



BCP Council

Works at the Old Town Family Hub,
Green Road, Poole, Dorset,
BH15 1QB.

The Removal of Existing Cold Pour
Play Surface and Installation of
New.

Pre-Construction Information Pack (PCIP)

Project Number Asset 2260 0708

Rev 11th April 2024.

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Introduction

The purpose of this document is to advise prospective or appointed Contractors, including the Principal Contractor, and others of key project health and safety information.

The document represents the "Pre-Construction Information" as defined by the Construction (Design and Management) Regulations 2015, reference Regulations 4(4) and 11(6) (a)&(b).

The document advises on key descriptive and background information but restricts itself to that information deemed to be significant or unusual omitting reference to those matters any competent contractor could be expected to anticipate.

The appointed contractor shall assume the duties of the Principal Contractor under Regulations 13 and 14.

The Principal Contractor's initial Construction Phase Plan is to be forwarded to the CDM-PD (John Kerley) so that it can be assessed for its adequacy by the CDM-PD, on behalf of the Client, prior to any work starting on site. The Principal Contractor is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.

Notification of Project

Once a Principal Contractor has been appointed the Principal Designer will discuss with them whether a notification to the HSE (F10) notice is required and, if it is agreed that it is, it will be submitted by the Principal Designer on the Clients behalf.

1.0 Project Details

1.1 Description of the Project

This construction project is for the removal of existing cold pour play surface and installation of new at the Old Town Family Hub, Green Road, Poole, Dorset, BH15 1QB.

The work to be carried out has been covered in more detail in the specification and tender documents but can be summarised as follows and may entail some or all of the following:

Removal of existing cold pour play surface.
Removal of sub base.
Install new sub base.
Install new cold pour play surface.

As drawings

CFM2411-01 option 1

CFM2411-02 option 2

2260-0780 Asset Plan A4P

1.2 Site location and general environment

A map showing the location of the Old Town Family Hub, Green Road, Poole, Dorset, BH15 1QB.
2260-0780 Asset Plan A4P

Access to the site is entered from Green Road, there is a one way system to access the car parking area on the right side of the road.

1.3 Timescale

	Date/Weeks
Minimum mobilisation period for preparation and planning of construction.	2 weeks
Anticipated start date for the Construction Phase	24 th July 2024
Completion date	30 th August 2024
Anticipated duration of the Construction Phase	6 weeks

The above is subject to Principal Contractors programme.

1.4 Workplace (Health, Safety and Welfare) Regulations 1992

The Old Town Family Hub, Green Road, Poole, Dorset, BH15 1QB. will be classed as a workplace for the duration of the works and therefore the Workplace (Health Safety and Welfare) Regulations 1992 will apply.

1.5 The Project Team

Project Team Member	Company Name and Address	Contact Details
Project Manager	Facilities Management BCP Council Town Hall Bourne Ave Bournemouth BH2 6EB	Name: J Kerley Tel: 01202 127641 or 07824 521108 Email: john.kerley@bcpcouncil.gov.uk
Principal Designer	Facilities Management BCP Council Town Hall Bourne Ave Bournemouth BH2 6EB	Name: J Kerley Tel: 01202127641 or 07824 521108 Email: john.kerley@bcpcouncil.gov.uk

2.0 Client's Consideration and Management Requirements

2.1 Arrangements

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

The goal for this project shall be to undertake the work safely so that it does not place construction workers, BCP Council Staff or the public at risk. The Principal Contractor shall: -

Ensure a Construction Phase Plan is produced prior to commencing construction that is specific to this project. Amendments to be made to this document as work progress and site circumstances change.

Comply with all current Health and Safety Legislation, Approved Codes of Practice, and Industry Guidance.

Ensure the work is adequately supervised at all times.

Ensure regular health and safety audits are undertaken and any comments or actions implemented without delay. Copies of these reports shall be forwarded to the Client and Principal Designer for information at progress meetings.

2.1.2 Communication

The Principal Contractor shall ensure all those working on this project are fully inducted and are aware of the contents of the Construction Phase Plan (including the Site Rules) and are made aware of all relevant health and safety legislation that has an impact on their activities.

A process for communicating with key BCP Council staff shall be established at the pre start meeting, to ensure they are kept fully aware of construction activities and, in particular, high risk activities that could place the public at risk.

2.1.3 Security of the site

The Principal Contractor shall be responsible for the security of all areas in their possession and to provide all reasonable measures to prevent un-authorized access. Particular account shall be taken of unauthorised persons trying to enter the designated construction area (particularly out of hours).

The Principal Contractor shall be vigilant in ensuring entrances into storage and construction areas are kept closed at all times and locked when unattended.

Signs shall be displayed on the construction and storage areas to warn of the dangers of entering a construction site and to identify the minimum PPE to be worn.

2.1.4 Welfare provision

The Principal Contractor has an obligation to provide welfare facilities as laid down in the CDM Regulations 2015 Schedule 2 for the duration of the construction work, however,

The Old Town Family Hub car park opposite will be made available for a works compound. This must be made secure by the installation of herras fencing or similar.

The Principal Contractor shall confirm in the Construction Phase Plan their proposals for providing compliant toilet and welfare facilities for the duration of their work. First aid kits, notices and other health and safety information shall be displayed or retained in the welfare area.

2.1.5 Rubbish and Debris

Rubbish and debris shall be cleared regularly and shall not be allowed to accumulate or form a hazard.

Rubbish or debris shall not be stored overnight or at weekends but must be removed at the end of the working day.

2.1.6 Site transport arrangements or vehicle movement restrictions

Site delivery vehicles shall access the site from Green Road following all local one-way systems and observing speed restrictions.

The reversing of all delivery vehicles shall be supervised by a competent banksman.

Parking for the site will be in the Old Town Family Hub car park.

2.2 Requirements relating to the health and safety of the Client's employees or customers or those involved in the project.

2.2.1 Fire precautions and emergency procedures and means of escape.

Fire plan

A fire risk assessment and fire plan shall form part of the Construction Phase Plan and shall include the following: -

The name of the responsible person in charge of implementing the fire plan and ensuring it is complied with.

Type and location of fire-fighting equipment provided on site.

The means of raising the alarm and the action to be taken in the event of a fire.

The name of the site for the purposes of notifying the Emergency Services.

Fire escape routes.

Storage areas for flammable materials, fuels, etc. in relation to the site and surrounding areas.

Fire assembly point.

The fire plan shall be subject to review and amended as required during the course of the works.

Emergency procedures and means of escape.

The Principal Contractor shall have a formulated emergency procedure for this site. This procedure shall include details of the nearest accident and emergency unit, local police station and a marked up site plan for use by the emergency services.

These procedures shall be agreed with Client and the emergency services.

Routes for emergency vehicles shall not be blocked or obstructed without prior agreement.

2.2.2 Permits

The Client does not require any specific permit systems to be followed but the Principal Contractor shall implement their own systems to ensure high risk operations are properly managed and controlled.

2.2.3 Site Rules

Attached at Appendix E1 is a list of minimum requirements the Client expects the Principal Contractor to adopt. The Principal Contractor shall create Site Rules that includes this list as a minimum.

3.0 Environmental Restrictions and Existing On-site Risks

The following issues have been identified as they are deemed to be unusual and/or significant in respect to health and safety. The Principal Contractor is deemed to have visited the site and be fully acquainted with the nature, extent and restrictions relating to the site and its surroundings.

3.1 Safety hazards

3.1.1 Boundaries and general access, including temporary access.

Access into the construction area is via the public roads and pedestrian areas in the vicinity of the Old Town Family Hub. Roads and pedestrian areas shall not be blocked or obstructed without permission.

3.1.2 Restrictions on deliveries, vehicular traffic or waste collection or storage Location of existing services

Shall be in accordance with current displayed restriction notices and as agreed.

3.2 Health hazards

3.2.1 Design assumptions and control measures

It is assumed that standard construction techniques have been specified and will be adopted.

3.2.2 Materials requiring particular precautions.

The Principal Contractor shall comply with the current Control of Substances Hazardous to Health Regulations (COSHH) and produce risk assessments for handling or storage of any hazardous materials/substances they may use.

The Client is not aware of any materials or substances used in the original construction that could be potentially hazardous to construction workers. However, the Principal Contractor should satisfy themselves of any special requirements that may be necessary prior to undertaking any works.

The Principal Contractor shall assess the health issues and shall implement management processes to ensure the workforce is not placed at risk e.g., the wearing of appropriate PPE and a good hygiene regime.

An asbestos management survey is attached under separate cover.

4.0 Significant Design and Construction Hazards

The following issues have been identified, as they are deemed to be unusual and/or significant in respect to health and safety on this project. They are based upon the reviews undertaken to date by the Principal Designer and also issues raised by the Client.

4.1 Public Safety

The following items have been identified which relate to public safety and which will need to be addressed by the Principal Contractor: -

Works are to be undertaken whilst all services to the public areas are open

Potential theft and vandalism concerns.

Keeping public areas clear of hazards and risks.

The possible risk to the public and workforce of falling from any unprotected walkway edges.

4.2 Scaffold Protection

The temporary scaffold structure, including mobile tower scaffolds, shall be designed using bespoke calculation by a competent person to ensure it has adequate strength, rigidity and stability following guidance issued by the HSE. Full account shall be taken of the exposed location and public safety during the erection and dismantling process.

Those erecting the scaffold shall be appropriately trained and the work supervised by a temporary works co-ordinator.

The completed structure shall be inspected by a competent person following completion of the installation and first use, thereafter at intervals of no more than every seven days and following any circumstances liable to jeopardise the safety of the installation (i.e. alteration, after being hit or by high winds).

4.3 Other Identified Risks to be managed.

The following will need to be managed by the Principal Contractor: -

Falls from height.

Transportation of materials and plant to and from the working area.

Specialist works.

Use of specialist products.

5.0 The Health and Safety File

The Health and Safety File will be prepared by the Principal Designer using information supplied by the Principal Contractor and the design team.

An indicative list of what will be required has been included in Appendix E2.

Appendix E1 - Proposed Minimum Site Rules

Smoking inside of designated construction storage areas shall not be permitted. Workmen wishing to smoke shall leave whole site.

All workmen shall wear or carry an approved form of identification.

Operative's pets and children are not permitted on the construction site.

The playing of radios or other audio equipment shall not be permitted.

Horseplay will not be permitted at any time.

Rubbish and surplus materials shall be cleared at the end of the working day and not allowed to accumulate or cause a hazard.

All local speed limits, one way systems and parking restrictions shall be strictly observed.

All PPE that is deemed necessary as a result of COSHH or Risk Assessments shall be worn by operatives. Minimum standards of PPE to be agreed and worn at all times.

Fires or the burning of rubbish shall not be permitted.

A reasonable dress code shall be followed. Unreasonable attire shall not be permitted; this includes bare chests/torso, rude or offensive T-shirts.

There shall be no "wolf-whistling" or harassment of the general public.

The use of "bad language" shall not be tolerated.

Any workmen suspected of being under the influence of alcohol or drugs shall be immediately removed from site.

Alcohol or drugs shall not be brought onto or consumed on site.

Loads over 20kg shall not be transported by one individual.

All delivery vehicle movements shall be controlled by trained banksmen.

All staff and the workforce shall hold a CSCS card that is appropriate to their profession. Where such a card is not held, there must be a written commitment by that person to obtain this within an acceptable period of time.

No work shall be undertaken outside of areas not in the Principal Contractor's possession without permission.

Appendix E2 - Layout for Health and Safety File

Project directory (principal parties only).

A brief description and specification of the work carried out.

Any residual hazards which remain and how they have been dealt with.

COSHH information on materials and products used.

Appendix E3 - Site Location Plan

Attached under separate cover.