the design and construction process, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- 3) Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs
- 4) Hazards materials used (e.g. lead paints and special coatings);
- 5) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- 6) Health and safety information about equipment provided for cleaning or maintaining the structure;
- 7) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- 8) Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

9.0 APPENDICES

APPENDIX A

DESIGN RISKS

SITE SET UP PLAN

APPENDIX B

NOTIFICATION OF PROJECT (F10)

To be completed when the principal contractor is appointed but prior to any start on site.

APPENDIX C

PROJECT RISK REGISTER

APPENDIX D

SITE LOGISTICS PLAN