DFG PRE CONSTRUCTION INFORMATION PACK

9 Grampian Way, Long Eaton, Derebyshire. DE7 8HG
(UPRN)
907310
Ground Floor Single Storey Extension

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1.1. Project Directory

1.1.1. Client

Address	Telephone No.	01629 580000
Derbyshire County Council Corporate Property Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Contact	David Massingham
	Email	david.massingham@derbyshire.gov.uk

1.1.2. Principal Designer

Address	Telephone No.	0162958000
Derbyshire County Council Corporate Property Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Contact	Sarah Morris
	Email	sarah.morris@derbyshire.gov.uk

1.1.3. Designer

Address	Telephone No.	01629 536311
Derbyshire County Council Corporate Property Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Contact	Robert Turner
	Email	robert.turner@derbyshire.gov.uk MAIN CONTACT

1.1.4. Structural Engineer

Address	Telephone No.	
Derbyshire County Council Corporate Property Chatsworth Hall Chesterfield Road Matlock Derbyshire DE4 3FW	Contact	
	Email	

1.1.5. Principal Contractor

Address	Telephone No.	t.b.c.
	Contact	
	Email	

CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

1.2. Arrangements for

Planning for and managing the construction work, including any health and safety goals for the project.

1.2.1. Health and Safety Goals

- To complete the project free of any accidents.
- To constantly raise awareness of Health and Safety issues both with construction site personnel and all other persons likely to be affected by the construction process, e.g. other site users, members of the public etc.
- To seek improvements on all Health and Safety matters.
- To investigate any incident that results in a "near miss" so that the cause(s) may be identified and appropriate action taken to prevent any re-occurrence.
- To constantly focus on high risk activities highlighted in HSE accident statistics, e.g. falls from heights, to prevent injuries.
- To identify the on-going training and development needs of all employees to maintain high levels of competency.

1.2.2. Arrangements for Monitoring and Review of Health and Safety Performance

Monitoring

- Daily checks by the Site Manager with regard to general health and safety standards.
- Contractor's supervisors will be expected to undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and recorded in the file located in the Site Manager's office.
- **OR** – If the contractor is recording their own inspection in their own registers, these must be kept on site and readily available for checking and auditing
- Periodic inspections undertaken by Corporate Resources Health and Safety Section.

Review

As part of the County Council's "Key Performance Indicator" scheme, the project will be assessed on completion for overall health and safety performance. Should the performance fall short of the goals, the County Council will review Health and Safety arrangements.

1.2.3. Communication and Liaison between Client and Others

- All members of the project team shall co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work. Regular contract meetings shall be held throughout the duration of the project to promote communication and liaison.

- The Principal Designer shall ensure that the right information will be passed to the right people at the right time.

- All those in control of construction work are required to provide workers (including the self-employed) under their control with any information they require to carry out the construction work safely and without risk to health.

- The Principal Contractor shall 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 from risk assessment and risks arising from others undertakings taking place 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 imminent danger.

- The Principal Contractor 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 Principal Contractor and included in their Construction Phase Health and Safety Plan. Such arrangements will require regular review and updating as circumstances on site change.

1.3. Significant Design Assumptions and Suggested Work Methods, Sequences or Other Control Measures

/ approx.. age of property is…25 years……..
/ existing construction of wall is brick and block cavity wall construction……
/ existing roof structure is clay tiled……..
/ internal walls are load bearing unless identified as not
/ contractor to establish if existing M&E is safe for proposed works
/ assume contractor may use clients water/electrics/ welfare facilities
/ assume there are no historical defects unless identified on drawings
/ all trades people on site are health and safety trained and have been issued with relevant RAMS and PPE
/ contractor is expected to produce a programme of works which outlines safe working methods and has a clear and safe sequence of works to be undertaken

Arrangements for Co-ordination for On-going Design Work and Handling Design Changes

1.3.1. Procedures for Dealing with Design Change

Design Changes

Any design changes will be made by the Designer.

Notification to the Principal Designer

As soon as it becomes known that a design element is to be modified the Principal designer shall be notified.

Design Changes Risk Assessment

Each design change shall be developed on the basis of risk assessment regarding execution, maintenance and repair.

Design Changes Relating to Construction Documentation

The Principal Contractor shall be required to update, amend and modify as necessary the detailed construction phase Health and Safety Plan to address any health and safety risks associated with individual design elements, modified during the works.

1.4. Other Significant Health and Safety Risks and Hazards Identified During Design

As identified in Appendix A

- **Asbestos**
  Risk of asbestos related diseases from exposure to contractor and client.
- **Buried and overhead services**
  Risk of electrocution, explosion, flood etc.
- **Hazardous materials, COSHH and work equipment**
  Risk of burns, inhalation or injury.
- **Falls from height**
  Risk of serious injury/death from trips or falls.
- **Excavations and groundwork**
  Risk of collapse / falling.
- **Collapse of structures**
  Risk of crushing or burying from falling debris.
- **Exposure to dust**
  Risk of respiratory illness or long term disease.
- **Confined spaces**
  Risk of panic and claustrophobia, inhalation of underground gases or impact injuries.
- **Electricity**
  Risk of electrocution and water ingress.
- **Work with or near fragile materials**
  Risk from falls or structural damage..
- **Traffic routes and segregation of materials**
  Risk of traffic accidents or collisions with structures and pedestrians.
- **Storage of materials and work equipment**
  Risk of crushing from unsecure heavy materials. Unauthorised persons gaining access to dangerous equipment and materials.
- **Contaminated land and water**
  Risk of respiratory illness or diseases.
- **Manual handling**
  Risk of musculo-skeletal injuries or falls.
- **Noise vibration and dust**
  Risk of hearing impairment, visual impairment, vibration white finger, respiratory disease or illness.
- **Working on underground services**
  Risk of electrocution, explosion, fire or flood.

APPENDIX A. PRE CONSTRUCTION INFORMATION

Site Contact number	0115 9727741 07739539532	Site Address 9 Grampian Way, Long Eaton, Derbyshire. NG10 4PG
Site Contact Name	Mr Christopher Wright	
Project number	907310	
Project Start Date/ Duration No. of Contractors	TBA TBA 4 simultaneously max.	

ACTIVITY	Y	N	N/A	COMMENTS
Asbestos survey in place *Asbestos refurbishment survey required from the asbestos team?*	*			/ Refer to asbestos report – Appendix B / To be removed by licensed contractor where necessary and a re-occupation certificate provided if necessary. / Prior to works commencing some asbestos may remain undetected in inaccessible locations
Buried Services/ Overhead services *location of gas electric, water, drainage telecom and cable*	*			/ Known services shown on drawing No …n/a…… / Contractor to determine location of electric/gas/ all other services if not identified on drawings / Additional surveys will be required to locate exact locations prior to commencement / Contractor to CAT scan to locate any hidden services / Separate or combined drainage systems to be identified before works commence to prevent exposure to sewer borne diseases
Site security *position of cabin location/ storage /waste area/ segregation*	*			/ client will be living at the property during the works / contractor will be responsible for site security / contractor to work to waste management plan / waste skips to be lockable and suitably located as agreed at pre-start meeting with necessary permits / contractor to provide and be responsible for all necessary security hoarding and fencing to site
Access and egress to property *maintain entrances and exits to property*	*			/ safe access to be maintained where practical and if not alternative options to be discussed at pre- start meeting / access via shared entry and paths to be kept free of obstructions at all times unless prior agreement with neighbours has been sought

Access restrictions delivery, waste removal and storage *parking restrictions nearby businesses, schools adjacent properties and any issues with neighbours*	*			/ parking of site vehicles and site deliveries to be agreed with client at pre-start meeting / wherever possible park off road / site located within 500m of school/nursery / client to notify neighbours of date of commencement of works as agreed at pre-start meeting
Structural reports *creation of new openings, structural steels and roof carcasses previous structural modifications*	*			/ it is assumed that the existing building structure ceilings and floor are in a structurally sound condition / adequate temporary support to be provided when forming new openings in existing structural walls together with the provision of suitable lifting equipment as deemed necessary / if new structural members are to be installed contractor to show due care in relation to manual handling installation and overall structural integrity
Ground conditions *Contaminated ground*	*			/ contractor to be mindful of buried contaminants and advise DCC architects if any found
Underground structures water courses *Wells, culverts, tunnels, soakaways*	*			/ contractor to be mindful of deep underground structures not identified on a land survey or structural report
Internal service routes *Mains board electrical, heating and gas*	*			/ existing consumer unit sited …….. / existing gas meter sited …… / condition of consumer unit and earthing to be assessed by a competent person. Any problems arising to be reported back to DCC architects / contractor to be mindful of hidden existing services
Hazardous materials stored on site *oxygen, gas canisters*				/ all tools and materials to be secured and locked away when not in use. Employ safe working practices where heavy / dangerous materials and components are used. / undertake a COSHH assessment of any hazardous waste and materials

Programme of works *critical works ie break throughs ,electrical mains work*	*			/ contractor to produce a programme of works / contractor to make all necessary contact with statutory authorities and liaise with them over programming / contractor to liaise with client over vacating areas at critical times
Welfare Facilities *Within the current premises / separate facilities ie welfare cabin.*	*			/ use of clients facilities should be agreed at pre-start meeting /contractor to ensure all workforce have access to all necessary welfare facilities
Fire Precautions *Fire assembly points /fire extinguisher locations*	*			/ contractor to ensure escape route is available at all times / open fires and burning rubbish not permitted on site / hot works to be carried out under permit to work system

Work at Height *

Ladders / Scaffolding use

Complies with Work at Height regulations and risk assessments to be undertaken for all works at height. Assessments to be carried out prior to work activity. Suitable edge protection to be used on all scaffolding. All scaffolding and open exposed apertures to be sufficiently guarded.

Excavations

Contractor to provide shuttering to any deep excavations and provide edge protection to any deep excavations. Identify that they require temporary support and in all cases be fenced at the surface to highlight the hazard. Hand dig where known services are located. Contractor to employ safe working practices when using plant equipment. Refer to contaminated land section. Control measures to prevent risk of collapse.

Noise vibration and Dust

Use dust suppression techniques and correct PPE. Protect the public, the client and operatives on site from inhalation and debris.

Fire assembly points /fire extinguisher locations

APPENDIX B. ASBESTOS SURVEY

NO asbestos survey required, external works to hardstanding.

APPENDIX C. OTHER DESIGNERS RISK MANAGEMENT

APPENDIX D. STATUTORY SERVICE DRAWINGS

N/A

APPENDIX E. FORM F10 – NOTIFICATION OF CONSTRUCTION PROJECT

N/A