

Pre-construction Information

Instructions and Preamble

The populating of the Pre-construction Information document will be carried out by the Designer / Principal Designer from information provided mainly by the Client and also by the Designers on behalf of the Client, all in accordance with Appendix 2 of the HSE publication L153 'Guidance on Regulations'.

The Pre-construction Information is for the benefit of the design team in the first instance and subsequently for the Principal Contractor / Contractors undertaking the works. There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work however the level of detail should be proportionate to the risks. Information must be in a convenient form, clear, concise and easily understandable.

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Section 1 – Description / Workplace Regs / Programme / Record information

1.1 Project title

Nursery Extension at Carn Gwaval Wellbeing Centre

1.2 Description

The project comprises the restructuring and extension of the existing pre-school nursery at the Carn Gwaval Wellbeing Centre at Old Town on St Mary's on the Isles of Scilly.

The official postal address for the client is:

Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TL21 0LW

The location of the site is:

Carn Gwaval Wellbeing Centre
Old Town
St Mary's
Isles of Scilly
TR21 0NA

The existing nursery is located within the Carn Gwaval Wellbeing Centre at Old Town on St Mary's. The Centre is a relatively new facility which was developed in parallel with the construction of the new 'Five Islands School' around 2011.

The location of the Centre is immediately north of the Five Islands School at Old Town which lies south east of Hugh Town, the largest settlement on St Mary's and the administrative capital of the Isles of Scilly. The Centre was created from parts of the former Carn Gwaval Primary School together with new building additions including the sports hall. The Centre currently provides the following facilities:

- Sports hall
- Gym
- Rehabilitation Suite
- Changing facilities for the above
- Nursery
- 'Memory Café Hub'
- Meeting rooms for hire

The restructuring and extension of the existing Nursery will result in a total facility - existing accommodation and new extension - of some 233 sq m (Gross Internal Floor Area), all of which is single storey and on the same level. The new extension itself, which is located on the west side of the existing building, is some 68.5 sq m in area.

In addition to the Nursery itself, the facility includes a new enclosed external play area to augment the existing external play area.

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The Nursery facilities include:

- Two nursery rooms
- Sleep room for babies
- Baby change
- Child and adult toilets
- Kitchen
- Utility room
- Staff room
- Office
- Stores
- Lobbies to outside

1.3 Programme Details

Proposed construction start date – 5th February 2018

Proposed construction completion date – 1st June 2018

Proposed construction duration – 17 weeks

HSE Form F10 notification submission will be made once the Principal Contractor has been selected.

1.4 Project Personnel

Client

Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TL21 0LW

Contact: Keith Grossett, Senior Officer, Children's Services
Email address: kgrossett@scilly.gov.uk
Tel: 01720 424000

Client's Project Manager

Currie & Brown
Kensington Court, Woodwater Park
Pynes Hill, Rydon Lane
Exeter
EX2 5TY

Contact: Paul Chamings, Project Manager
Email: Paul.Chamings@curriebrown.com
Tel: 01392 813043

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Architect

Stride Treglown Ltd.
Norbury Court
The Millfields
Plymouth
PL1 3LL

Contact: Gareth Freathy
Email: garethfreathy@stridetreglown.com
Tel: 01752 202 088

Structural & Civil Engineers

MBA Consulting
Boscawen House
Chapel Hill
Truro
TR1 3BN

Contact: Chris Owen
Email: chris.owen@mbatruro.co.uk
Tel: 01872 260962

M & E Engineers

SJH Design Services Ltd
Pentidna Barn
Prosper Hill
Gwithian
Hayle
TR27 5EB

Contact: Stephen Hird
Email: stephen@sjhdesign.biz
Tel: 01736 757624

Principal Designer

Stride Treglown Ltd.
Norbury Court
The Millfields
Plymouth
PL1 3LL

Contact: Philip Roberts
Email: philiproberts@stridetreglown.com
Tel: 01752 202 088

Principal Contractor

TO BE AGREED

1.5 Declaration on Workplace (Health, Safety and Welfare) Regulations 1992

The completed project will be a workplace within the definition of the Workplace (Health, Safety and Welfare) Regulations 1992.

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1.6 Record Information

Record drawings and other information obtained from the Client

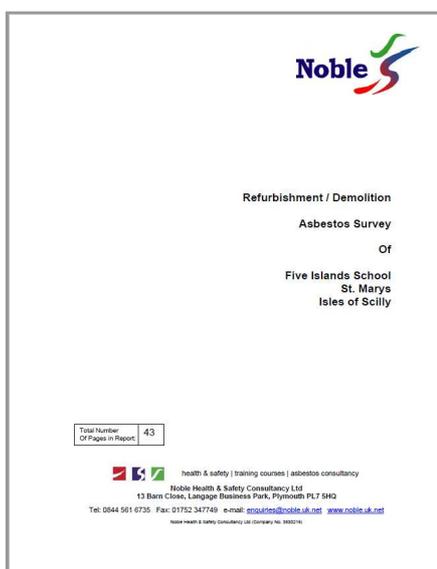
Various record drawings and other pieces of record information have been obtained from the Client or from consultants on behalf of the Client. The following lists are abstracted from Stride Treglown's project folders. Please refer to the screenshots included in Appendix A. These documents are available from Stride Treglown on request. The currency and applicability of this documentation to the project should always be checked first with the design team.

Details of Asbestos

No Asbestos Containing Materials (ACMs) will be incorporated into the new building.

When working within the old parts of the former Carn Gwaval Primary School building, the Principal Contractor should be aware that ACMs may be present due to the age of this building, that is to say, pre-2000. The Principal Contractor must approach the Council prior to commencing any works in order to consult the Asbestos Registers which the Council is obliged to keep as a duty-holder under The Control of Asbestos Regulations.

There is a 'Refurbishment/Demolition Asbestos Survey' (see screenshot below) available from Stride Treglown which dates from September 2011. The types of ACMs found as part of this survey include boards, gaskets, cement products and bitumen products. Note that the report highlights that some parts of the building construction were not able to be surveyed and therefore that ACMs should be suspected as occurring in these parts as a matter of course.



Details of pre-existing Health & Safety File

The new Five Islands School (FIS), which incorporates parts of the old Carn Gwaval Primary School as an annex, was constructed around 2011 and, as such, there is available a Health & Safety File as required under the CDM Regulations for this project. It is understood that this File is lodged with the building manager of FIS.

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Section 2 - Client's Considerations and Management Requirements

2.1 Client's Arrangements and Requirements

In accordance with the CDM Regulations, the Principal Contractor (PC) is to provide a Construction Phase Plan.

In addition to any specific contractual or other arrangements, the PC in managing the works must make the following undertakings:

- To notify the design team immediately of any proposed changes to the design and specification, particularly including all proposed substitutions, so that the health and safety implications can be assessed.
- To have a robust and auditable communication protocol with its own sub-contractors and suppliers and to provide the design team with any significant or important communications between all such parties, particularly when these communications concern health and safety.
- To regularly report to the Council and design team on all accidents and incidents on site. Serious incidents (e.g. RIDDOR-type events) must be reported to the Council immediately.

The Council as Client is ultimately responsible for setting down the site rules for contractors working on the Carn Gwaval / Five Islands School campus. These rules will be made available to the PC who will be responsible for disseminating them to his sub-contractors and suppliers. The PC is to ensure that he has obtained the current edition of the site rules for contractors from the Council.

The Council's overarching health and safety goal is to maintain the health and safety of all those continuing to use the Wellbeing Centre during the construction period.

In particular the PC will need to pay attention to:

- Safeguarding
- Security
- Fire precautions
- Dust control
- Noise control
- Vibration control
- Asbestos control

This list is not exhaustive.

It is strongly recommended that a 'liaison group' (or whatever title is appropriate) is set up comprising all relevant parties including the Client side, PC, design consultants, sub-contractors, suppliers and any other parties that, from time to time, will have an input on the health and safety of the project. It is further recommended that a good one-to-one relationship is established between someone on the Client side and someone on the PC side. Typically this might be a representative from the Council and the site contracts manager and/or foreman respectively. It is also recommended that a regular liaison forum is convened. This could be a daily, bi-weekly or weekly site meeting as considered appropriate.

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The PC should arrange its security precautions on the assumption that there may be attempted access to the site by curious individuals interested in the progress of the works. Such individuals may be the Centre staff and/or users but also possibly school pupils and others from the Five Islands School.

Parking arrangements for contractor's vehicles at the Centre is to be agreed with the Council prior to commencement.

The PC is to maintain unobstructed access for fire appliances and delivery / collection vehicles to the Centre at all times of the day and night. The arrangements must be shown graphically in the PC's Construction Phase Plan in the form of a transport and logistics plan.

Any necessary phasing of the construction works, including provision of temporary barriers, hoardings, fences and walkways, together with a detailed programme shall be agreed with the Council.

Working hours are from 08.00 to 17.00, Monday to Friday, or as otherwise agreed with the Council.

Obtain all relevant Permits-to-Work from the Council prior to commencing activities.

The PC will be required within his Construction Phase Plan to establish emergency procedures which take into account the specific layout of the site and surrounding environment, to allow for emergency escape from the construction site to the surrounding area. Muster areas for the site are to be identified within the Construction Phase Plan. The Plan must conform with the joint code 'Fire Prevention on Construction Sites' in the latest edition. The arrangements must be shown graphically in the PC's Construction Phase Plan in the form of a transport and logistics plan.

This Construction Phase Plan must take into account the operation of the Wellbeing Centre including its emergency escape routes, muster points and access & egress for emergency vehicles. The Principal Contractor must work out a method of co-ordinating its emergency plan with that of the Centre, including confirming how raising the alarm by one party affects the other.

Site welfare facilities shall be provided in accordance with Schedule 2 of the Construction (Design and Management) Regulations. Precise details and locations to be detailed in the Construction Phase Plan. The PC and his sub-contractors and suppliers are explicitly excluded from using the Centre's welfare facilities unless by agreement in advance of the works.

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Section 3 - Environmental Restrictions and Existing On-site Risks

3.1 Safety Hazards

The Principal Contractor as an organisation with the requisite skills, knowledge and experience is expected to understand and anticipate all the commonly-occurring **safety hazards** that can be expected in a project of this nature. The following items are highlighted as the more 'significant' safety hazards, albeit that none of them are particularly unusual.

Underground M&E services

The PC's attention is drawn to the SEEKA Surveys underground utility survey drawing, no. 16-6734-002 A undertaken in December 2106.

Notwithstanding the availability of this up to date survey, the possibility of discovering unrecorded underground M&E services should always be considered when contractors need to make excavations on site or around any building or outbuilding.

Concealed M&E services

The possibility of unrecorded concealed M&E services should always be considered in the event contractors need to break into concealed constructions such as boarded partitions.

Demolitions

The works will involve demolitions of building structures.

Japanese Knotweed

The presence of Knotweed has been raised as a potential issue for all building sub-structures. Further investigation and instruction is required.

3.2 Health Hazards

The Principal Contractor as an organisation with the requisite skills, knowledge and experience is expected to understand and anticipate all the commonly-occurring **health hazards** that can be expected in a project of this nature. The following items are highlighted as the more 'significant' health hazards, albeit that none of them are particularly unusual.

Exposure to infectious materials

The PC should always be aware of the possibility of operatives being exposed to infections and diseases from the environment, for example from rats, birds etc. and their droppings and also when working on existing underground drainage systems or above-ground watercourses.

Asbestos

The PC is to refer to the most recent Asbestos Survey already on record (dated 26/09/2011). Accordingly the PC is to undertake a new Refurbishment and Demolition Survey immediately before the start of the Works.

Site Contamination

Contamination of the ground by an oil leak associated with a heating oil installation has been raised as a potential issue. It is understood that this leak is likely to have occurred prior to the installation of a modern self-bunded heating oil tank in 2002. By reference to the report by Ian Farmer Associates (ref: C61301) it is noted that no trial pits showed

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any visual or olfactory signs of gross contamination however the PC should be vigilant for signs of oil contamination during the Works.

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Section 4.0 - Significant Design and Construction Hazards

The Principal Contractor as an organisation with the requisite skills, knowledge and experience is expected to understand and anticipate all the commonly-occurring **health & safety hazards** that can be expected in a project of this nature.

The following items are highlighted as the more 'significant' hazards, albeit that none of them are particularly unusual on a construction site.

Working at Height

This will include erection of the structure generally but especially the roof. Although the building is single storey, falls from height can still prove very serious. The PC will need to set in place a mitigation and control strategy for working at height.

Noise

Construction activities can be noisy. The PC will need to set in place a mitigation and control strategy for construction noise in respect of those continuing to use the Wellbeing Centre over the construction period.

Collisions with Vehicles

Vehicle access from the road, on the Centre / Five Islands School campus and within the site area all present opportunities for accidents such as collisions vehicle-to-vehicle and vehicle-to-pedestrian. The PC will need to set in place a mitigation and control strategy for vehicle and pedestrian movements. The PC may need to use a banksman from time to time to control plant and vehicle movements.

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Section 5.0 - The Health & Safety File

The Health & Safety File to be handed over to the Client at the end of the project will include the following sections as defined in the HSE publication L153 'Guidance on Regulations', Appendix 4:

A - A brief description of the work carried out;

B - Any hazards that have not been eliminated through the design and construction processes and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);

C - 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;

D - Hazardous materials used (e.g. lead paints and special coatings);

E - Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);

F - Health and safety information about equipment provided for cleaning or maintaining the structure;

G - The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.;

H - Information and 'as-built' / 'as-installed' drawings of the building, its plant and equipment

The Principal Designer will be responsible for producing the Health & Safety File which will be based upon a Stride Treglown template document. The Health & Safety File will be the first section in the Building Manuals which will be the responsibility of the Principal Contractor. The Principal Designer will advise and guide the Principal Contractor in compiling the Building Manuals as necessary. Note that the Council may also wish to make a contribution to advising the Principal Contractor of what it requires to be incorporated in the Building Manuals.

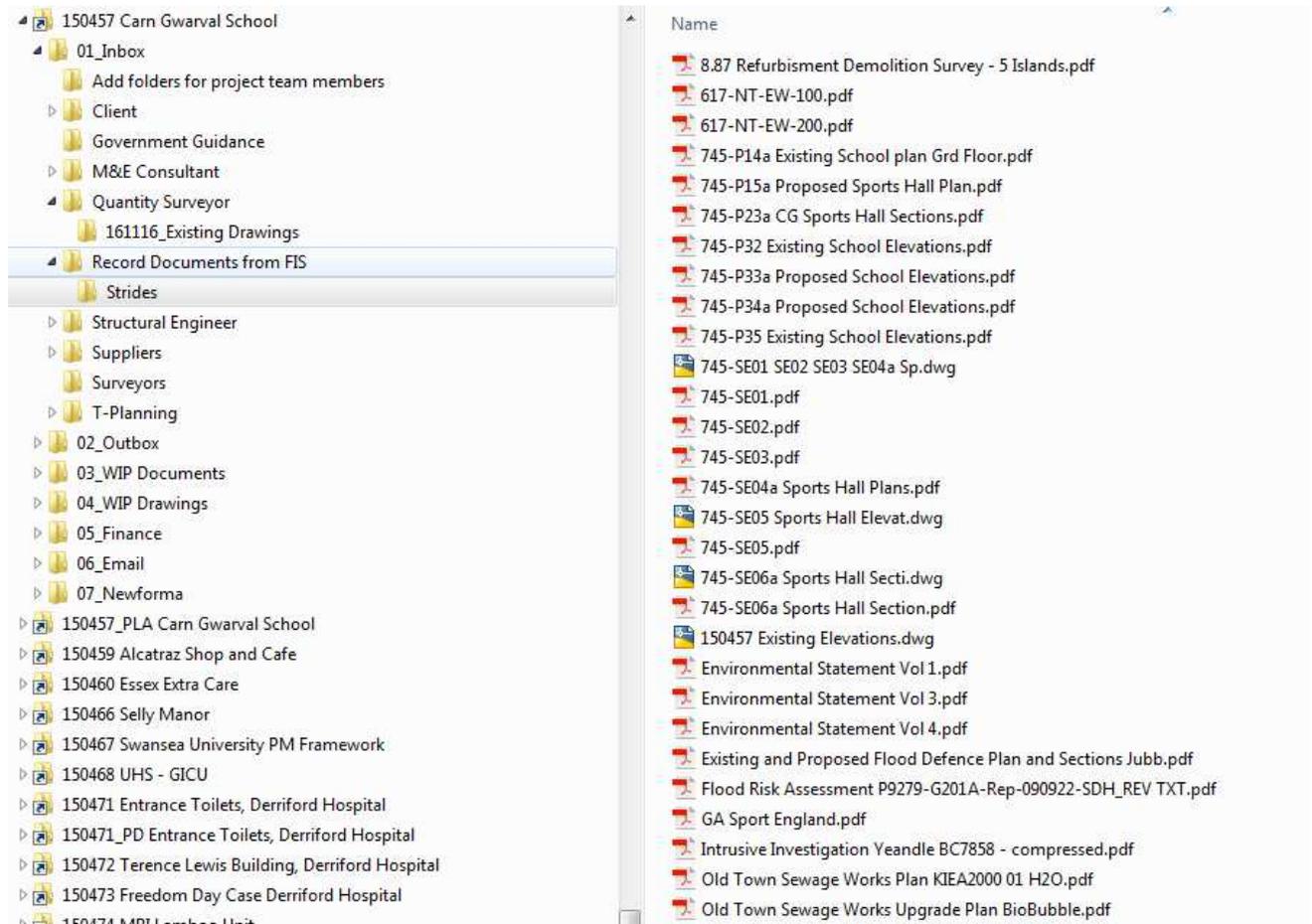
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Appendix A – Record Information

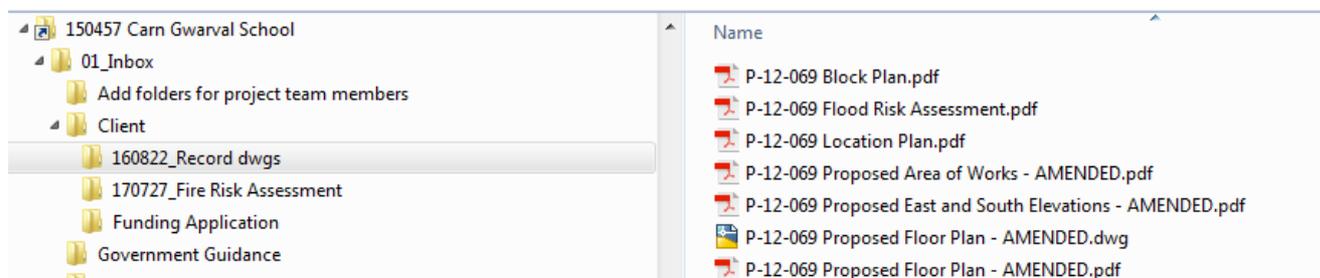
The following record information is held in Stride’s archives. The currency and applicability of this documentation to the project should always be checked first with the design team.

Various documents from the Health & Safety File of the Five Islands School*

* Note that these documents were already in Stride’s archives by virtue of the company being the CDM Co-ordinator when the School was being built.



Other Documentation



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<ul style="list-style-type: none"> 150457 Carn Gwarval School <ul style="list-style-type: none"> 01_Inbox <ul style="list-style-type: none"> Add folders for project team members Client <ul style="list-style-type: none"> 160822_Record dwgs 170727_Fire Risk Assessment 	<p>Name</p> <ul style="list-style-type: none"> CARN GWAVAL WELL BEING CENTRE 2013.pdf Fire plan.doc Fire Safety Carn Gwaval.docx
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<ul style="list-style-type: none"> 150457 Carn Gwarval School <ul style="list-style-type: none"> 01_Inbox <ul style="list-style-type: none"> Add folders for project team members Client Government Guidance M&E Consultant Quantity Surveyor <ul style="list-style-type: none"> 161116_Existing Drawings 	<p>Name</p> <ul style="list-style-type: none"> 161116_Existing Drawings 745-P15a Proposed Sports Hall Plans.pdf 745-SP11 Carn Gwaval Proposed Plan.pdf Asbestos Plan annotated.png RE Carn Gwavel Project IOS.msg sport hall boundary.pdf
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<ul style="list-style-type: none"> 150457 Carn Gwarval School <ul style="list-style-type: none"> 01_Inbox <ul style="list-style-type: none"> Add folders for project team members Client Government Guidance M&E Consultant Quantity Surveyor <ul style="list-style-type: none"> 161116_Existing Drawings 	<p>Name</p> <ul style="list-style-type: none"> Access & Main Drainage Carn Gwaval.JPG Carn Gwaval Health & Well Being Centre.pdf Image_20160822_0001.pdf Image_20160822_0002.pdf Image_20160822_0003.pdf Image_20160822_0004.pdf
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