

# **Pre-Construction Information**

**CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

**Eastleigh Borough Council**

**Project: Lawn Road play area refurbishment**

**Eastleigh  
SO50 4GB**

**Date: March 2021**

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Prepared by: .....

Date: .....

Approved by: .....

Date: .....

### 1.0 Introduction

Eastleigh Borough Council is the client under the Construction (Design and Management) Regulations 2015 and has appointed EBC Landscape designer Mark Ellison as the Principal Designer for the project.

This document is a summary of the Pre-construction (health and safety) Information (PCI) for the project which is to be used by the Principal Contractor to develop the Construction Phase (health and safety) Plan (CPHSP).

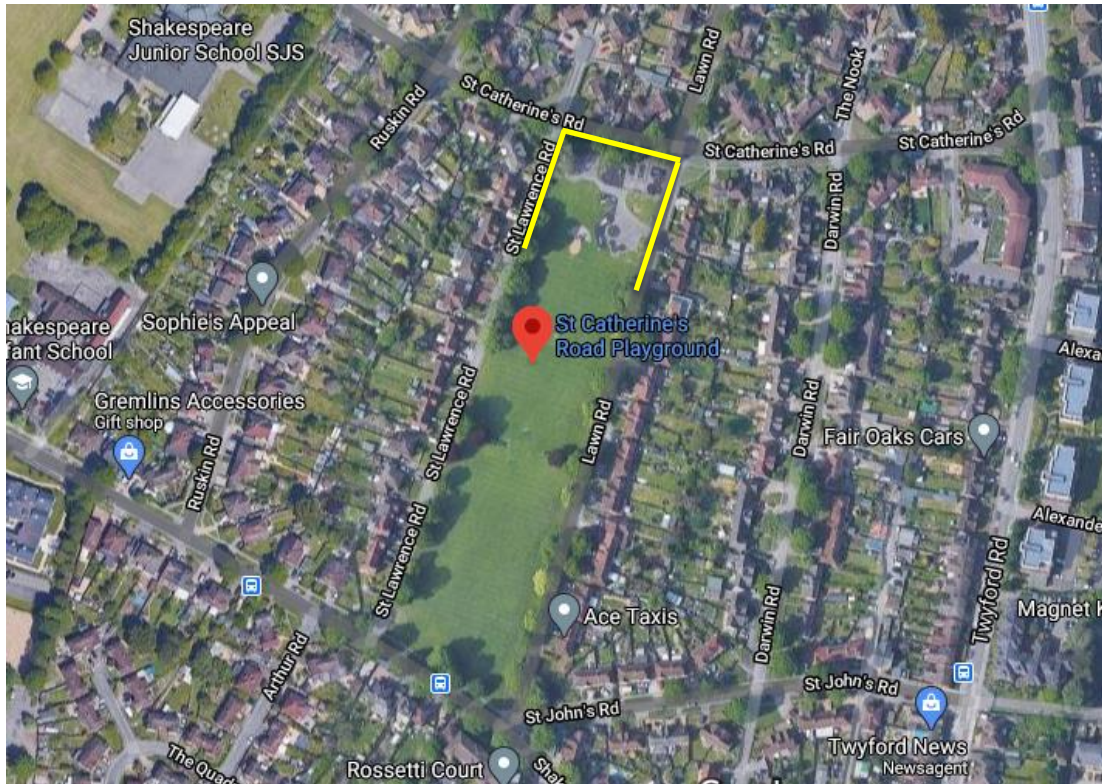
The Principal Contractor is to ensure that contractors and designers receive the relevant parts of the PCI.

The Employer does not guarantee the accuracy and sufficiency of this information. The contractor must ascertain for himself any further information he may require ensuring the safety of all persons affected by the works.

### **1.1 Nature of the construction works to be carried out**

The works comprise of refurbishment of existing play equipment, landscaping and installation of new play equipment and surfaces on site. please see other appendices for more information.

## 1.2 Location



Lawn road and St. Lawrence road both have unrestricted public parking. Railings exist around the site marked in yellow on the picture above so any vehicular access will have to be from the south. The works area will only be within the area marked by yellow railings no work is required on the rest of the open space. There is access to water on site.

## 1.3 programme

Draft programme

All work to be carried out outside of the summer holidays

- Appointment 19/04/21
- Preconstruction 26/04/21-18/06/21
- Construction 21/06/21-16/07/21
- Handover 23/07/21

## 1.4 Minimum time for the Principal Contractor to plan and prepare for the construction work

4 weeks

## **1.5 Project details**

Play area refurbishment and associated works (see appendices)

### **1.5.1 Client representative**

Eastleigh Borough Council

Eastleigh House  
Upper Market Street  
Eastleigh  
Hampshire  
SO50 9YN

Contact: Dominic Hills

Mobile:

Email: [dominic.hills@eastleigh.gov.uk](mailto:dominic.hills@eastleigh.gov.uk)

### **1.5.2 Principal Designer**

Eastleigh House  
Upper Market Street  
Eastleigh  
Hampshire  
SO50 9YN

Contact: Mark Ellison

Mobile:

Email: [mark.ellison@eastleigh.gov.uk](mailto:mark.ellison@eastleigh.gov.uk)

## **1.6 Extent and location of existing records and plans**

### **Existing services**

At the time of preparation of the PCI, the client did not hold any further records on the existing services within the play area. The Principal Contractor is to therefore survey through appropriate methods which may include visual inspections, CAT scans and trial holes in order to identify the presence, routes and location of existing services if necessary.

It is the contractor's responsibility to check all service drawings and use precaution when working in and around services. Contractors must establish formal procedures to ensure that any unrecorded services located during the works are carefully checked to determine their nature and status, to record relevant information and provide this to the relevant services designer and planning supervisor prior to agreeing a course of action.

### **Asbestos**

The contractor is to satisfy themselves that there is no risk of asbestos on site and act accordingly to achieve this. Contractors are to adhere to the Control of Asbestos Regulations Act 2012 and the HSE's relevant guidance notes. Where previously unidentified asbestos is found or asbestos in unintentionally disturbed contractors are to stop work immediately, clear the area and contact the Contract Administrator immediately.

## **2.0 Clients considerations and management requirements**

### **2.1 Arrangements for health, safety and welfare**

#### **Client's management arrangements**

The contract administrator for the project is TBC

#### **Planning and managing for construction works**

The Principal contractor will be required to compile a Construction Phase Plan that details the planning and management arrangements for the construction works.

#### **Health and safety goals**

All contractors are required to conduct their business in line with the client's corporate expectations and act in a way as to protect the health and safety of their employees, others involved in its operations, customers and the general public. Contractors are required to strive to prevent all accidents, injuries and occupational illnesses through the active participation of every employee and by continuous efforts to identify and eliminate or manage the health and safety risks associated with its activities.

#### **Arrangements for monitoring and reviewing**

The Contractor will be responsible for the monitoring of his staff and subcontractors. The Contract Administrator will carry out checks within 1 week of the works commencing and as required during the project.

#### **Communication and liaison between client and others**

The Principal Contractor shall inform the Principal Designer of additional design work and/or unforeseen eventualities necessitating significant changes to the design which could affect the CPP. Any significant changes to the CPP required as a result of design changes shall be discussed with Principal Designer.

The Principal Contractor will also need to liaise with the Principal Designer on the requirements for the Health and Safety file

The client will conduct a weekly informal site meeting and four weekly formal meetings.

Meeting topics are to include but are not limited to ~

- Progress against programme
- Information required
- Design changes and proposals

- Review of proposed following weeks plan/operations
- Health and safety report
- Issues and concerns

There will also be on going contact between the Contractor and the Contract Administrator where required to discuss any queries.

### **Site Security**

The Principal Contractor will need to ensure that the necessary arrangements and provisions are in place to adequately safeguard the site, the works, products, materials, plant and the building affected by the works from damage and theft. All reasonable precautions will need to be taken to prevent unauthorized access to the site, the works and any adjoining properties.

The provisions will include but necessarily be limited to:

Appropriate signage, fencing and segregation and access control procedures.

The Principal Contractor will need to establish and implement the signing in and out procedures for all persons entering the site. Further to this, the Client has requested that all site operatives are to wear identification badges and clothing at all times.

The Principal Contractor will be required to apply for all the necessary permits from the local authorities.

The site must remain secure at all times, where vehicle and public access is considered a high risk a controlled access gate should be used and where appropriate access should be manned. All Contractors must sign in and out in a site book they will provide. The site book will be located in the site compound. All operatives will sign in there in the morning and the site manager will sign at the site compound daily stating how many operatives are on site.

The Contractor shall take adequate measures to ensure unauthorized persons do not trespass on the site.

All tools, materials and plant should be left secure and stored where possible in a secure container/building or taken away from site at the end of each day. All doors must be closed with adequate signage

Meetings will be arranged by the Contract Administrator and will be located:

TBC



## **Welfare Provisions**

Welfare facilities are to be of a standard laid down in the Construction (Design and Management) Regulations 2015 or better and the Principal Contractor is to satisfy himself with regard to the facilities he is providing on site and the number of people it is anticipated will be required to use the facilities.

Guidance can be found at <http://www.hse.gov.uk/pubns/cis59.pdf>

These proposals must also be set out in the Construction Phase Health and Safety Plan (CPHSP).

## **2.2 Requirements relating to health and safety**

### **Site hoarding requirements**

Eastleigh Borough Council Will provide Heras Fencing Hoarding that is already in place on site.

### **Site transport arrangements/vehicle movement restrictions**

careful considerations will need to be given to planning deliveries and removal of waste during peak times 08:00-09:00 – 15:00-17:00. Exact times are to be agreed at the pre-start meeting.

The Principal Contractor is to develop a traffic management plan that ensures vehicle/pedestrian segregation. This will need to include details of arrangements for deliveries and the removal of waste.

### **Contractor permit to work systems**

Hot works permit ~ A hot works permit procedure must be established by the Principal Contractor. Arrangements are to be included in the CPHSP. Other permits to work may be employed by the Principal Contractor/Contractors as part of a safe system of work as necessary.

### **Fire precautions**

The Principal Contractor is to comply with the Joint Code of Practice 'Fire Prevention on Construction sites' published by the Construction Confederation and the Fire Protection Association.

Burning is not permitted on site

Details of project fire precautions are to be included in the CPHSP.

The contractor must include a fire strategy within the construction phase health and safety plan.

Site manager to liaise with contract administrator on where the sites muster point is and the procedures set out.

Include any information on site specific risks i.e. flammable liquid storage such as petrol or use of acetylene on site

### **Emergency procedures and means of escape**

Details of emergency procedures including first aid, means of escape and means for raising alarm are to be included in the CPHSP.

The contractor must include emergency procedures within the construction phase health and safety plan, it is important for the contractor to liaise with the premises manager where the building is to be in operation during construction.

### **Areas of no access/Authorisation requirements**

Work areas are as shown on the drawings, any further means of access must be agreed with the Contract Administrator and the building users must be aware.

### **Confined spaces**

Works which include those identified as working in confined areas should be included in the risk assessments and CPHSP. The Contractor is to develop safe system of work, adhering to the HSE guidance INDG258-Safe work in confined spaces and the Combined Spaces Regulation's 1997.

### **Smoking**

Smoking is not permitted anywhere on site, a designated area will be included in the CPHSP. E-Cigarettes and vapes are included in the description of smoking and is prohibited wherever smoking is prohibited.

### **Other restrictions**

Works can only take place between agreed hours on Monday-Friday. No work is to be undertaken at weekends or on bank holidays without consent from the Contract Administrator and building users.

The Principal Contractor is to comply generally with the recommendations of BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of the Works.

The use radios or other audio equipment is not permitted on the site.

### **3.0 Environmental restrictions and existing on-site risks**

#### **3.1 Introduction**

The nature and condition of the ground or existing structure cannot always be fully ascertained before they are opened up. As such, the hazards referred to in this section of the PCI are either known to be present or are suspected to be present.

The Principal Contractor must ascertain and comply with any requirements or restrictions concerning access to the site, road traffic, standing vehicles and any restricted times or places for loading, unloading of materials, plant, equipment etc., in consultation with existing tenants and those imposed by the highway authority, the police and other relevant bodies.

The Principal Contractor is deemed to have visited the site and to be fully acquainted with the nature, extent and restrictions relating to the land and developments surrounding the site.

#### **3.2 Safety issues**

##### **Neighbouring properties**

Appropriate protective measures will need to be established by the Principal Contractor to protect those in neighbouring properties and other members of the public.

##### **Restrictions on deliveries/waste collection/storage**

The Principal Contractor will need to identify arrangements for deliveries, waste collection and storage (Waste Management Plan) within the Construction Phase Health and Safety Plan (CPHSP).

Disposal of waste is the responsibility of the Principal Contractor. All waste must be taken to licensed premises with relevant documentation acquired. At no time should waste be permitted to accumulate on site to the extent that it becomes a hazard.

Deliveries should be outside of school Run hours where possible.

Details of position of waste skips/materials storage and any site works temporary accommodation to be agreed at the pre-contract site meeting.

### **Adjacent land uses**

Appropriate measures, i.e. signage and protection to working areas will be established by the Principal contractor and written into the CPHSP to protect the building users and the public.

### **Existing storage of hazardous materials**

Not known

### **Location of existing services**

Drawings were not available identifying the gas, electricity and water systems at the time of preparation of the PCI.

It is the contractor's responsibility to check all service drawings and use precaution when working in and around services. Contractors must establish formal procedures to ensure that any unrecorded services located during the works are carefully checked to determine their nature and status, to record relevant information and provide this to the relevant services designer and planning supervisor prior to agreeing a course of action.

### **Ground conditions, underground structures, water courses**

None known at the time of preparation of the PCI.

### **Fire damage, ground shrinkage, movement or poor maintenance**

None known at the time of preparation of the PCI.

## **3.3 Health hazards**

### **Asbestos**

If any asbestos removal works are required it will need to be carried out in accordance with appropriate regulations and approved codes of practice. The Licensed Asbestos Contractor will also need to ensure they provide all notifications to the HSE and that the notification period is taken into account within the programme by the main contractor.

The contractor is reminded that work must stop and the project surveyor contacted immediately, should any suspected asbestos containing materials be disturbed during completion of the works.

**Existing storage of hazardous materials**

None known at the time of preparation of the PCI.

**Contaminated land including results of surveys**

None known at the time of preparation of the PCI.

**Existing structures containing hazardous materials**

None known at the time of preparation of the PCI.

**Health risks arising from client's activities**

None known at the time of preparation of the PCI

**4.0 Significant design and construction hazards****4.1 Significant design assumptions and suggested work methods, sequences or other control measures**

It is assumed that the appointed Principal Contractor will be both competent and adequately resourced for the project essentially in terms of the training and experience of the management team and workforce and the suitability and availability of plant and equipment.

**4.2 Arrangements for the coordination of ongoing design work and handling design changes**

The Principal Contractor shall inform the Principal Designer of additional design work and/or unforeseen eventualities necessitating significant changes to design, which could affect the CPHSP. Any significant changes to the CPHSP required as a result of design changes shall be discussed with the Principal Designer.

**4.3 Information on significant risks identified during design**

Contractor to provide risk assessments and method statements

**4.4 Materials requiring particular precautions**

No construction materials, that a competent contractor would normally be aware or familiar with, have been identified at this stage / the following products are/ may not be familiar to all personnel.

**5.0 The Health and Safety file**

The health and safety file is to be constructed with each section indexed:

- A ~ Health and safety file and general information
- B ~ Building fabric
- C ~ Services
- D ~ Site Works
- E ~ Archive information

## **6.0 Additional requirements**

### **Principal contractor competence and resource**

The Principal Designer advises the client to assess the competence and resources of the Principal Contractor for this project with respect to health and safety.

### **Method statement**

The Principal Contractor is to include within his CPHSP, a schedule of method statements and risk assessments to be prepared for this project. This is to cover specifically, but not limited to the items identified within the Project CDM Hazard and Risk Register.

### **General site rules**

1. No works will commence on site before the appropriate method statements and risk assessments are received and reviewed.
2. Personal Protective Equipment (PPE) MUST be worn at all times by site operatives and visitors.
3. Only persons, trained to do so, are permitted to operate plant and machinery, erect and inspect scaffolding and use and inspect lift equipment.
4. Where there is a risk of eye injury from grinding, chipping, drilling etc, eye protection MUST be worn.
5. Noise on site must comply with the BS 5228 (Noise Control of Construction Sites) and the Noise at Work Regulations 1989. All compression and percussion tools are to be fitted with effective silencers. Hearing protection should be worn over 85 decibels and MUST be worn over 90 decibels. All persons in a noise zone must be protected.
6. Gloves, overalls and respiratory protection must be worn if hazardous substances are to be used – a risk assessment/COSHH assessment from the contractor will state this

7. Contractors must adhere to the COSHH Regulations 2002 and should identify all hazardous substances in the Construction Phase Plan.
8. To prevent slip, trips and falls the Contractor should ensure the work area is tidy at all times, all rubbish and unnecessary items are to be disposed of.
9. Keep area around power sources clear.
10. The contractor must take all necessary precautions to prevent fires and must comply with the Codes of Practice (Fire Prevention of Construction Sites).
11. The contractor is to take all necessary precautions to prevent pollution to land, water and air to the site and surrounding areas. Any spillages must be cleared immediately. Any contamination must be reported to the Contract Administrator immediately.
12. All electrical equipment used on site must be 110V power supply or battery operated
13. Hazardous waste is to be taken away from site separately to non-hazardous. All waste should be considered for recycling. Removal of hazardous waste should be taken to a licenced disposal site and a consignment note should be received and retained for inclusion in the Health and Safety file.
14. Safety signage must be clearly visible throughout the site.
15. The site office should contain safety information including F10 (if applicable), note of where the nearest hospital is located, signing in book, all drawings and documents relating to the site construction and all documents relating to health and safety including risk assessments and method statements.
16. Communication between building users/stakeholders and CA/Contractors to whether there are concurrent works on site. Details of which should be discussed and agreed at the pre-start meeting

## **5.0 Construction Phase Health and Safety plan (CPHSP)**

The plan should include but is not limited to:

- Project description and programme details including key dates
- Details of the project team and contact details

- Extent and location of existing records and plans which are relevant to health and safety on site, including information on existing structures where appropriate
- Management structure and responsibilities including CDM duty holders
- Health and safety goals for the projects and arrangements for monitoring and review of health and safety performance
- Health and safety arrangements for the construction phase
- Site rules
- All site-specific risk assessments and method statements
- Materials requiring particular precautions
- Details of the information, layout, format of documents in the health and safety file

The CPHSP should also include arrangements for:

- a) Co-operation between the project team on site and co-ordination of their work
- b) Consultation with the workforce
- c) The exchange of design information between client, Principal designer and Principal contractors
- d) Handling design changes during the project stages
- e) The selection and control of contractors
- f) The exchange of health and safety information between contractors
- g) Site security
- h) Site induction
- i) On-site training and 'tool box talks'
- j) Welfare facilities and first aid
- k) The reporting and investigation of accidents and incidents including near misses
- l) The production and approval of the risk assessments and written systems of work
- m) Fire and emergency procedures



