

ELMS BANK SPECIALIST ARTS COLLEGE
RIPON AVENUE, WHITEFIELD

NEW HYDROTHERAPY POOL AND CHANGING ROOMS

Ref: AP/NB/17301

CLIENTS INFORMATION PACK

This Client's Information Pack has been prepared under CDM Regulations 2015



Elms Bank Specialist Arts College - Main Entrance from Ripon Avenue

Google

1) NATURE OF THE PROJECT

a) Client:

Bury Council Children's Services
3 Knowsley Place
Duke Street,
Bury. BL9 0EJ
Tel: 0161 253 5453

b) Principal Designer:

Bury Council Architectural Services
3 Knowsley Place,
Duke Street,
Bury. BL9 0EJ
Tel: 0161 253 5261
Email: n.bogle@bury.gov.uk

c) Structural Engineer:

Sutcliffe Projects
18-20 Harrington Street,
Liverpool. L2 9QA
Tel: 0151 227 3155
Email: louise.westhoff@sutcliffe.co.uk

d) Mechanical Engineer:

Bury Council Architectural Services
3 Knowsley Place,
Duke Street,
Bury. BL9 0EJ
Tel: 0161 253 6195
Email: g.reid@bury.gov.uk

e) Electrical Services Consultant:

Pick Everard
Piccadilly House,
49 Piccadilly,
Manchester. M1 2AP
Tel: 0345 045 0050
Email: christianlumour@pickeverard.co.uk

f) Name of CDM Adviser:

Bury Council Architectural Services
3 Knowsley Place,
Duke Street,
Bury. BL9 0EJ
Tel: 0161 253 5261
Email: n.bogle@bury.gov.uk

g) Location of Site:

Elms Bank Specialist Arts College,
Ripon Avenue,
Whitefield. M45 8PJ

See Project Directory for full contact details

h) Nature of Construction Work to be carried out:

The works will be carried out in two phases and will comprise:

Phase 1

- demolition of existing Sports Hall changing rooms, Sensory room and Drama studio
- construction of a new Hydrotherapy Pool with associated changing rooms and additional new changing rooms for the Sports Hall, together with accessible toilets, Reception Office, Laundry and associated Plant rooms.

Phase 2

- demolition of the existing Hydrotherapy Pool and a detached concrete garage.

h) Timescale for the Completion of the Construction Work:

The proposed timescale is as follows:

Phase 1

Out to tender: 23rd February 2018

Start on Site: 7th May 2018

Construction period on site: 32 weeks

Phase 2

(Subject to completion of Phase 1 above – start 3 weeks after)

Start on Site: 7th January 2018

Construction period on site: 4 weeks

2) THE EXISTING ENVIRONMENT

- a) Elms Bank Specialist Arts College is a Secondary High School and is located in a predominantly residential area with two vehicular access points from Ripon Avenue. These access points are used strictly as dedicated in and out access to a one-way routing system operated inside the school grounds. The Principal Contractor will be required to observe these entry and exit points for access to their site compound and welfare facilities. These access points shall be kept clear at all times. The site will be occupied during the works and the Principle Contractor shall be required to restrict vehicle movements for a one hour period during both arrival and departure times as determined. Traffic routes are to be kept clear at all times unless by arrangement with the School Business Manager and extreme caution must be exercised when entering or leaving the site. All necessary warning signs and notices are to be erected including at the main entrance and directions to the site gates. It is essential that the Contractor familiarise himself with the site and address any additional hazards not identified in this plan.

b) Existing Services

The Principal Contractor should identify the locations of any live and dead services before commencing work. Live services should be disconnected where these would pose a risk to the removal operations. Utilities drawings showing the anticipated locations of main services have been included in the tender package.

c) Existing Operational Systems and Restrictions

The Principal Contractor's proposals / requirements for the loading and unloading and storage of materials and arisings on site, should demonstrate due consideration of the following:

- Sufficient space for manual / mechanical handling
- Loading and unloading of materials and arisings
- Distribution of materials throughout the site
- Storage of hazardous materials and arisings
- Prevention of a Fire or Safety hazard
- Control of dust or debris

3) EXISTING DOCUMENTS

- a) The following documents have been included in the issue to Tenderers and are scheduled in the Tender Preliminaries:

Site and Location Plans
Architect's Existing and Proposed Drawings
Mechanical and Electrical Services Drawings
Structural Engineer's Drawings
Landscape Architect's Drawings
For full details of information refer to tender issue
Management Asbestos Report

4) THE WORK

- a) The following principal hazards so far identified cannot be avoided, and will be a risk to health and safety of Construction workers and/or visitors to the site. The list does not address the commonplace hazards that must be controlled by good site management practice.

The Principal Contractor must detail within the Construction Phase Health and Safety Plan proposals for managing these problems. Items indicated thus: * must be incorporated into the Health and Safety Plan prior to works commencing on the site.

Access to and from the works area *

- Nuisance and potential hazards of dust in operational areas
- Provision of adequate secure hoardings and partitioning.
- Provision of temporary signage.
- Separation of access routes.
- Protection of the public.
- Keep site gates locked at all times.
- Check existing site fences and make repairs as necessary

Deliveries and removal of material *

- Restriction relative to access to the site all as above.

Means of escape *

- Maintenance of escape routes, overhead protection.
- Maintain safe evacuation routes and have safe procedures in place in the event of emergency.

Structural alterations, lifting and setting down of large structural units.*

- Provide lifting plan for setting down and insertion of heavy structural elements such as large steel beams.
Temporary support for existing and new construction.
Appoint and name Temporary Works Coordinator
Check structural stability of existing construction.

Fire*

- Hot Works Permit procedure to be adopted.

Asbestos*

- A management asbestos survey has been made available and identifies AIB insulating board in the Boiler Room ceiling panels. The Principal Contractor should undertake intrusive Demolition and Refurbishment Asbestos Surveys where existing construction is to be opened up.
- If further asbestos containing materials are encountered during the works then the Principal Contractor should notify the client and Principal Designer, act in accordance with Regulatory Procedures and await instructions.

5) CONSTRUCTION MATERIALS

- a) Safety hazards from materials have been identified which present an abnormal potential risk to workers during the period of the works:
 - i) Loads in excess of 20kg such as structural elements.
 - ii) Solvent based paints.
 - iii) Epoxy resin and other solvent based adhesives.
 - iv) Fibre glass insulation

- v) Chemicals required for services installations, commissioning and testing.

6) SITE WIDE ELEMENTS

The following hazards have been identified:

- a) Maintenance and security of all fencing and hoardings erected on the site in respect of isolating and sealing the works area is important. Unauthorised access into any part of the works area has the potential to lead to serious injury to the public, staff and children. *
- b) The Principal Contractor must establish and maintain, until such times as the works are completed, a competent fire safety regime within the site area *

7) OVERLAP WITH THE CLIENTS UNDERTAKING

- a) Clear guidance must be obtained from the client in respect of their ongoing requirements for operation and maintenance of buildings and external areas not affected by the works. It is a requirement of the Principal Contractor to detail the proposals for managing all the above issues before works are permitted to start on site.*

8) SITE RULES

- a) The Principal Contractor is to develop within the Construction Phase Health and Safety Plan a set of site rules applicable to the particular circumstances of the project. The following rules should be included which are relevant in respect of controlling the risks arising from the hazards identified in Sections 5, 6, and 7 above:
 - i) Appropriate PPE to be worn at all times.
 - ii) Site management to keep an induction register of persons working on the site, visitors, and the activities they are permitted to undertake.
 - iii) Hot Works Permit procedure to be observed.
 - iv) All Principal Contractor's personnel and sub-contractors to carry and display ID

9) CONTINUING LIAISON

- a) Procedures for consideration and acceptance of the health and safety implications of the Principal Contractor and other Contractor's packages are as follows:
 - i) Submit details of health and safety issues to the Principal Designer, including appropriate risk assessments. Items as noted * in the sections of this plan above to be submitted prior to works commencing on the site.
- b) Procedures for dealing with unforeseen eventualities during the execution of the works which result in substantial changes and which might affect the existing safety arrangements are as follows:
 - i) As soon as an unforeseen eventuality arises, the Client and Principal Designer are to be informed.

- ii) The health and safety issues arising from any eventuality, together with the implications arising out of re-planning, are to be notified by the Principal Contractor as soon as possible after the occurrence with proposals for dealing with them.
- c) Account should be taken in the works programme of: -
 - i) Overlapping and conflicting operations.
 - ii) Works that directly affect the safety of personnel within adjacent areas of the site.
 - iii) Liaison with the fire officer regarding general fire safety issues and other general fire fighting requirements.

10) CONSTRUCTION PHASE PLAN

The Principal Contractor is required under CDM Regulation 12 to develop this Pre-Construction Information into a working document for use during the Construction period. The Construction Phase Plan, which must be submitted to the Principal Designer for comment prior to the commencement of works on the site, is to contain at least the following elements:

- a) A general statement of the company Health and Safety principles and objectives for the project.
- b) The management structure for the project, and responsibilities of the various members of the project team.
- c) Information about the restrictions applicable to the works.
- d) The Principal Contractor's proposed site set up layout showing work areas, scaffolding, compound, access routes, protected areas and details of welfare provisions (in accordance with schedule 2 of the CDM Regulations 2015) **all shown on a site layout drawing.**
- e) The Health and Safety standards to which the project is to be carried out and the arrangements for management of hazardous activities.
- f) The method by which sub-contractors will be informed about inherent risks to their Health and Safety arising from the hazardous activities as noted above.
- g) The means of communicating information, induction, training, arranging co-operation between sub-contractors, meetings and Health and Safety.
- h) Emergency procedures and reporting of incidents.
- i) A definitive set of site rules.

11) HEALTH AND SAFETY FILE

- a) The Principal Designer will agree with the Principal Contractor as soon as practical after the commencement of the works, the scope and content required for the Health and Safety File.
- b) The Principal Contractor will be expected to keep all necessary records of the works carried out and to note any residual features of the works that may affect subsequent operation and/or maintenance of the facility.

- c) The information is to be collected and collated by the Principal Contractor in accordance with the format agreed in (a) above and presented to the Principal Designer for editing and issue to the Client. The Health and Safety File is to be prepared and issued within the timescale as specified in the contract documents.