DETACHED DWELLINGS AND GARAGE
LAND OFF STRAFFORD GROVE
BIRDWELL
CDM Quality Document

Pre Construction Information Document

Andrew Bailey Architect
Riba Conservation Register Architect

1. Introduction

This " Outline" Pre Construction Information (PCI) document has been produced in accordance with the CDM Regulations 2015 by Andrew Bailey Architect up to the point of Construction Drawing handover to the Client and describes how duty holders may manage Health and Safety on this project.

The appointment of the current Principal Designer (Andrew Bailey Architects) terminates following Building Control approval. It is strongly recommended that the Client appoints a new Principal Designer in writing at this point. If this is not undertaken then the Client will be deemed to be undertaking the duties.

It is anticipated that Andrew Bailey Architects will have an involvement in the project beyond this date, however the appointment will be as a Designer, who will, with respect to CDM2015, work under the new Principal Designer.

This PCI has been developed as far as reasonably practicable based upon available information. It is assumed that the Client/new Principal Designer will update/supplement this document as further information becomes available during the Pre - Construction Phase.

The document contains information about the site for Designers and Contractors and other relevant parties, as well as information from the Designers about design risks for Contractors, maintainers and future users of the structure.

The PCI collects and passes on information available to date, about significant Health and Safety risks which the Principal Contractor (PC) will have to manage during the Construction Phase of the project as laid down in the Construction (Design and Management) Regulations 2015.

At the time of issue of the PCI the Principal Contractor has already been appointed. As stated previously, detailed design beyond the scope of Andrew Bailey Architects will be undertaken by others who will be expected to develop this Health and Safety Plan to cover all aspects of the work to be undertaken in the Construction Phase.

This will include carrying out ANY relevant Design Risk Assessments where appropriate.

Any design (including Temporary Works) undertaken by any party on this project must be accompanied by suitable and sufficient Risk Assessments which must be transmitted to the new Principal Designer for review.

The Principal Contractor should make full allowance for complying with the CDM Regulations, both in terms of programme and resources.

Construction work should not be allowed to proceed until there is an adequately developed Construction Phase Plan in place which addresses the site-specific issues described in this document.

2. Description of the Project including Use of the Structure

The works comprise construction of two detached dwellings and garage
The site is cleared

For specific detailed descriptions of the scope of works please refer to the current drawings produced to date, specifications and all relevant contract documents.

2.1 Location of the Project

Strafford Grove Birdwell . A former garage site

2.2 Nature of the Construction Work

As the project develops the Safety Management Systems for the project must evolve to ensure those visiting the Development can do so in a safe
manner and suffer minimal nuisance from noise, dust and vibration.
A high level of co-operation, co-ordination, communication and consultation will be required by all Contractors to ensure that the Management of Health and Safety with respect to Contractors and the Third Parties that they will ultimately interface with, remains suitable and sufficient at all times.

Low Bridges:

The principal contractor must research the ‘Low Bridges
UK’ website in the vicinity of the site. This information may aid with respect to the planning of deliveries of large construction elements etc. The Principal Contractor must undertake their own assessment.

2.3 Key Dates

Please refer to the contract documents and up to date project programme for current specific details. The Client and Principal Contractor will need to confirm the programme, particularly the start on site date of any CDM applicable construction works, prior to any works commencing.

2.4 Mobilisation Period

The Principal Contractor has already been appointed to undertake these works and is aware of the general site requirements and characteristics of the site and the Development as a whole. The mobilisation period is current and ongoing

2.5 Organisation

It is assumed that arrangements for the lines of responsibility, communication and reporting will be agreed at the Pre-Start Meeting.

The Principal Contractor will be expected to organise Safety Co-ordination Meetings with his Sub Contractors and other Contractors, as necessary throughout the course of the contract. These meetings could be combined with general Sub Contractor Meetings.

The PC is to note that he has an obligation under the Regulations to update the CPP during the construction phase. The PC must at the end of the project provide the new Principal Designer with the Health and Safety File for review prior to handing over to the Client. Within the CPP the PC should highlight the process applied to the compilation of the File accompanied with the appropriate timescales i.e. when will the first and final drafts be available for review. Interim documentation, 'Information Packs' will be required to be issued to those who have rent rooms to enable householders to safely use and maintain the installed equipment within the premises.

The PC should ensure that the new Principal Designer is advised of any significant Health and Safety implications of any design elements that cannot practicably be avoided.

The PC should ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for Health, Safety and Welfare at their work site. This should include any relevant findings resulting from Risk Assessment, including risks arising from activities of other operatives working nearby. Site Rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

Contractors may need to make special arrangements for workers who have little or no understanding of English, or who cannot read English. These could include providing translation, using interpreters or replacing written notices with clearly understood symbols or diagrams.

The PC has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, Contractors and workers.

Arrangements made in respect of co-operation and consultation with workers on site should be recorded by the PC and included in their CPP. Such arrangements will require regular review and updating, as circumstances on site change.

Such arrangements need to cover all workers effectively, including those who may only be on site for brief periods. The arrangements should be proportionate to the size and complexity of the construction work, the scale of hazards and the size of the workforce.
The PC should implement a range of mechanisms to ensure that on-site consultation is effective e.g. regular Consultation Meetings, consultation during inductions, daily briefings, Tool Box Talks etc.

The PC shall prepare arrangements for the Health and Safety of site visitors for inclusion within the CPP.

3.0 Client Considerations and Management Requirements

3.1 Management Requirements

3.1.1 Planning and Management of the Construction Work

- Health and Safety Goals for the Project

The Principal Contractor and his Sub Contractors should take note of the following Health and Safety objectives when planning and designing work associated with this contract: -
The main safety goal from the Principal Designer for the project is to promote the highest standards of Health and Safety performance to eliminate so far as is reasonably practicable, all accidents, dangerous occurrences and damage to plant and equipment and to ensure the design can be safely constructed, operated, maintained and demolished.
The new Principal Designer and Client may have additional Safety Goals.

Permanent Works Objectives:
To provide structures that are free from risks to Health and Safety of the users, so far, as is reasonably practicable.
To provide safe access to, in, around and egress from, the structure(s).
To ensure that the Operations and Maintenance tasks can be undertaken without risk to the Health and Safety of persons, or the environment, so far as is reasonably practicable.
To provide sufficient information within the Health and Safety File(s) for maintenance, new construction or demolition work to be carried out in the future.

Construction Work Objectives:

- To have no accidents on site or adjacent to the site.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the least disruption to any Third Parties.
- To exclude unauthorised persons, especially children, from the work areas.
- To provide safe access to and egress from working places.
- To provide working places that are free from risks to Health and Safety of persons at work or affected by the work, so far as is reasonably practicable.
- To ensure that manual handling tasks are reduced to the lowest level reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- Ensure competence of Duty Holders

The Principal Contractor will be responsible for checking the competence of any Designers appointed by him. It is recommended that evidence of this should be available to the new Principal Designer upon reasonable request.

The PC will undertake their role in such a way as to ensure that all relevant statutory procedures are adhered to as a minimum. In addition to the Contractor and Clients routine reporting
mechanisms all accidents on site should be reported to the new Principal Designer/Client.

3.1.2 Provision of Pre-Construction Information

Pre-Construction Information from all parties has been collated, assembled and summarised into the body of this document by the new Principal Designer.

3.1.3 Design Safety Management

All Designers have a duty to ensure that so far as is reasonably practicable, they eliminate or if not, reduce the risks to those constructing, using, or demolishing a structure and its associated plant, and those others affected, by their designs.

Designers are expected to utilise best industry practice including Design Safety Guidance such as that produced by CIRIA and the Construction Industry Council.

Designers should also provide a construction and maintenance philosophy for the elements for which they are responsible.

All Designers appointed by the Client or PC should be able to demonstrate that they have Design Safety Procedures in place including hazard identification, design review and provision of residual risk information as part of their competency assessment, and that they have procedures to ensure that those they appoint have equivalent procedures.

Described below are recommended means of communicating and co-ordinating the hazards/risks associated with the scope of works to the PC by the use of:

- Project Hazard Registers/ Design Risk Assessments
- Project Maintenance Strategies – to be developed via consultation between relevant parties.
- Design Reviews – should the design be materially altered after design completion further reviews should be arranged as necessary.
- Project Directory and Responsibility
- Project design change control – to be defined at the Pre Start Meeting.
- Any changes in design (including Temporary Works) during the Design or Construction Phase must be notified to the new Principal Designer along with copies of any relevant Design Risk Assessments.

3.1.4 Principal Contractor Selection

The Principal Contractor has been selected and appointed directly by the Client.

3.1.5 Construction Phase Plan

A suitable and sufficient Construction Phase Plan must be produced by the appointed Principal Contractor prior to commencing construction works on site. This should be issued to the Client, in good time for them to review the document and make comments, and allow the Principal Contractor time to attend to any identified deficiencies.

The Construction Phase Plan is to be developed by the Principal Contractor throughout the life of the project and should become a specific document which sets out the arrangements for securing the Health and Safety of all those carrying out the work and all others who may be affected by it.

When developing the Construction Phase Plan, the Principal Contractor should identify the hazards and assess the risks at each of the main stages of the Construction Phase including but not necessarily limited to those identified in this document. The Principal Contractor should also identify his Organisation's arrangements for managing Health and Safety.

The Construction Phase Plan needs to be kept up to date, being modified and altered in the light of changing circumstances. As the construction work progresses, Safety Method Statements and information from Contractors starting during the various work stages will invariably mean parts of the Plan have to be amended and updated. Reviews of parts of the Construction Phase Plan may also need to be made if there are design changes, unforeseen circumstances etc. It is vital that such changes are notified to all those working on site who may be affected.

The development of the Construction Phase Plan shall not be limited to those particular risks identified in the PCI but shall include consideration of all reasonably foreseeable risks.
The Construction Phase Plan will be assessed by the Client. Construction should not commence until the Client has approved the document in writing as being suitably and sufficiently developed.

3.1.6 Temporary Works

The Principal Contractor must assess the requirements for Temporary Works at all stages of the project. Such works should be designed, checked, installed, inspected and removed to ensure their structural integrity and safety in use. The Design Phase of the works must be undertaken in conjunction with the Principal Designer.

The Principal Contractor must adequately manage Temporary Works on site and in the Construction Phase Plan make a statement describing the procedures he will employ to achieve this, in particular with respect to:

- Appraisal of Temporary Works requirements
- Compliance with Construction Design and Management Regulations
- Erection/installation of Temporary Works
- Inspection of Temporary Works
- Removal of Temporary Works

3.1.7 Health and Safety Management Audit

Those Risk Assessments provided by the Principal Designer are included in Appendix 2 of this document. As the design evolves and new hazards are identified and old hazards removed, or the risk of them being realised are increased or decreased, then the Project Team and new Principal Designer should re-issue the updated Risk Assessments as and when required. The design of Temporary Works should also be included in the documents.
The Client should identify means of monitoring, auditing and review of Duty Holders H&S Management Procedures and Arrangements during the project.

3.1.8 Communication and Liaison

Project Team and Technical Meetings should continue throughout the project to facilitate the exchange of information between all parties.

Ad-hoc Emergency Meetings should be arranged by the Client or Client Representative if deemed appropriate to do so.

3.2. Client Considerations

3.2.1 Security of the Site

The Principal Contractor must put in place and retain a site security system that is suitable for the location of the works and complies with the requirements of HSG 151.

The Principal Contractor has visited this site previously and is aware of the existing environment and restrictions.

Protection should be designed/laid out so as not to form obstructions to access/escape routes, and existing traffic /pedestrian flows. Suitable and sufficient warning signs/notices should also be posted.

3.2.3 Welfare Provision

The Principal Contractor must ensure that operatives have access to all the requirements identified within the Construction (Design and Management) Regulations 2015.

The Welfare Facilities to be provided by the Principal Contractor must be in place prior to construction commencement and must meet the requirements of relevant statutory provisions.

3.2.4 Site Transport Arrangements or Vehicle Movement and Parking Restrictions

The Principal Contractor must provide a Traffic Management Plan which clearly identifies the control measures to be utilised to separate vehicles and pedestrians from all associated parties throughout the duration of the works with their Construction Phase Plan. It is understood that a construction site is a dynamic environment and as a consequence the TMP must reflect this and evolve as the project dictates.

The Principal Contractor must be aware of the HSE publication HSG144 “Safe use of vehicles on construction sites”.

The Principal Contractor must employ a banksman for reversing operations.

3.2.5 Permit to Work Systems

The Principal Contractor must employ a Permit to Work System as applicable and commensurate with their own Safety Management System and Construction Phase Plan. It should address issues concerning the People, Equipment, Materials and Environment that are relevant to the situation.

3.2.6 Fire Precautions

The Principal Contractor must comply with the requirements of HSG 168 ‘Fire Safety in Construction’ and have in place a Fire Management Plan which reflects the nature of the site and the dynamic nature of the construction processes being undertaken at any given time. The Principal Contractor is expected to implement his own fire precautions in those areas under his site control.

The Principal Contractor should ensure that management of any operations that may generate an ignition source (e.g. welding) must be adequately managed.

Contractors should maintain a high standard of housekeeping within their work area. In particular, those aspects of their work which affect Health and Safety, i.e. flammable materials, trip hazards, sharp objects, objects which may fall from height etc.

All fires and the use of firefighting equipment should be reported immediately to the Client.

The Principal Contractor should at all times maintain access to the works for the Emergency Services.

3.2.7 Emergency Procedures and Means of Escape

Procedures in respect of other emergencies are to be described by the Principal Contractor in the Construction Phase Plan and communicated to all personnel upon induction to the site.

The Principal Contractor must in the Construction Phase Plan address the Emergency Procedures for the site with respect to provision of named qualified First Aiders, First Aid Equipment suitably located, the location of the nearest Hospital identified

These should include, but not necessarily be limited to:

- Location and telephone number of the nearest Police Station
- Telephone number of the Utilities Service Providers.

The Contractor should develop their own on Site Emergency Plan, which should include a named individual who will co-operate and co-ordinate with site. The Contractors must also have their own suitable first aid personnel and equipment on site at all times. The PC must put in place his own procedures for areas under his control.

The Principal Contractor should establish rules for dealing with emergencies, which may be anticipated. As stated previously the construction site is dynamic in nature and as a consequence the Safety Management System employed with respect to this issue should also be dynamic. The Principal Contractor should have procedures in place to manage serious and imminent danger and for danger areas.

3.2.8 No Go Areas

At this stage of the project the Principal Contractor will have access to all areas of the site identified

3.2.9 Smoking or Ignition Source Restrictions and other Client Rules.

Smoking is not permitted on site.

Any works which require ‘hot works’ should be undertaken under a ‘Permit to Work System’ and completed at a time in the day when operatives can ensure that there is no possibility of ignition of site articles or substances.

All accidents, dangerous occurrences, HSE Notifications or visits should be notified immediately to the Client.

4. Environmental Restrictions and On-Site Risks

4.1 Safety Hazards

Please refer to the Designers Risk Assessments located in the Appendices of this document.

Particular Hazards include:

- Lifting operations
- Transport Management
- Working at height
- Manual Handling
- Contact with unidentified live services
- Dust/noise/vibration generation
- Site security
- Soft spots potentially causing plant instability
- Working adjacent to live services
- Working adjacent to plant movement
- Possible Ground Contamination
- Possible impact from historical mining operations

Please note that this list is not exhaustive and the Principal Contractor must review the Design

Risk Assessments located in Appendix 2 of this document.

4.1.1 Boundaries and Access including Temporary Access

Access to work areas must be suitably and sufficiently managed with respect to the hazards and the associated risks.

4.1.2 Restriction on Deliveries, Waste Collection or Storage

The Principal Contractor will manage access/egress and transport movement throughout the site. Delivery of stores and materials must allow the passage of emergency vehicles at all times.

4.1.3 Adjacent Land Uses

The site is surrounded by housing. The access road is narrow.
It is assumed that significant vehicular activity surrounding the site will interact with site deliveries

4.1.4 Existing Storage of Hazardous Materials

It is not anticipated that the Principal Contractor will encounter any stored hazardous materials left by the Client on this project, however the PC will be required to visit the site prior to site set-up to ascertain the existing conditions.

4.1.5 Location of Existing Services

The Principal Contractor must undertake all necessary investigation to ascertain the precise location and depth of any services and put in place all necessary controls to prevent damage.

4.1.6 Ground Conditions

We are informed that there have been no Ground Investigation surveys. We recommend that the Client commissions such a report to inform the design and identify potential health and safety hazards.

4.1.7 Activities on site affecting adjacent areas

These works may affect the adjacent areas. There will be works required with respect to highway works or services work that bring the Principal Contractor into a position where they more directly interface with Third Parties. Such works will require liaison with relevant parties to ensure the appropriate level of co-operation, coordination, communication and consultation is undertaken to ensure the adequacy of Safety Management throughout those works for all parties.

Noise

The Principal Contractor must ensure compliance with the Noise at Work Regulations.

Dust

Method Statements must account for minimising dust suppression.

Mud on Roads

The Principal Contractor must prevent the build-up of mud on the highway which could prove hazardous to motorists. The level of mud on the highway must be adequately monitored and if the build-up becomes hazardous then the Principal Contractor should organise for the roads to be cleaned or employ wheel washes or a combination of the two to ensure motorist and pedestrian safety.

Third Party Interface

The Principal Contractor must ensure that Traffic Management as well general safety management is suitably and sufficiently addressed to minimise interference to Third Parties. This will require a significant level of co-operation, co-ordination, consultation, and communication between the Principal Contractor, any Nominated Contractors and the Client Representative. Communication with local residents through appropriate signage on the highway will also be required.

This element of the works will require detailed monitoring when the general public visit and subsequently purchase the first houses and the occupied phase of the works begin.

4.1.8 Existing Health and Safety Information (including previous use information)

The available relevant existing Health and Safety information is referenced or contained within this
document.

4.1.9 Health Hazards

Please refer to the Designers Risk Assessments.

4.1.10 Existing Storage of Hazardous Materials

It is not envisaged that the Principal Contractor will encounter any stored hazardous materials during these works.

4.1.11 Contaminated Land

It is recommended that the Client undertakes a ground investigation survey which includes looking for ground contaminants including the mineral Asbestos.

4.1.12 Existing Structures Containing Hazardous Materials

At present, there has not been any Ground Investigation Surveys undertaken and therefore any contamination of the ground by the mineral is unknown.

The Principal Contractor is to ensure that all operatives (including Sub Contractors) who are likely to come into contact with ACM’s as a result of their normal duties have received appropriate ‘asbestos awareness’ training.

If the Principal Contractor uncovers any suspicious looking materials, works are to stop in the affected area, the area is to be made safe, the Project Manager and the Principal Designer are to be informed immediately and advice sought before continuing any works in the affected area. Procedures must be developed by the Principal Contractor and communicated to all operatives during the site induction, which are to be followed in the event that suspected ACM’s are discovered.

It is recommended that the Client undertakes a ground investigation survey which includes looking for ground contaminants including the mineral Asbestos.

4.1.13 Health Risks Arising from Clients’ Activities

The Clients activities will not directly interface with the Principal Contractors activities at the initial stage of the project. At present the site is vacant.

During the latter stages of the project. Third Parties may access the site to view properties. These potential interfaces must be controlled by the Principal Contractor in tandem with the Client to restrict Contractor / site visitor interactions.

5. Significant Hazards – Design and Construction Hazards

5.1 Significant Design Assumptions, Suggested Work Methods, Sequences etc.

Lifting Operations

All Lifting Operations must be undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

The Contractor will be responsible for isolating and making safe all electrical circuits he is working on. Isolation points for existing services must be identified prior to the commencement of works; this is necessary to ensure that the incoming supply can be shut off in an emergency. Electrician's locks/tagging-out procedures and Permit to Work System will be required to be implemented to ensure that isolated systems are not re-energised when works are being carried out. All circuits must be assumed to be live unless there is absolute confirmation that they have been isolated/terminated.

Manual Handling

All materials and/or equipment will be required to be manoeuvred into the work activity areas; in order to reduce the amount of manual handling to which operatives are exposed, mechanical handling aids should be employed wherever possible.

The Principal Contractor should ensure that all operatives have received training and instruction in respect of manual handling techniques and be advised of the procedures which are to be followed should they require assistance.

Where manual handling cannot be avoided, Designers and the Principal Contractor should seek to specify / procure materials which are lightweight, less bulky and can be lifted by a single person.

The use of ladders must be restricted to as little as possible and only for short duration works. Other more suitable systems must be employed to ensure that Health and Safety when working at height is managed as required in the Work at Height Regulations 2005.

5.2 Arrangements for Co-ordination of Design Work and Design Changes

The Client or Principal Contractor, should they instigate material changes to the design, will become Designers under the CDM Regulations and will be required to undertake the duties And responsibilities of Designers, including issue of any relevant Design Risk Assessments to the Principal Designer.

Arrangements to accommodate such events are to be agreed and implemented.
Progress Meetings led by the new Principal Designer should be used to aid in the co-ordination of design throughout the project, supplemented by updates to the Designers Risk Assessments / Risk Register as necessary.
Design Risk Assessments produced to date for this project can be viewed in the Appendices of this document.

5.3 Information on Significant Risks

Please refer to the Designers Risk Assessments and Section 4.1
The Principal Designer has identified significant hazards as listed below:

- Emergency Procedures (Fire, First-aid, security incidents etc.)
- Traffic Management
- Potential asbestos containing materials
- Work at height, objects falling from height.
- Manual handling
- Work adjacent to live services
- Contact with unknown services
- Control of dust, noise and vibration
- Connections to existing services
- Lifting Operations.

Please note that this list is not exhaustive.

6.0 The Health and Safety File

The Health and Safety File to be compiled by the Principal Contractor. The document is to be 'user friendly' and where relevant to this project include the information outlined below:
A typical suggested outline requirement of the H&S File is as follows. It should be noted however that all projects differ and therefore not all those headings below will be applicable.

1.0 INTRODUCTION

1.1 Purpose and updating the File

1.2 File Development history

2.0 NATURE OF THE PROJECT

2.1 Main Participant Index

2.1.1 Key Participants

2.1.2 Sub-Contractors

2.2 Site location

2.3 Nature of construction work carried out

2.4 Timescale of the construction

2.5 Statutory approvals/consents

2.6 Current use of site

2.7 Third parties occupying the site

2.8 Existing drawings/documents

3.0 EXISTING ENVIRONMENT

3.1 Known land uses and related restrictions

3.2 Known services

3.3 Known structures

3.4 Known traffic systems and restrictions

3.5 Ground conditions/contamination

3.6 Planning and other restrictions applicable to the site

3.7 Known asbestos status

3.8 Existing Drawings

4.0 RULES OR RESTRICTIONS ON FUTURE WORKS

4.1 Rules and restrictions

4.2 Client matters

5.0 SPECIFIC PROJECT 1 PARTICULARS

5.1 As-built information

5.1.1 Designer

5.1.2 Structural Engineer

5.1.3 Other

5.2 Mechanical installations

5.3 Electrical installations

5.4 Fire

5.5 Specialist installations

5.6 Risk identification for future works

5.6.1 General advice

5.6.2 Specific advice

6.0 ADDITIONAL INFORMATION

6.0 APPENDIX

Appendix A1 Existing Drawings

Appendix A2 Existing Documents

Appendix A3 Services Drawings

Appendix B1 Architectural as-built information

Appendix B2 Structural Engineer as-built information

Appendix B3 Mechanical as-built information

Appendix B4 Electrical as-built information

Appendix B5 Other as-built information.

Appendix 1
Project Directory and Design Responsibility

Client

P. Cotterill

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Appendix 2
Design Risk Assessments

REFER TO ATTACHMENT