

# Pre-construction Information

for

**The refurbishment and modernisation of two existing passenger lift**

at

**Multi Story Car Park  
Mitchell Road  
Eastleigh  
SO50 5PB**

for

**Regeneration & Planning Policy Unit  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh  
Hants  
SO50 9YN**

by

**ILECS Ltd.  
Tops'l House  
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CO11**

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## i. Introduction

This pre-construction information has been prepared to fulfil the requirements of Regulation 10 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

When drawing up the pre-construction information, consideration has been given to the Health and Safety aspects of the project and relevant topics and information is contained herein for the work proposed. The Pre-construction Information provided herein is to assist those bidding for or planning work, and for the development of the Construction Phase Plan and the level of detail provided should be considered as being proportionate to the risks involved in the project.

As the project unfolds there may be changes to, or additional design elements after the appointment of the Principal Contractor. The Principal Designer will have an ongoing role as the project progresses since there is a requirement to liaise with all designers engaged in the project. It must be stressed however that the Principal Designer has **no** function in relation to site supervision or health and safety management, neither is there a requirement to visit the site during the construction stage of the project, unless explicitly requested by the client as this is the responsibility of the Principal Contractor.

All those involved in the project will be expected to cooperate and coordinate with others involved in the project on design and health and safety issues and abide by and perform their respective duties in accordance with CDM 2015.

It should be noted that whilst each and every contractor and employee on site has a responsibility for Health and Safety, the Principal Contractor has overall responsibility for the site working areas. Where working areas are shared with the members of the general public' particular care is to be taken by all concerned with the works where all issues relating to the works are primarily the responsibility of the Principal Contractor.

For the purpose of correlation between the form of Contract, The Tender Documentation and the Construction (Design and Management) Regulations and this document all reference to "Client" shall be read as and shall mean the "Purchaser".

## ii. Issue Register

Issue	Date	Changes	Issued by	Sent to	Date
Draft 1	20/04/15				
1	04/11/15	Client contact details added & contact email addresses added.	G. Lucas	Pearl Tee	04/11/15
2	05/11/15	Programme amended	G. Lucas	Pearl Tee	05/11/15

## 1. Register of Companies and Contacts

<b>Architect</b>	
None	
<b>Client,</b>	
Regeneration & Planning Policy Unit Eastleigh Borough Council Eastleigh House Upper Market Street Eastleigh Hants, SO50 9YN	Contact name: Pearl Tee  Contact telephone number: 02380683831 mobile: 0782456973
<b>Electrical Contractor</b>	
None	
<b>Engineer / Administrator</b>	
ILECS Ltd International Lift and Escalator Consultants Tops'I House High Street Mistley, Manningtree Essex CO11 1HB	Contact name: Gordon Lucas  Email: <a href="mailto:Pearl.Tee@eastleigh.gov.uk">Pearl.Tee@eastleigh.gov.uk</a>  Contact telephone number: 01604 847901, Mobile: 07960565127
<b>Lift Consultants</b>	
ILECS Ltd International Lift and Escalator Consultants Tops'I House High Street Mistley, Manningtree Essex CO11 1HB	Contact name: Gordon Lucas  Email: <a href="mailto:gordon.lucas@liftconsultants.com">gordon.lucas@liftconsultants.com</a>  Contact telephone number: 01604 847901, Mobile: 07960565127
<b>Local Health and Safety Office</b>	
To be Confirmed	Contact telephone number:
<b>M &amp; E Consultants</b>	
None	
<b>Principal Contractor</b>	
Lift Contractor to be appointed	
<b>Principal Designer</b>	
ILECS Ltd International Lift and Escalator Consultants Tops'I House High Street Mistley, Manningtree Essex CO11 1HB	Contact name: Gordon Lucas  Email: <a href="mailto:gordon.lucas@liftconsultants.com">gordon.lucas@liftconsultants.com</a>  Contact telephone number: 01604 847901, Mobile: 07960565127
<b>Property Managing Agent</b>	
Regeneration & Planning Policy Unit Eastleigh Borough Council Eastleigh House Upper Market Street Eastleigh Hants, SO50 9YN	Contact name:  Contact telephone number:

<b>Site Contact</b>	
Regeneration & Planning Policy Unit Eastleigh Borough Council Eastleigh House Upper Market Street Eastleigh Hants, SO50 9YN	Contact name:  Contact telephone number:
<b>Structural Engineer</b>	
None	
<b>Other Designers</b>	
None	

## **2. Description of project**

### **2.1. Project description and programme details:**

#### **2.1.1. Description of the Works**

The works comprises the refurbishment and modernisation of the two existing lifts at the site named below. The works includes the dismantling, removal from site and disposal of some existing lift equipment and the design, supply, installation, testing, commissioning and setting to work of the two lifts.

#### **2.1.2. Location of the Project (the 'Site')**

Multi Story Car Park  
Mitchell Road  
Eastleigh  
Hants,  
SO50 5PB

#### **2.1.3. Key Programme Dates for Planning Purposes only**

A detailed programme of site operations to be carried out on a daily basis must be agreed before work commences. However, for initial planning purposes the following key dates can be assumed.

Issue of order for lift works	Beginning of January 2016
Design Work	Beginning to middle of March 2016
Start on site	Beginning to middle of March 2016
Complete installation	End May 2016
Test	End May 2016
Handover	End May 2016

#### **2.1.4. Appointment Period**

The estimated period of time allowed between the appointment of the principal contractor and instruction to commence work on site is expected to be approximately 8 weeks.

### **2.2. Workplace**

As the lift machine rooms, wells, pits and the landing areas in front of the lift entrances will be considered as work areas for the purpose of the contract, and after the contract is completed, the finished design shall take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

### **2.3. Extent and Location of Existing Records and Plans.**

#### **2.3.1. Records**

##### **Site Drawing**

None available

##### **Builders Work Drawings**

None available

##### **Electrical Drawings**

None available

##### **Lift Installation**

No drawings are available of the existing installation

#### **2.3.2. Services**

None available

### **3. Clients' considerations and management requirements**

#### **3.1. Continuous Liaison**

Due to the type of works to be undertaken it is anticipated that there may be more than one contractor on site, so a Principal Designer has been appointed and a Principal Contractor will be appointed for the project. The Principal Designer and Principal Contractor shall take the lead and actively encourage cooperation and coordination between contractors at an early stage of the project. A team approach involving the client, designers, contractors, and manufacturers which encourage working together is considered likely to provide the best results. Meeting being arranged as necessary to suit the particular project needs.

The following outlines suggested procedures for considering the health and safety implications of design elements of the Principal Contractor's designers and other packages involved in the works.

##### **3.1.1. Principle Contractor Design**

It is expected that elements of the design will be carried out by the Principal Contractor. The Principal Contractor shall advise the Principal Designer of any designers appointed by him or his subcontractors. The Principal Designer may request details of the work proposed to ensure that adequate information will be provided for inclusion in the Construction Phase Plan and the Health and Safety File and that the design is fully co-ordinated between the appointed designers. This relates to Health and Safety aspects of the design and does not imply acceptance or approval of the design by the Client or Principal Designer.

##### **3.1.2. Contractor Design**

The tenderer shall as part of the tender submission indicate where advice will or may be required of the Principal Designer in respect of the competence of its designers and the adequacy of resources allocated or to be allocated by them.

The provision of such advice will be charged on a time-involved basis at the hourly rate of £95 plus reasonable travelling and other expenses, plus VAT.

#### **3.2. Procedures of Unforeseen Design Changes**

Procedures for dealing with unforeseen eventualities during project execution resulting in substantial design change and which may affect resources.

##### **3.2.1. Changes in Design**

Changes in design or changes which negate primary assumptions, whether made by the Design Team or the Principal Contractor, and which may significantly affect any part of the Principal Contractors 'Construction Phase Plan', sequence of working or resources necessary to comply with health and safety legislation, shall be referred to the Principal Designer and agreed with the Client in writing before any change is implemented. This relates only to health and Safety aspects of the design and does not imply acceptance or approval of the design by the Client or Principal Designer.

##### **3.2.2. Updating the Construction Phase Plan and Health and Safety File**

The Principal Contractor shall inform the Principal Designer of circumstances or events that violate any principal assumption made in the Construction Phase Plan and update it as necessary. He shall also identify, inform and provide the Principal Designer with any relevant information that affects the Health and Safety File.

#### **3.3. Arrangements:**

In preparing the pre-construction information consideration has been given to the requirements relating to the health and safety of the clients' employees, customers and those involved in the project as well as others that may come into contact with any phase of the works, like persons using pavements whilst loading or unloading is taking place in the street or designated area, and the following is set out such as:

##### **3.3.1. Planning and Management of the Works**

The expectation for the contractor is that zero accidents will occur during the works and contractors will be expected to bear this in mind when planning and managing the works and they shall make due allowance for



the health and safety goal when planning and managing the construction work and include any health and safety measure necessary to achieve the goals for the project.

Contractor shall take all necessary safety precautions while inspecting, surveying, and undertaking the works. Access to the stairs and lobbies shall be maintained at all times. The Contractor shall take into consideration the nature of the works, site workers, the use of the property and members of staff and client's staff using or visiting the building as well as members of the general public using the property.

The measures taken to ensure that the other works, staff and members of the general public maintain unrestricted access to and free movement around the building during the works are to be incorporated within the Construction Phase Plan and method statement for the works.

Contractor's attention is drawn to the proximity of other properties and therefore the noise generated by the equipment shall be a fundamental consideration. All necessary action shall be taken in designing and installing the equipment to reduce and/or eliminate vibration and transmission of air borne noise.

Contractors shall at all times strictly observe the requirements of the Health and Safety at Work Act (1974) and shall comply with all relevant Statutory Regulations and Instruments including EC Directives in force or coming into force during the works programme.

Under no circumstances are landing openings to be left unprotected at any time during the period of the Contract.

The Lift Contractor or his Electrical Contractor shall agree times and dates with the Client and Engineer before disconnecting any electrical supplies, giving notice in accordance with the contract conditions.

Contractors shall include with the tender method statement and programmes of activities both on and off site for evaluation prior to the placing of the order.

### **3.3.2. Security of the site**

The Principal Contractor shall be responsible for the security of the working site areas throughout the contract. The lift contractor will be responsible for ensuring the security of the lift well(s) and any machine room(s) from the date they are made available to them until practical completion and handover of the lift works.

In common areas and shared working areas, contractors will be considered to have joint liability under the Occupiers Liability Act 1957 and 1984 in addition to any liability under the Health and Safety at work Act.

The normal route for access and egress to the building for personnel is to be via the main entrance at Ground floor level. Security measures and access for material shall be agreed with the Client and Engineer.

Contractor shall take all reasonable steps and precautions to protect the health and safety of his employees and third parties.

Should it be necessary to remove or negate the operation of access equipment that may jeopardise the security of the building, the necessary works must be carried out outside normal working hours and the security system reinstated before leaving at the end of the day. Alternative security measures shall be made whilst the work is carried out

### **3.3.3. Welfare provision**

It is a requirement of CDM 2015 that adequate welfare facilities are in place before any work commences on site and the Principal Contractor shall include for their provision when existing provisions are not available on site.

There are no toilets or messing facilities on site and the principal contractor shall make all necessary arrangements.

### **3.3.4. Building Use**

The building is a public car park utilised most of the day and night and the opening hours shall be taken into consideration as access will be required. The corridors stairs and landings are in constant use and the utmost

care and consideration must be given to the occupant's staff and visitors, whilst taking all necessary precautions to prevent interference with the works. The landings onto which the lift entrances open out are not necessarily adequate to accommodate full depth hoardings at any floors and corridor widths must be maintained for evacuation purposes. Therefore, access to the lift well shall be gained from the ground floor entrance. Access to the stairs and parking levels must be maintained at all times during the course of the works.

***Access to existing occupied areas is not permitted unless by prior agreement in writing.***

### **3.3.5. Working Hours**

The working day shall be from 8.00am until 5.30pm Monday to Friday. Saturday, Sunday or Bank Holidays working (this also includes removal of materials / waste from site which does not necessarily require entry to the building proper) may be permitted, but shall only be undertaken with prior written approval of the Client and Engineer.

A minimum of 2 working days' notice is to be given to the Client and Engineer in writing.

### **3.3.6. Noise and Vibration**

The building will be open and disturbance to the occupants is to be kept to a minimum.

Noisy operations shall be notified to the Client and Engineer before they commence, but in general they shall be programmed to take place between 9.30 & 11.30am or between 2.00pm & 4.00pm Monday to Friday. Noisy operations may be permitted on Saturday, Sunday or on Bank holiday with prior approval of the Client and Engineer in writing.

The Control of Noise at Work Regulations 2005 shall be strictly adhered to at all times and the Contractor shall take all reasonable steps to reduce noise from his works and before carrying out any particularly noisy operation the Client and Engineer shall be consulted. In all circumstances there shall be minimum disruption to the occupant's operations. All measures shall be taken to ensure the co-operation and co-ordination with the occupant's activities.

The Lift Contractors attention is drawn to the close proximity of other properties therefore the noise guaranteed by the lift equipment shall be of a fundamental consideration. All necessary action shall be taken in designing and installing the equipment to reduce / eliminate vibration and the transmission of airborne noise. The Lift Contractor shall state the maximum noise level generated by his equipment measured one metre from the source and the frequency at which it occurs.

### **3.3.7. Permit to Work**

Permits to works are required from the Client and Engineer before starting any work covered by the following.

- Hot works
- Working at height
- Electrical Works
- Confined Spaces

Hot works shall only be carried out following the installation of the lift well and motor room ventilation if not existing. As far as reasonably practicable equipment shall be fabricated off site to minimise the cutting and welding on site. Should any section of the works require 'hot works' local to a smoke detector head then the contractor shall request its isolation from the Client and Engineer a minimum of 72 hours in advance of the works being undertaken. 'Hot Works' permits are to be obtained through the Client.

Operations that can be classified as noisy (works producing noise levels of 60 dB or more) are only to take place at times that are agreed by mutual agreement which shall be obtained in writing.

### **3.3.8. Site Induction**

The Principal Contractors will be responsible for the induction of their employees and contractor's employees to the site. The Lift Contractor will be responsible for ensuring their employees and any sub-contractors employees undergo any site induction required by the Principal Contractor in addition to any specific lift related induction required by the Lift contractor. The Principle Contractor will also be responsible for checking

that contractors carry out site inductions. In addition, the Client insists on all persons visiting the site attend site induction training.

Contractors shall as part of their induction ensure that their employees are aware of the emergency facilities, escape routes etc. on site before commencing work.

#### **3.3.9. Site Register**

The Principal Contractor will be responsible for ensuring that a site attendance register is available on site and that all persons visiting the site sign in and out each time they enter or leave the site.

#### **3.3.10. Transport Arrangements**

The road outside the building is a no parking area, hence all deliveries, loading and unloading is to be carried out by arrangement with the local authority and Client. Notification of deliveries to site must be made 48 hours in advance and if at weekends by prior arrangement. Contractors and sub-contractors are required to provide driver and vehicle registration details etc.

#### **3.3.11. Loading and Unloading Arrangements**

The Principal Contractor shall take note of areas where loading and unloading will take place and ensure that the area is cordoned off whilst loading and unloading takes place. This has particular relevance where unloading or loading are to take place in the street and the general public are likely to be in the area. Protective measures are to be taken to eliminate hazards and where necessary pavements shall be blocked off whilst the loading or unloading takes place and alternative routes shall be provided and identified as appropriate.

Where loading or unloading is to take place from a lorry, precautions shall be put in place to ensure that falls do not occur.

#### **3.3.12. Access to the Site area during the works**

The normal route for access and egress to the building for personnel and material is to be via the main entrance at Ground floor level. Security measures and access for material shall be agreed with the Client and Engineer. If out of hours' attendance necessitates the building being opened up specifically for the works, the Client and Engineer reserves the right to make reasonable charges for any necessary cover etc.

#### **3.3.13. Protection of the Works and Building and Segregation of the Site**

The Contractor's attention is drawn to the fact the building will be in use and the rights of free access for the public, occupants, and other building users must at all times be respected and such access shall not at any time be unnecessarily impeded.

The Contractor is to take all necessary measures to maintain the finishes and safety precautions while inspecting, surveying, and undertaking the works on the existing installations. Access to the stairs and the landings shall be maintained at all times. All measures shall be taken to ensure co-operation and co-ordination with the occupant's activities.

The Contractor shall at all times strictly observe the requirements of the Health and Safety at Work etc. Act and relevant statutory regulations and instruments. Under no circumstances are landing openings to be left unprotected at any time during the period of the contract. Protection shall be provided at all landing levels while the work is being carried out. Hoardings where provided shall be lockable from the outside and openable from the inside without a key.

The Contractor shall take all reasonable precautions to prevent the ingress of dust, dirt, oil and other contaminants generated by the works from entering the adjoining occupied areas and contaminating the existing decoration, carpeting etc. Where necessary an impervious barrier shall be laid and mechanically protected, in particular where heavy items or fluids are to be transported to provide protection to the finishes and damage to the building fabric. Dustsheets or other protective measures shall be used to protect the decorative finishes, carpets and floor finishes, from oil and other deposits which may be present during the works.

The materials and fixings used for protection shall not in themselves create a health and safety hazard.

Before heavy items of equipment are dismantled or brought to the building the structural strength of the building and materials shall be checked over the full length of the proposed access route.

The site shall at all times be kept in a clean and reasonable condition. At the end of each working day all tools and materials shall be stored in the lift wells, motor rooms or specially provided storage facility and the site left in a clean and tidy condition.

Upon completion of the lift the works contractors shall finally clear away all rubbish and excess materials and leave the site in a clean and tidy condition.

#### **3.3.14. Fire Strategy**

A joint fire strategy forming part of the Construction Phase Plan is to be agreed with the Client and Engineer prior to commencement of the works. The fire strategy for the site shall identify the nearest emergency services and establish the means of communication.

The Principal Contractors shall ensure that adequate emergency facilities (first aid and firefighting facilities) are available on site before work commences and that they are maintained during the works.

Should the Contractor cause an emergency or become aware of a dangerous situation he shall immediately contact the Client and Principal Designer. All incidents shall be reported and recorded in accordance with the site health and safety policy.

#### **3.3.15. Fire / Fire precautions / Fire Risk Activities**

The Principal Contractor shall take all necessary precautions to prevent injury death and damage to the works and other property from fire. He shall comply with the Joint Code of Practice 'Fire Prevention on Building sites' published by the Building Employers' Confederation, the Loss Prevention and National Constructors Group.

Combustible materials are not to be stored or allowed to accumulate where they could become a fire hazard.

Where any section of the works generates dust or fumes local to a smoke detector head the Contractor shall request its isolation from the Property Managing Agent / Client at least 72 hours in advance of the works.

Fire risk activities like the use of flammable material or hot works shall only be carried out following the installation of the lift well and motor room ventilation if not existing and a safe procedure for working has been established. Should any section of the works require 'fire risk activities' to take place suitable procedures shall be established and agreed in writing before they take place. A permit to works shall also be required as noted in the Section 3.3.7. 'Permit to Work'.

#### **3.3.16. Accident Reporting**

All accidents, incidents and dangerous occurrences shall be recorded in the site accident book and reported in accordance with Principal Contractors and Contractors health and safety procedures, no matter how trivial. They shall also be reported to the Principal Designer and Client in accordance with their procedures.

#### **3.3.17. Working in the lift well and Pit**

Risk assessments in accordance with ISO/TS 14798:2000 shall be carried out by the Contractor before carrying out any task; any necessary controls measure shall be implemented and audited.

As a minimum when accessing the lift well and pit the procedures stated in BS7255 shall be followed and a safe system of work operated. Working in the pit is to be considered as invasive working as defined in BS 7255 and as a minimum the procedures identified in BS 7255 shall be adhered too. The pit and well are to be accessed from the lowest floor level. The Contractor shall ensure that a safe means of access is available and utilised.

Should the works in the lift well require scaffolding to be erected then it must meet the standards set out in the HSE Regulations and Codes of Practice. Suitable written procedures and drawings must be submitted to the Client and Principal Designer prior to its erection. Scaffolding shall be inspected by a competent person at least every 7 days with the date and name of the person carrying out the inspection being recorded.

In addition, scaffolding shall be inspected:

- ✓ before it is used,
- ✓ after any additions, alteration or dismantling,
- ✓ after any event likely to have affected its strength or stability.

### **3.3.18. Working in the machine space**

As stated in BS7255 risk assessments shall be carried out by the Contractor and control measures shall be implemented and audited. Risks are to be assessed in accordance with ISO/TS 14798.

The lift contractor shall confirm that existing lighting is adequate along the access route and in the motor room prior to the works commencing. If found unsatisfactory temporary lighting shall be installed along the access route and in the machinery space prior to the works commencing.

### **3.3.19. Existing Lift**

As the existing lifts are being refurbished and modernised the correct operation and function of the existing facilities shall be tested and checked for adequacy and correct operation prior to the lift being used. The lift contractor shall satisfy themselves of the strength of the lift well and surrounding structure.

### **3.3.20. Dismantling**

Where any equipment to be dismantled and removed from site it shall only be dismantled after a site and equipment specific risk assessment has been completed and any necessary control measures implemented. Equipment shall be broken down into small enough units so that it may be handled safely. Protection shall be provided to building and lift finishes, decorations, carpets and floor coverings prior to the work being carried out.

Where lifting beams are installed they can be used provided they are marked with the Safe Working Load and a valid test certificate is available. Prior to their use test certificates shall be submitted to Principal Contractor and retained on site for inspection until the end of the works when they shall be incorporated into the Health and Safety File.

The use of flame-cutting equipment and disc cutters shall not be used without prior agreement and suitable precautions taken as for 'hot works'.

### **3.3.21. Site Rules**

A good standard of general behaviour from all Contractors engaged in works on the project is required. Horseplay, unnecessary noise, unsociable behaviour and language will not be tolerated and the Contractor will be required to remove those responsible from the site without affecting the programme of works.

The Contractors staff shall not under any circumstances be allowed entry into the accommodation on any floor other than by special arrangement and with the agreement of the Engineer.

The Contractors staff **shall not:** -

- Wedge open fire doors.
- Obstruct staircases or corridors.
- Obstruct or misuse fire equipment / alarms.
- Use radios/tape or disc players or any musical instruments on the site.
- Carry out any work involving equipment likely to generate heat or sparks unless agreement has been obtained from the Property Managing Agent and Principal Designer.
- Carry out hazardous processes, including those that require the use of flammable solvents or gases, without agreement of the Client and Principal Designer.
- Smoke on site, other than in designated areas.
- Turn off any electrical equipment without permission.
- Leave any power tools switched on and unattended.
- Use any onsite facilities without prior written agreement.
- Enter areas other than the agreed working areas without prior written agreement.
- Bring alcohol on to the premises or site.

- Contractors shall not use the clients or tenant's telephones.

The contractor's staff **shall**:

- Report all accidents or dangerous occurrences.
- Take note and make themselves aware of fire point and procedures.
- Strictly observe the Health and Safety at Work etc. Act.
- Familiarise themselves with the site Health and Safety Plan.
- Work within the guidelines and method statements and carrying out any necessary risk assessment and implement corrective actions / control measures.
- Nominate a senior member of staff to act as the site supervisor and point of contact.

### **3.3.22. Adjacent areas and construction activities**

The building is a 'Medium Rise' car park near the centre of Eastleigh adjacent to commercial and some residential properties.

The building will remain fully operational the utmost care and consideration must be given to staff and visitors as well as any other works and other building users who will be coming and going throughout the day with restrictions on noise levels at sensitive times.

The Principal Contractor shall take such steps as may be necessary to prevent adjacent areas from damage and to prevent unauthorised access by his workforce.

Due to the nature of the works to be undertaken within the building it is essential that dust is not allowed to escape from the lift well and hoardings.

### **3.3.23. Other Construction activities**

It is unlikely that any other contractors or construction activities will be taking place during the lift works. However, should other contractors be carrying out work on site whilst the works are taking place safe working procedures shall be established before work commences.

### **3.3.24. Radios on site**

All Contractors staff shall not under any circumstances be allowed to use radios or tape recorders or any electrical musical instruments on this site unless for radio communication.

### **3.3.25. Personal protection**

All Contractors will be expected to provide suitable personal protective equipment to their operatives and ensure that they use it appropriately. The protection provided shall be suitable and adequate for the process being undertaken. Hard hats, high visibility vest and foot protection etc. shall be worn in accordance with the Construction Phase Plan.

### **3.3.26. Stressing of the structure**

No detailed information is available on the construction and structural strength of the existing building. The Contractor will need to identify this information prior to submitting the tender.

### **3.3.27. Use of telephones**

The use of the client's telephone systems is not permitted unless prior agreement is obtained from the Client.

### **3.3.28. Cleanliness of site**

The site shall at all times be kept in a clean, tidy and reasonable condition. At the end of each working day all tools and materials shall be stored in the lift well or motor room and the site left in a clean and tidy condition.

### **3.3.29. Use of equipment and Tools**

Contractors shall supply all the tools and equipment necessary to complete the works; they shall not borrow any tools or equipment from others on site.

Only equipment and tools carrying valid certificates as applicable shall be used on site and Contractors shall not leave any power tools switched on and unattended at any time.

No materials or tools are to be left unattended outside of the lift well or motor room.

**3.3.30. Site signage**

The Principal Contractor shall identify hazards, safe routes, fire escape routes etc. by clear signage. Reliance should not depend entirely on written warning signs where there is a possibility that some people may not be able to read them, e.g. small children, non-English speaking persons.

**3.3.31. Fitness for Work**

All contractors working on site shall be fit for work at all times. The Client retains the right to request individuals to leave site if they are unfit for work for reasons of alcohol, drugs, injury, tiredness or any other reason that may affect the standard of workmanship or the health and safety of members of the public, employers or tenant's staff, themselves or any other person on site.

**3.3.32. Parking**

Parking space is available on site and space can be made available by prior agreement.

The arrangements are to be discussed and agreed with the Client and Principal Designer before starting work on site.

**3.3.33. Storage**

There is no storage on site, but by mutual agreement it may be possible to provide space for a storage container.

**3.3.34. Rubbish and Debris**

The site shall at all times be kept in a clean and in a reasonable condition. At the end of each working day all tools and materials shall be stored in the lift well, motor room or storage facility and the site left in a clean and tidy condition.

Non-hazardous material is to be disposed of at a tip approved by a waste disposal authority. Hazardous waste shall be disposed of in accordance with the statutory regulations, local byelaws and the Control of Substances Hazardous to Health Regulations by an approved contractor at a site approved by the waste disposal authority. All waste transfer documents are to be retained on site.

The Principal contractor shall ensure that contractors comply with the following.

- Skips are to be covered.
- On no account should the clients or tenants waste bins be used.
- Rubbish and debris arising from the works are removed and disposed of regularly.
- When cleaning out the lift pit(s) the lift contractor shall be aware that there may be 'SHARPS' present. Should any SHARPS be found they are not to be touched, the Client shall be informed so that arrangements can be made for a specialist contractor to attend site to remove and dispose of them.

**3.3.35. Precautions against Theft and Vandalism**

Contractor will be responsible for the security and protection of their own tools and equipment from theft and vandalism during the works.

The principal Contractor shall include for and ensure that appropriate measures are taken against theft and vandalism.

**3.3.36. Emergency Procedures**

The Principal Contractor will be responsible for placing any necessary notices and signage detailing emergency procedures and identifying emergency escape route etc. which shall be agreed with the Client and Principal Designer before work commences.

Contractors shall familiarise themselves with the emergency procedures, means of escape, escape routes etc. before commencing work. Contractors shall not obstruct or interfere with any emergency exits, or exit routes

without prior written authority which shall be obtained through the Principal Contractor from the Client and Principal Designer at least 72 hours before any action is taken. The contractor will be responsible for providing and placing any signage that may be necessary.

**3.3.37. Restricted areas**

The occupied areas shall be considered as restricted areas and contractors and their staff shall not enter any area without the prior written authority of the client.

**3.3.38. Confirmed Spaces**

Before working in any area considered to be a confined space the contractor shall inform the Principal Contractor and ensure that suitable safe working procedures are established.

**3.3.39. Advise**

Where the Tenderer or Principal Contractor requires the Principal Designer to advise on the competence of its designers and the adequacy resources of a contractor / designer appointed or to be appointed by them or considered for the work, the Tenderer or Principal Contractor must furnish full details of the proposed contractor / designer to the Principal Designer no less than three weeks before the intended appointment.

The provision of such advice will be charged on a time-involved basis at the hourly rate of £95 plus reasonable travelling and other expenses, plus VAT.



## **4. Environmental restrictions and existing on-site risks**

### **4.1. Safety hazards including:**

#### **4.1.1. Site access**

The building faces on to Mitchell Road at the front which is a local road with mixed two-way traffic.

The principal contractor will be responsible for ensuring the segregation of pedestrian and vehicle access to and around the site.

Access into the building is unrestricted via the main and rear entrances for walking persons and via the main entrance for vehicles. The strength of the flooring on the main pedestrian access route is unknown; hence contractor shall make provisions for any special protection that may be required.

One of the existing motor rooms is accessed from the street and the other one is located off the rear staircase.

#### **4.1.2. Deliveries and waste collection**

All deliveries, loading and unloading is to be carried out by arrangement with the local authority and Client. Notification of deliveries to site must be made 48 hours in advance and if at weekends by prior arrangement. Contractors and sub-contractors will be required to provide driver and vehicle registration details etc. (*Also see 'Parking' in Section 3*).

#### **4.1.3. Adjacent land uses –**

The building is a Low / Medium Rise car park near the centre of Eastleigh adjacent to other commercial and some residential properties.

The building will remain in full use during the works and the utmost care and consideration must be given to the car park users and others that may pass by who will be coming and going throughout the day with restrictions on noise levels at sensitive times.

#### **4.1.4. Existing storage of hazardous materials,**

There are no existing facilities available on site for storing dangerous or hazardous materials and there are no such materials already stored there.

#### **4.1.5. Location of existing services**

No information is available on the position of and construction of service installations including electric, gas, water, etc. the Contractor will need to identify any services in the location of the works prior to commencing the works. If services are run in the existing lift motor room, they must be maintained during the course of the works. The whole of the building will be occupied for the duration of the contract and it will be necessary to maintain the services and mains services at all times including emergency services.

#### **4.1.6. Ground conditions,**

No information is available on the ground conditions and it is not expected that any ground works will be needed, but the utmost care must be taken when delivering goods to site and unloading etc. to avoid damage to underground cables, pipe work etc.

#### **4.1.7. Information about existing structures –**

No detailed information is available on the construction and structural strength of the existing building. The Contractor will need to identify this information prior to submitting the tender.

#### **4.1.8. Previous structural modifications,**

No information available

#### **4.1.9. Existing plant and equipment**

The existing lifts are about 40 years old; therefore, before they are used or any work carried out on them the contractor shall determine their suitability and structural strength and the safety of operation.

**4.1.10. Existing Health and safety information**

There is no current health and safety information available on the existing lift(s).

**4.2. Health hazards, including:**

**4.2.1. Hazardous Materials**

A RAD type asbestos survey has been carried out and the results can be seen in the accompanying report

Common material used on site during construction may present health and safety hazards requiring the Principal Contractor to carry out COSHH or other risk assessments and to introduce control measures which should be included in the Construction Phase Plan and the Health and Safety File. However, it is not anticipated that such materials (chemicals, solvents etc.) will be used on the project that are outside the normal experience of a competent contractor, hence they are not listed here.

Before any substances to which the Control of Substances Hazardous to Health Regulations are brought to site a suitable and sufficient assessment of the risks created by that substance is to be forwarded to the Principal Contractor and Principal Designer detailing suitable control measures. All such materials shall have Safety Data sheets as required under Regulation 6 of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 a copy of which shall be included in the Construction Phase Plan and the Health and Safety File where applicable.

The quantities of these substances to be kept on site shall be a minimum and any materials contaminated with these substances shall be stored and disposed of safely. Storage of such materials shall be agreed with the Principal Contractor and Principal Designer.

Combustible materials are not to be allowed to accumulate or be stored where they could become a fire hazard.

**4.2.2. Existing storage of hazardous materials**

There are no facilities for storing hazardous materials on site.

**4.2.3. Contamination**

It is not anticipated that any works will be carried out on the surrounding ground, hence it's is not envisaged that its condition should affect the project.

**4.2.4. Existing structures**

The equipment is of an age where it may contain materials hazardous to health; hence care shall be taken when handling them. Should dangerous or hazardous material be found they shall be handled and disposed of in accordance with the relevant regulation.

**4.2.5. Health risks**

Detail any Health risks arising from client's activities, use of chemicals on site, viruses, radiation equipment, There are no known health risks arising from the clients or tenant's activities. However, the common areas are all open to the public hence there is a potential for conflict at any time. The successful contractor will be informed on any known problems on a site before they commence work on it.

## **5. Significant design and construction hazards**

### **5.1. Significant design assumptions**

No significant design assumptions have been made to date that a competent contractor should not be aware of that would affect the contractors tender.

### **5.2. Suggested work methods**

The risks involved in the Works are generally those that a competent contractor should be aware of, hence there are no suggested work methods over and above those stated in BS 7255 to consider. However, the Contractor should undertake site specific risk assessment and provide suitable method statements to cover the risks posed by the site and equipment.

### **5.3. Co-operation of on-going Design**

All contractors are expected to co-operate and coordinate with the on-going design in an effort to eliminate risks wherever possible, or as a minimum reduce them to an acceptable level, not only for the manufacture and installations phases, but they shall also consider future maintenance, modification, dismantling and disposal of the equipment at the end of its working life.

Contractors shall provide information as requested by the Principal Contractor or CDM Co-ordinator.

### **5.4. Significant Risks**

No significant risks have been identified over and above those that a competent contractor should be aware of.

### **5.5. Material**

It is not intended that there will be any materials that require special consideration over and above those that a competent contractor should be aware of.

## **6. The Construction Phase Plan**

The Principal Contractor shall be responsible for producing the 'Construction Phase Plan' taking full account of the aforementioned and the requirements of the Construction (Design and Management) Regulations 2015 before any work commences on site.

The Principal Contractor must maintain and update the contents of the Construction Phase Plan as necessary during the works

The Principal Designer has no duty to approve the plan, but it must be sufficiently developed to enable him for advice on its adequacy at the start of the construction.

The format of the file will be at the discretion of the Principal Contractor, however it is expected that the contents will be in accordance with the guidance provided in the Construction (Design and Management) Regulations 2015 and the approved Code of Practice 'Managing Health and Safety in Construction'

The Principal Contractor shall ensure that relevant parts of the Construction Phase Plan is issued and are made available to contractors and sub-contractors.

## **7. The Health and Safety File**

A suitable Health and Safety File must be prepared by the Principal Contractor before works is considered as being complete. The format of the Health and Safety File is to be agreed with the Engineer / Principal Designer.

All contractors shall provide such information as required to enable the Health and Safety File to be completed as required by CDM 2015, they shall also provide information as called for by the Principal Contractor or Principal Designer to enable the completion of the Health and Safety File.

The Principal Contractor must maintain and update the contents of the Health and Safety File as necessary during the works and on completion of the contract to ensure that "As Build" details are included. The finalised file is to be provided to the Principal Designer.

Contractors shall provide the information necessary to complete the Health and Safety File in accordance with Construction (Design and Management) Regulations 2015. The information shall include the information as called for in the Approved Code of Practice as called for by the Principal Contractor and Principal Designer.

Eight weeks before completion of the lift and before the lift is put into service; the Lift Contractor shall supply two preliminary copies off the information noted below in an agreed format for inclusion into the Health and Safety File to the Lift Consultant and Principal Designer for comment and perusal.

The Principal Designer will return one copy of the manual to the Lift Contractor, with any comments or observations, within three weeks of receipt.

Upon receipt of the manual from the Principal Designer the Lift Contractor shall incorporate the necessary modifications and re-issue a further two copies for his perusal and comment.

This shall continue until such time as the manuals are correct and in accordance with the Lift Consultant's requirements.

The Lift Contractor shall note that the lift installation will not be deemed complete or handed over until the necessary Health and Safety information is correctly completed.

Two final copies shall be sent to the Principal Designer, one for retention in the lift machine room and one for the client a further copy shall be sent on CD ROM in an agreed format.

The Health and Safety file shall be in the form of a purpose bound ring binder containing all necessary information to enable the safe and correct maintenance of the installed equipment.

The manuals shall include as a minimum the following: -

- ☐ Index.
- ☐ A brief description of the work carried out,
- ☐ Any residual hazards which remain and how they have been dealt with,
- ☐ Key structural principals,
- ☐ Hazardous materials used
- ☐ Information regarding the removal or dismantling of the installed plant and equipment.
- ☐ Health and safety information about equipment,
- ☐ The nature, location and marking of significant services including underground cables, hoses etc.
- ☐ Information and as built drawings of the plant and equipment
- ☐ Information on cleaning and maintenance and any associated health and safety issue
- ☐ All record drawings and circuit diagrams shall be 'As Built' drawing and be included at the rear of the manual. All drawings larger than A4 shall be folded and accommodated in the binder so that they may be unfolded without being in any way detached from the rings. For all CAD drawings, DXF discs shall also be provided.

## **Appendix A – Site Plan**

Not available

## **Appendix B – Floor / Access Plan**

Not available

## **Appendix C – Client Contractor Induction**

Not applicable

## **Appendix D – Special Safety Notices**

To be confirmed and agreed

## **Appendix E – Model Rules for Maintenance Workers and Engineers**

To be agreed