**Merseytravel**



**Pre-Construction Information Pack**

Construction of HGV Canopy and separate Wash Bay facility including all associated drainage and civil engineering works

Mr Gerry Nolan

Head of Asset Management

Merseytravel

No 1 Mann Island

Liverpool L3 1BP

Date: August 2018

|  |  |
| --- | --- |
| **Project:** | Construction of HGV canopy and a separate wash-bay facility including all associated engineering and construction works |
| **Location:** | Wallasey Oakdale Road |
| **Client:** | Liverpool City Region Combined Authority  No 1 Mann Island  Liverpool  L3 1BP |
| **Contract Administrator:** | Head of Asset Management  Merseytravel  No 1 Mann Island  Liverpool L3 1BP |
| **Principal Designer :** | Head of Asset Management  Merseytravel  No 1 Mann Island  Liverpool L3 1BP |
| **Plans and Records:** | Any existing plans and records that are relevant to Health and Safety, or building structures on site are held either on the site, or at Merseytravel Asset Management offices |

**INDEX**

1.Introduction.

2. Description of Project.

3. Employers Considerations and Management Requirements.

4. Environmental Restrictions and Existing On Site Risks.

5. Significant Design and Construction Hazards.

1. **Introduction**

This Pre-Construction Information Pack, has been prepared in accordance with the recommendations of the Construction (Design and Management) Regulations 2015

The duly appointed contractor will be expected to fulfil the duties of Principal Contractor as set out in the CDM regulations, and associated Approved Code of Practice. The attention of the Principal Contractor is drawn to the requirements of the regulations as detailed in the Approved Code of Practice.

The Principal Contractor shall commence no construction, or, maintenance work until he has developed the Construction Phase plan in accordance with regulation 12 of the Approved Code of Practice, and as stated in this Pre-­Construction Phase Plan.

The developed plan shall be presented to the Contract Administrator, and the Employer and Principal Designer in sufficient time to allow comments on the developed plan, prior to the commencement of any works.

The Principal Contractor shall ensure that in all direct appointments that he may make in his capacity as Principal Contractor, or Construction Manager, he includes provisions for the compliance of his tradesmen, sub-contractors, suppliers, and designers with the relevant requirements of the CDM regulations.

This Pre-Construction Information Pack, must be read in conjunction with Merseytravel's Code of Conduct for Contractors, and the Contractor must complete the declaration available on the ITT confirming that he/she and any personnel undertaking work on his/her behalf will conform to the Merseytravel Code of Conduct for Contractors at all times.

2. **Description of Project**

The works which are the subject of this Pre-Construction Information Pack, relate to the drawings and schedule of works within the tender documents.

The objective of the scheme is to construct a HGV vehicle Canopy, and a separate Wash Bay facility:-

Specific elements of the project are, but are not limited to:

1. Excavation of existing road surfaces and reconstruction
2. Drainage installations and adaptation of existing systems
3. Concrete works and formwork
4. Setting out
5. Civil engineering works, including foundation works, ducting, steelwork erection

(a) Site Boundaries

The site boundaries are as detailed in the attached site location plans indicated within the Tender documentation.

(b) Interfaces

The contractor is to be aware that there will be live traffic adjacent to the site, and the contractor will have shared access to the service road, which will remain open during the works will remain fully operational at all times during the proposed works. The contractor must ensure that disturbance to staff for the duration of the works is minimal

All existing vital services including CCTV, fire detection, emergency lighting, security etc., must be maintained at all times during the works, if they are within the site. Unless instructed by the client

(c) Services

The Employer will provide temporary electricity, and water services for use by the contractors during the commencement of the works. However the contractor will need to provide their own mess facilities these services will be for use strictly by contractor's staff in relation to the maintenance and testing works, and for any commissioning purposes only. The Principal Contractor must ensure no contamination or back feed occur in the location’s services from his temporary services connections.

(d) Timescales and Milestones

In order to reduce certain Health and Safety risks during the operation of the contract, the following time scales of the project have been assumed:

(a) Contract start date will be Jan 2020 with a contract period of 3 months

(e) Electrical Works

The electrical installation for the project will be undertaken by our own in house electrical team, and they will work alongside the Principle Contractor, as a sub-contractor the electrical works will include but not be limited to, Low Voltage installations, and termination into fuse boards. The principle contractor will programme the works. The contractor does need to price for any electrical installations.

(f) Civil/Building Installation

The civil building works for the project shall include but not be limited to building and civil work including roadway repairs, above and below ground drainage works, concrete works, installation of ductwork, setting out, erection of steel work

(g) Materials and Quality

All materials and substances to be used on site are to be safe non-hazardous standard, electrical, mechanical and civil engineering materials.

Contractors and sub-contractors are expected to exercise good workmanship and apply appropriate specialist knowledge. All plant and materials are to be used in a safe manner, with accessibility for maintenance after completion given due deference during installation.

3. **Employers Considerations and Management Requirements**

The Principal Contractor shall ensure that all current Health and Safety legislation is to be complied with on site.

In particular all contractors and sub-contractors will operate their own safety monitoring in accordance with the Management of Health and Safety at Work Regulations 1999, and, the Approved Code of Practice associated with the regulations. All contractor's plant, portable, and fixed, must conform to relevant British and European Standards, and in particular must indicate this by carrying the "CE" mark (BS EN 292).

(a) Restrictions or Employer Rules

The Principal Contractor must inform the Contract Supervisor of his Construction Phase Health and Safety Plan with respect to work proposed to be carried out, In particular the Principal Contractor must indicate how he will:

● Assess the tasks involved.

● Identify the hazards and assessment of the risks.

● Determine the safe method of work, e.g. Permit to Work.

● Indicate how he intends to implement the safe system of work.

● How he intends to monitor the system.

● Location of Services.

(b) Location of Services

The Principal Contractor/Contractor is allowed to use the Employer's existing water and electricity supplies at the site, so long as provision has been made so no interference to the site from contamination or feedback occurs. Points of access to the services must be agreed in advance with the Contract Administrator.

(c) Welfare Arrangements

The principal Contractors attention is brought to the fact that first aid facilities will not be available for the contract, from within the buildings. First aid and medical supplies must be provided by the Principal Contractor/Contractor in accordance with legal requirements.

(d) Temporary and Emergency Lighting

The Principal Contractor/Contractor will provide details, including full specifications and standards of all temporary and emergency lighting, or signing, or barriers which he or any other contractor will use during the progress of the works, to the Contract Administrator.

(e) Location of Temporary Site Accommodation

The Principal Contractor is to provide temporary site accommodation. Temporary accommodation location will be agreed with the Contract Administrator.

4. **Environmental Restrictions and Existing On Site Risks**

It is expected that all the works will be completed within the confines of the nominated Merseytravel premises. It is not anticipated that any of the works will restrict the normal access and egress from Merseytravel's neighbour’s properties. However, the Principal Contractor must inspect the work site and satisfy himself of this. If he discovers any such restrictions he must report to the Contract Administrator before commencing or continuing work.

(a) Existing Traffic Systems and Restrictions

The Principal Contractor is to ensure that when the designated site entrance is in use, any delivery Lorries, contractor’s vehicles, etc, do not hinder the progress of traffic in any location, and any vehicles are parked in an approved location with the site supervisor's consent.

(b) Traffic/Pedestrian Routes, Unloading and Storage Areas

The Principal Contractor must ensure that Merseytravel vehicular traffic, including maintenance vehicles, emergency vehicles, etc, at any location is not hindered or blocked at any time.

Wherever possible the Principal Contractor shall programme the works and sequence of operations to allow for the complete segregation of all construction and maintenance activities from the staff and the general public.

Where this is not possible, the Principal Contractor shall identify all the hazards and risks which will affect pedestrian visitors, or the general public in the project site area, and take appropriate measures, including the provision of hoarding, barriers, protection from falling materials, avoidance of uneven surfaces, adequate temporary/ permanent illumination, etc, to adequately control these risks.

The Principal Contractor must provide a suitable method statement within his Tender submission to demonstrate his intentions for the protection of the building staff and the general public at large.

All unloading of materials and plant from vehicles is to take place within the confines of the work site only. The Principal Contractor must take into account all risks associated with unloading of materials and plant and instigate appropriate risk controls.

If the Principal Contractor is aware of any special storage facilities that he will require (ie, for highly flammable materials, engine fuel oil, etc) he must inform the Contract Supervisor or the Merseytravel Health and Safety Officer (Tel: 0151 227 5181 ext 1204) and obtain written permission for the location and method of storage.

(c) Details of Stability of Existing Structures and Materials Therein

Irrespective of any information herein the Principal Contractor/ Contractor is warned that if he becomes aware of any instability of a structure in which or on which he is working, or of any hazardous material therein, or any potentially hazardous ground conditions, he must stop work immediately and refer to the Contract Administrator, or in his absence any member of the Asset Management Department.

The Principal Contractor must specifically detail how he intends to control any hazard existing or highlighted during the construction phase, and thus provide these controls to the Contract Administrator. When doing so he must quote relevant applicable legislation codes, guidance or other applicable standards.

(d) Ground Conditions

Irrespective of any information herein the Principal Contractor/ Contractor is warned that if he becomes aware of any instability in ground conditions in which he is working, or, of any potentially hazardous contamination he must stop work immediately and refer to the Contract Administrator, or in his absence any member from the Asset Management, Estate Section on 01513301519/1509/1507/1508.

The Principal Contractor must specifically detail how he intends to control any hazards existing or uncovered during the construction/ maintenance phase and thus provide controls for the new hazards to the Planning Supervisor. When doing so he must quote relevant applicable legislation, codes, guidance or other applicable standards.

(e) Exclusion Zones and Details of Entry Restrictions

The Principal Contractor/Contractor will inform the Contract Supervisor how he intends to provide an exclusion zone and provide specific details of site entry restriction. When doing so he must quote relevant applicable legislation, codes, guidance or other applicable standards. The Principal Contractor must state the locations of site access and egress points.

(f) Variations and Unforeseen Events

The attention of the Principal Contractor/Contractor is drawn to the Employer procedures for variations to the Health and Safety Plan and any unforeseen events, in particular, no variation may be performed unless it is specifically authorised by the Contract Administrator.

In the event of unforeseen eventualities arising during the progression of the works, which may require significant design changes, or affects the resources required to carry out the work without risk to health and or safety, then the Principal Contractor/Contractor must advise the Contract Administrator, or in his absence any member of the Asset Management, Estate Section on 0151 330 1519/1509/1507/1508.

The Principal Contractor/Contractor must provide to the Contract Administrator full details of revised designs, risk assessments and identified hazards and or hazardous materials and substances in sufficient time to allow a revision of the Safety Plan.

(g) Drawings, Files and Specifications

There are drawings and a schedule /scope of works issued in respect to this project. This is issued as part of the Tender documentation.

The Principal Contractor/Contractor’s attention is drawn to the fact that any documents referred to here were current and up to date at the time of preparation of this Health and Safety Plan. The Principal Contractor/Contractor must check with the Contract Administrator or members of the Asset Management, Estate Section, immediately prior to work starting, that he has all amendments which may have been made to any documents after the date of preparation of this safety plan.

5. **Significant Design and Construction Hazards**

The following points are brought to the Principal Contractor’s attention:

● There are no existing safety files for Merseytravel's locations, however all available services drawings for the sites are available at the Asset Management section.

● As previously stated the Oakdale Road maintenance facility will be occupied at all times during the duration of the works. If any complaints from the building staff are made about noise generated from the construction/maintenance works, then the Principal Contractor must stop the noise generating activity and immediately inform the Contract Administrator.

The Principal Contractor must ensure that all existing building fire escape routes are kept clear of materials and equipment at all times. The Principal Contractor must specifically detail how he intends to control any foreseeable hazards. When doing so he must quote relevant applicable legislation, codes, guidance, or other applicable standards, including but not exclusively hazards from dust, chemicals used on site, vapours, noise generated, etc.

(a) Procedures for Design Work

The Principal Contractor/Contractor must provide details to the Contract Administrator of their method for any design/specification work they perform, or other contractors perform, or have performed on their behalf by others, with respect to this project.

(b) Directions to Contractors

The Principal Contractor/Contractor will provide details of methods of directing and instruction to sub-contractors who will be under the Principal Contractor’s/Contractor’s control during this contract.

**Initial Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Activity/Element** | **Hazard** | **Controls** |
| General (Site Wide) | Restricted site access/egress and discharging of loads |  |
|  | Noise | HSE HS (G) 56  BS EN 352  Plant & Equip  Regulations 1985 |
|  | Traffic movement | BS 4430 |
|  | Craneage | HSE PM9  BS 7121 |
|  | Working at heights | HSE (GS) 15  HSE (GS) 31  HSE (GS) 42 |
|  | Manual handling | HSE L23  HS (G) 115 |
|  | Storage/Use of flammable gases | HS (G) 51 |
|  | Fire | Join COP for  Prevention of Fire on  Construction |
| Demolition, Stripping Out, Alterations or Renovations | Removal of hazardous substances or materials from buildings or structures | HSE (GS) 29 Part 1 to 4  BS 6187 |
|  | Isolation of existing live services | HS (G) 47  HS (G) 85  HS (G) 86 Rev |
|  | Hot working, fire/explosives/fumes | HSE (G) 55 |
|  | Live electrical services | HSE (G) 47 |

|  |  |  |
| --- | --- | --- |
| **Activity/Element** | **Hazard** | **Controls** |
|  | Work in confined spaces | HSE (GS) 5 |
|  | Noise and vibration | HSE HS (G) 56 |
| Erecting/Constructing Structures, Cladding, Glazing, etc | Stability of temporary scaffolding and access | BS 5974 |
|  | Craneage | HSE PM9  BS 7121 |
|  | Fall from heights | HS (G) 33 |
|  | Falling objects | HSE (GS) 28  Part 1 to 4 |
|  | Use of ladders | BS 1129  BS 2937 |
|  | Work from scaffolding | BS 5973 |
|  | Installation of glazing | BS 6262 |
|  | Handling of large components | HSE (GS) 28  Part 1 to 4 |
| Installation/Testing and Commissioning | Falls from heights | HSE (GS) 28  Part 1 to 4 |
|  | Work in confined spaces | HSE (G) 5 |
|  | Hot working, fire/explosion/fumes | HS (G) 5  BS EN 288 |
|  | Use of pipe threading machines | HSE PM1 |
|  | Installation of plant and equipment | BS 5997 |
|  | Access to plant |  |
|  | Pressure testing new pipework | HSE (GS) 4  COP 37 |
|  | Site electrical installation | BS 7375 |

|  |  |  |
| --- | --- | --- |
| **Activity/Element** | **Hazard** | **Controls** |
|  | Ductwork installation | BS 8313 |
|  | Electrical installation | IEE Regs 16th Edition  Inclusive of current amendments |

**Construction Materials**

The following construction materials and substances which have been specified, or are inherent in the maintenance works requirements, have been identified as potentially posing special health and/or safety hazards during the construction of the works.

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **Activity** | **Hazard** | **Control** |
| Galvanised steel | Stripping out, demolition,  plumbing structural erection | T |  |
| Dust, dirt,  vermin, debris | Stripping out, demolition,  services alterations | H, F | HSE (EH) 44 |
| Flammable  gases, liquids | Stripping out, demolition  services, alterations, excavation,  hot working | F | HSE CS 6  HSE CS 15 |
| Wood dusts | Joinery, carpentry | T, I |  |
| Paints, stains  and varnishes | Painting, coating of heating pipes | H, F, I |  |
| Protective coatings,  treatments | Water proofing, damp proofing, floor treatments, finishes, timber  preservatives | T, H, F, I,C | HSE (GS) 6 |
| Adhesives | Tiling, floor finishes | H, F, I |  |
| Sealants | Waterproofing, tiling, cladding | T, H, F |  |
| Solvents | Painting, degreasing, repairs | H, F, I |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **Activity** | **Hazard** | **Control** |
| Foam filler | Insulation, cladding | H |  |
| Insulation material | Stripping out, demolition, installation of new insulation | I | HSE (EH) 46 |
| Plaster, cement, brick dust, mortar | Demolition, concreting, bricklaying, plastering, dry lining, installation of services | I |  |
| Concrete, mortar, admixes, form work treatments | Concreting, brickwork, block laying, rendering | H, F, I |  |
| Grouts | Grouting | H, F, I, C |  |
| Fuels, oils and lubricants | Plant removal, installation and commissioning | H, E, F |  |
| Water treatment chemicals | Inhibitors in heating systems, disinfecting of domestic water systems | T, H |  |
| Lubricants | Pipe threading and metal cutting machines | C, I |  |

|  |  |  |  |
| --- | --- | --- | --- |
| T = Toxic | I = Irritant | C = Corrosive | H = Harmful |
| F = Flammable | E = Explosive |  |  |

These materials and substances do not purport to represent a definitive list of all potentially hazardous materials and substances. Other common materials and substances used during the maintenance works will also present health and safety hazards. These are assumed to be within the normal experience of a competent contractor and have not therefore been listed here.

Where materials or substances are determined by trades or sub-contractors they must carry out an appropriate risk assessment. Contractors must make adequate provision for the introduction of appropriate measures during the construction process to prevent or control exposure to hazardous materials and substances.