



**DAINTREE FARM, RAMSEY
EXTENSION**

PRE CONSTRUCTION INFORMATION

Prepared Under Regulation 10

for

Cambridgeshire County Council

Issue 1

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1.0 DESCRIPTION OF PROJECT

Proposed construction of a single storey extension including demolition of existing conservatory at Daintree Farm, Ramsey.

The works will consist of:

- Site hoarding
- Site clearance
- Foundations and services/drainage etc.
- Construction of brick and block-work walls
- Installation of floors
- Installation of insulation etc.
- Construction of pitched roof
- Installation of doors and windows
- Construction of internal walls
- Installation of services; electrical, mechanical, plumbing, drainage, IT, telecommunications, fire and security alarms etc.
- Installation of internal doors and frames, skirting, architrave, etc.
- Installation of sanitary-ware
- Installation of furniture, fixtures and fittings etc.
- Decorations
- Installation of hard and soft flooring
- External hard & soft landscaping

For full details please refer to the contract drawings and the document "General Specification Notes".

1.1 Key Dates

1.1.1	Design Stage Commencement:	June 2021
1.1.2	Tender Issue:	N/A
1.1.3	Tender Return:	N/A
1.1.4	Commence on Site:	October 2021
1.1.5	Project Duration:	12 Weeks

1.2 Minimum Mobilisation Time

- 1.2.1 The Client has allowed 4 weeks for the Contractor to mobilise once awarded the contract.

1.3 Contact Details for Design Team

1.3.1 Client

Cambridgeshire County Council
Shire Hall
Castle Street
Cambridge
Cambridgeshire
CB3 0AP
Contact: Sarah Goodier
Email sarah.goodier@cambridgeshire.gov.uk

1.3.2 Principal Contractor

TBC

1.3.3 Principal Designer

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Tel 01553 970033
Contact: Mr K Baxter
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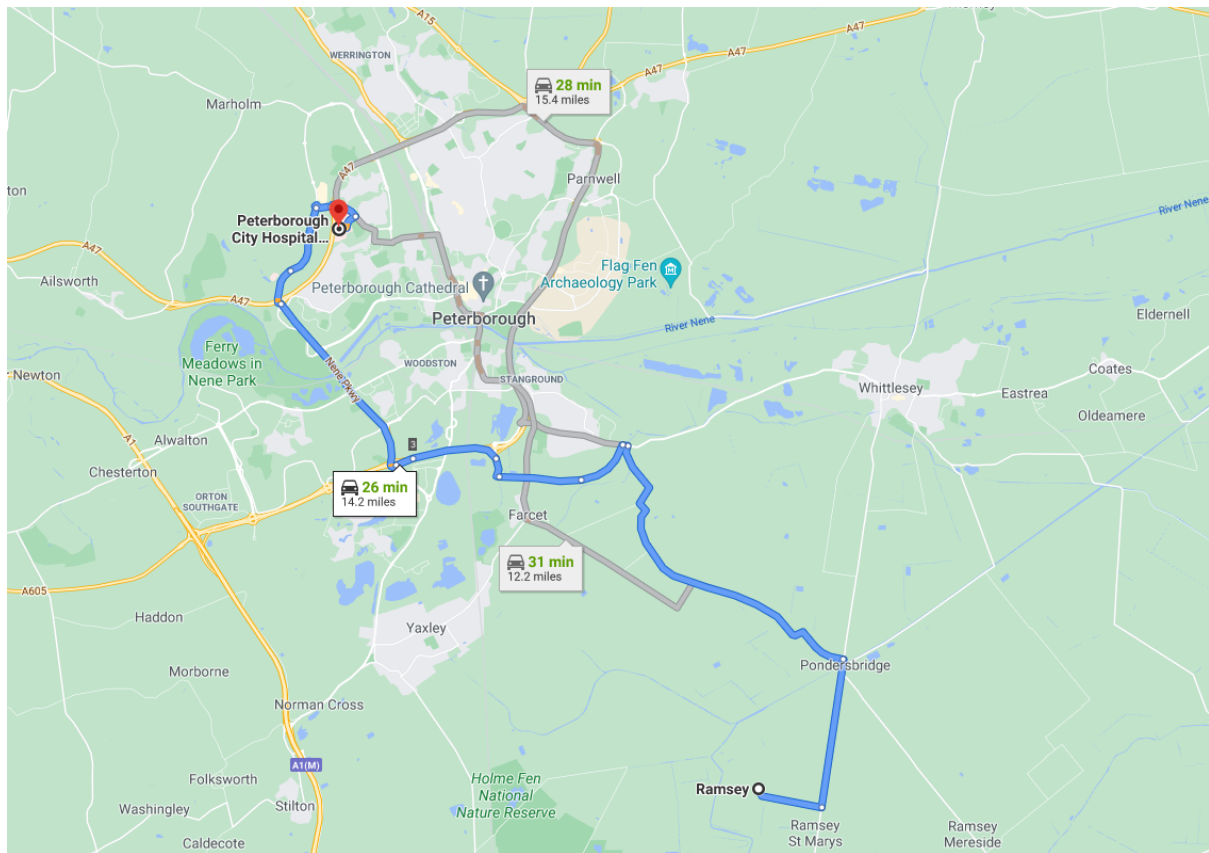
1.3.4 Architectural Technologist

Studio 11 Architecture
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Innovation Drive
Kings Lynn
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PE30 5BY
Tel 01553 970033
Contact: Mr K Baxter
Email kris.baxter@studio11architecture.co.uk

1.3.5 Structural Engineer

Sidebottom Richardson Cheng Ltd
15 High Street
Spalding
Lincolnshire
PE11 1TW
Tel 01775 712660
Contact: Mr A Richardson
Email andy.richardson@srcLtd.com

1.3.6 Nearest Hospital with A&E Department – Peterborough City Hospital



1.4 Proposed Use of the Structure

1.4.1 The building will be used as a dwelling.

1.5 Extent and Location of Existing Records and Plans

1.5.1 The site is currently a domestic dwelling.

1.5.2 There are no Health & Safety Files, records or plans available.

1.5.3 There is very little existing site information, of which is available is on the current drawings.

2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Planning and Management for the Project

- 2.1.1. In planning the project the Client has appointed Contractors that have relevant experience of this type of project.
- 2.1.2 The project will be managed by the Client's representative, Studio 11 Architecture, who will be at the head of the information chain. Studio 11 Architecture may not be based on site at all times but will receive copies of all correspondence and documentation generated in respect of the project by contractor/design team. He will need to approve the contractors programme before construction work can commence.
- 2.1.3 All Contractor's working on site are required to be provided with a site specific induction by the Principal Contractor before the construction work commences, any subsequent operatives attending site will need to be provided with the same induction.

2.2 Communication and Liaison

- 2.2.1 Direct communication between members of the project team (Client and Contractor) will be by telephone reports, followed up where necessary by email and written communication. It is anticipated that there will be monthly site progress/design team meetings for the duration of the contract period. Meeting minutes will be distributed in a timely manner to all interested parties.
- 2.2.2 The Principal Designer is to be copied in on all design changes, issues and instructions from all parties.

2.3 Site Security

- 2.3.1 Access to the construction site is to be controlled by the Principal Contractor. Unauthorised persons especially children must not be allowed to gain access to the site of the construction works. The Contractor must maintain a site register and ensure that any person visiting the construction site has a justified reason for their visit.
- 2.3.2 Access to all areas of construction must be prevented by use of suitable physical hoardings such as heras type fencing. Demarcation between the construction works and any adjacent areas must be maintained for the duration of the works.
- 2.3.3 Plant and equipment, especially access equipment, must not be left in areas where it can be operated/accessed by persons entering the site; either authorised or unauthorised; similarly, excavations must be suitably guarded or backfilled so as not to present a danger.

2.4 Welfare Provision

- 2.4.1 The Principal Contractor must provide suitable welfare facilities in accordance with schedule 2 of the CDM 2015 Regulations for the duration of the construction phase.

2.5 Hoarding Requirements

- 2.5.1 The Principal Contractor must ensure the site is secured with either "heras" type fencing or 2 metre high solid hoardings for the duration of the construction phase.

2.6 Site Transport Arrangements

- 2.6.1 If possible the site should be arranged in a way which precludes the need for the reversing of vehicles on site.
- 2.6.2 The Contractor should ensure so far as reasonably practicable, that vehicles/plant and pedestrians are segregated on site to reduce the risk of pedestrians being struck by plant or vehicles.
- 2.6.3 All drivers attending site must comply with the site speed limits and traffic restrictions as indicated by the site traffic signage.
- 2.6.4 The Contractor should make suitable arrangements to prevent the transfer of mud and other debris from the site onto public highways.

2.7 Client Permit to Work Systems and Site Rules

- 2.7.1 The Client has no permit to work systems in place, however the Contractor should enforce his own permit systems, particularly for: -

- Hot works
- Work at height
- Lifting operations
- Confined spaces working

Record documents should be available on site and copies provided to the Client's representative where appropriate or requested.

- 2.7.2 Site rules imposed by the Client are to be included in the developed Health & Safety Plan. These should include:

- The site is designated 'hard hat' until such a time as your risk assessment proves otherwise
- The site is designated 'safety boot' at all times
- High visibility jackets/vests are to be worn by all persons whilst on site
- The site is strictly 'no smoking'
- Site to be kept clean and tidy and to be dust controlled
- No horseplay and no foul or abusive language
- Access to the site via designated vehicular and pedestrian routes only. No unauthorised access to be made to any neighbouring construction site
- Reversing vehicles to be accompanied by a competent banks person
- Permit to work systems must be used for high risk operations as listed within Health & Safety Plan

The above site rules must be incorporated into the Construction Phase Health & Safety Plan along with the Contractors own site rules specific to the project. It is the Principal Contractor's responsibility to ensure these rules are conveyed to all workers and visitors on site and to ensure that they are fully enforced.

2.8 Fire Precautions

- 2.8.1 During hot works, the Contractor is to ensure that suitable fire extinguishers will be present at all times. The Contractor must check the area after a cooling down period and provide personnel to ensure hot materials do not start a fire below the area of works.
- 2.8.2 The Contractor must ensure the site is designated no smoking in any areas. No burning of rubbish or any other material is to be carried out on site.
- 2.8.3 Combustible rubbish and waste must not be allowed to accumulate and skips should be emptied regularly. Skips, temporary site accommodation and any combustible material must be stored or positioned away from any structure.

2.9 Emergency Procedures and Means of Escape

- 2.9.1 The Principal Contractor shall have in place a procedure to deal with an emergency on site and the evacuation of the site in an emergency. The contractor needs to consider any problems caused through working on roofs, such as not being able to hear alarms and evacuation of personnel should they become incapacitated while working at height. The emergency procedures must be co-ordinated with the procedures in place on any adjacent construction sites.
- 2.9.2 Fire escape routes, fire fighting equipment, fire detection equipment and access for emergency vehicles must be maintained throughout the contract period.
- 2.9.3 During the construction it is imperative to maintain adequate fire escape routes for all operatives, including those working at height. The Contractor's fire plan must be continually updated as the project develops and any changes clearly communicated to all operatives.

2.10 'No Go' Areas

- 2.10.1 The Client has not identified any 'no go' areas within the construction area but any areas outside the Contractor's area of work should be considered a 'no go'.

2.11 Client Designated Confined Spaces

- 2.11.1 The Client has not identified any confined spaces within the construction area although it is possible that voids, excavations, man holes etc. created during the construction may be considered confined spaces and if so, suitable precautions must be taken.

2.12 Smoking and Parking Restrictions

- 2.12.1 No parking restrictions operate on site but it is anticipated that there will be limited on site space available for Contractor's vehicle parking.
- 2.12.2 There must be no parking of Contractor's vehicles on the road as this will adversely affect the line of sight for drivers leaving the site, and also obstruct the road for existing road users.

- 2.12.3 The construction site will be made a no smoking area and any person found smoking will be removed from site.

2.13 COVID-19 Precautions

- 2.13.1 The Client has identified that the construction site should be a COVID secure site and that all contractors **MUST** follow the Governments current guidance, *Working safely during coronavirus (COVID-19) in construction and other outdoor work*.
- 2.13.2 The Principal Contractor is to carry out regular Risk Assessments in accordance with the guidance and make those risk assessments available to the Client and all representatives visiting site should they request a copy.
- 2.13.3 All visitors to site should have a site induction and the COVID-19 Precaution Measures should be included within that site induction.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Safety Hazards

3.1 Boundaries and Access

- 3.1.1 The site is an existing domestic garden with roads to the East and South and agricultural fields to the North and West. The private garden to the rear is fenced off.
- 3.1.2 Access is from Daintree Road.

3.2 Restrictions on Waste Collection or Storage

- 3.2.1 Waste should be removed from site on a regular basis and not allowed to accumulate.

3.3 Adjacent Land Uses

- 3.3.1 The surrounding area is agricultural fields.

3.4 Existing Storage of Hazardous Materials

- 3.4.1 There are no hazardous materials known to be stored on site at this time.

3.5 Location of Existing Services

- 3.5.1 Any known services are marked on the drawings included in Appendix C.
- 3.5.2 Mains water and electricity are understood to be available. No mains drainage is available.

3.6 Ground Conditions

- 3.6.1 A copy of the Site Investigation Report is enclosed in Appendix D.

3.7 Existing Structures

- 3.7.1 The existing structure is a 3 Bedroom bungalow with integral garage and conservatory.

3.8 Previous Structural Modifications

- 3.8.1 N/A

3.9 Structural Stability

- 3.9.1 A Structural Engineer has been instructed for advice purposes.

3.10 Possible Difficulties Relating to Plant and Equipment

- 3.10.1 Nothing noted at this time.

3.11 Information Relating to Earlier Design (Pre-Stressed or Post Tensioned Structures)

- 3.11.1 No visual evidence indicated that either Pre-Stressed or Post Tensioned building elements were within the existing structure.

Health Hazards

3.12 Asbestos Information

- 3.12.1 Contractor to carry out an inspection.

3.13 Existing Storage of Hazardous Materials

- 3.13.1 There are no hazardous materials known to be stored on site at this time.

3.14 Contaminated Land

- 3.14.1 Whilst there are no known land contaminants at this time the contractor should ensure that all normal precautions are taken when working in remote areas and areas in the vicinity of water courses (Leptospirosis).

3.15 Existing Structure

- 3.15.1 The existing structure is a 3 Bedroom bungalow with integral garage and conservatory.

3.16 Health Risk Arising from Clients Activities

- 3.16.1 The occupiers of the property are tenant farmers as such agricultural vehicles should be expected to be present around the site.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant Design Assumptions and Suggested Work Methods, Sequences or Control Measures

4.1.1 The Architectural Technologist has not identified any hazards associated with the design at this stage.

4.1.2 The following is a list of hazards identified that the Principal Designer suggests the contractor should also consider:

HAZARD	SUGGESTED CONTROLS
Neighbours	<p>Provide adequate hoarding/fencing to site and exclude unauthorised persons.</p> <p>Ensure that Daintree Road remains unobstructed to allow access to neighbouring properties for emergency vehicles.</p>
Risk to contractors and visitors from fire and construction activities.	<p>Provide adequate hoarding/fencing to site and exclude unauthorised persons and reduce the risk of arson.</p> <p>Ensure skips and cabins etc. are sited away from the new structure.</p> <p>Operate hot work permit system where applicable.</p> <p>Provide adequate fire fighting equipment and means of raising alarm, suitable to the phase of construction.</p> <p>Provision of fire wardens during high risk periods.</p> <p>Ensure all escape routes including staircases remain fully accessible during the works and that materials are not stored in these areas.</p> <p>Provide training and information.</p>
Electrocution, burns, explosion & fire while working with existing services.	<p>Identify circuits and ensure isolation and lock off precautions are taken.</p> <p>No live working.</p>

	Provide training and information and provide suitable PPE and ensure compliance.
Risk of pedestrians having contact with motor vehicles.	<p>Segregate pedestrians/vehicle movements and employ one way system if practicable.</p> <p>If reversing cannot be eliminated limit reversing of vehicles and employ banks-person when reversing is unavoidable.</p> <p>Provide training and information including storage.</p>
Manual and mechanical handling of heavy materials etc., risk of muscular-skeletal injury, failure of lifting equipment, crushing injury etc.	<p>Mechanical lifting to be supervised by competent person and lifting plan in place. Lifting equipment to be tested and certified.</p> <p>Exclusion zone for all lifting operations.</p> <p>Mechanical lifting aids to be used wherever possible.</p> <p>Provide training, information and PPE and ensure compliance.</p>
Ill health from exposure to existing foul drainage system and human waste, risk of Hepatitis, Leptospirosis (Weils Disease) etc.	<p>Good hygiene procedures.</p> <p>Provide information and training to operatives.</p> <p>Provide training and information and PPE and ensure compliance.</p>
Falls of persons and/or materials/tools while working at height when carrying out various tasks	<p>Preassemble components on the ground to reduce time spent working at height, then lift into place using mechanical lifting aids.</p> <p>Contractor to provide suitable access equipment, scaffold, and carry out regular inspections.</p> <p>Consider the use of communal fall protection measures over individual measures, i.e. nets and air bags rather than shock absorbing lanyard.</p> <p>Use of step ladders and ladders to be limited to short duration work or work where the use of other equipment is inappropriate.</p> <p>Protection of the public and workforce by demarcation/physical barriers when working at height.</p> <p>Provide training and information and provide suitable PPE and ensure compliance.</p>

Ill health from exposure to hazardous substances (paints, varnishes, plasters, solvents etc.) and possibly lead paints.	<p>Use non-hazardous materials.</p> <p>Take note of manufacturers data sheets/instructions.</p> <p>Provide information and training to operatives.</p> <p>Provide ventilation.</p> <p>Provide training and information and PPE and ensure compliance.</p>
Excavations for services and drainage, risk of collapse, contact with buried services, flooding, poor atmosphere, vehicles, tools/materials falling into excavations etc.	<p>Scan for buried services and take note of information supplied by statutory authorities.</p> <p>Good hygiene procedures.</p> <p>Provide suitable access and egress and support excavations and batter back edges, regular inspections.</p> <p>Take note of ground condition/contamination reports.</p> <p>Protect edges of excavations and backfill ASAP.</p> <p>Provide training, information and PPE and ensure compliance.</p>

4.2 Arrangements for Coordination of On-going Design Work and Handling Design Changes

- 4.2.1 Designers will ensure that revised drawings are issued to all parties for information comment and that all drawings are accompanied by a completed drawing issue sheet. A full list of current drawings will be recorded on the minutes of design team meetings.
- 4.2.2 Project team meetings will be held regularly and any changes and their implication on health & safety discussed.
- 4.2.3 The Project Manager will, if required, arrange meetings to ensure coordination and cooperation if he feels that any members of the project team are not actively participating with the rest of the team.

4.3 Information on Significant Risks Identified During Design

- 4.3.1 The Contractors, Consultants and Client shall identify any significant risks at this stage of the planning process and these should be recorded and communicated to all members of the project team.

- 4.3.2 Any risks identified as the project develops or changes are to be noted in project meeting minutes and communicated to the Contractor and other members of the project team by the fastest possible means.

4.4 Material requiring Particular Precautions

- 4.4 None identified at this time.

5.0 HEALTH & SAFETY FILE

- 5.1 The Health & Safety File for this project will incorporate the Building Manual. The Principal Contractor will prepare the health and safety file.
- 5.2 The information required for the health and safety file is listed in Appendix A. All information will be required electronically as either: Adobe.pdf, Microsoft Office, or Autocad files.

6.0 APPENDIX A - INFORMATION REQUIRED FOR INCLUSION WITHIN THE HEALTH & SAFETY FILE TO BE PRESENTED TO THE CLIENT AT THE END OF THE PROJECT

1. INTRODUCTION

Site Location

Brief statement describing scope of works and materials used for construction

Project dates and any phasing details

2. PROJECT DIRECTORY

List of Consultants, Client, Principal Contractors, Contractor, Contractors, and Designers indicating their responsibilities.

3. FINAL CONSTRUCTION DRAWINGS AND RESIDUAL RISKS STATEMENT

Architect

Structural

Mechanical

Electrical including fire alarm and security

4. RECORD PHOTOGRAPHS (NOT REQUESTED)

5. STAUTORY APPROVALS

From the project team where required.

6. EQUIPMENT AND MAINTENANCE PROCEDURES

Suppliers and catalogue references for equipment installed/used including maintenance and cleaning instructions.

A schedule detailing equipment and materials installed, to include the following:

- Description of plant/equipment
- Manufacturer
- Model
- Serial Number
- Location (where installed, general description)
- Period of warranty
- Suppliers details, contact address and telephone number

7. MATERIAL AND MAINTENANCE PROCEDURES

Suppliers and catalogue references for replacements including maintenance and cleaning instructions, including but not limited to Flooring, Ceilings, Doors, Windows, Roofs and Drainage.

8. TEST CERTIFICATES

Electrical

Fire alarm if fitted

Original completion and inspection certificates to be provided

9. COMPLETION

Completion Certificates

Warranty Information

7.0 APPENDIX B - DESIGNERS HAZARD IDENTIFICATION

8.0 APPENDIX C - EXISTING INFORMATION

- Architectural Drawings
- Structural Engineers Drawings

9.0 APPENDIX D - SITE INVESTIGATION REPORT