



PRE-CONSTRUCTION INFORMATION PACK

For

Nursery Gutter renew

AT

WEST HAM CHURCH PRIMARY E15

<p>Principal Designer</p> <p>Schools Capital Commissioning Service London Borough of Newham Newham Dockside 1000 Dockside Road London E16 2QU</p>	<p>Client:</p> <p>Capital Strategy & Schools Organisation London Borough of Newham Newham Dockside 1000 Dockside Road London E16 2QU</p>
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CONTENTS

Preambles

1 Project Particulars

- 1.1 Description of Work
- 1.2 Key Project Dates
- 1.3 Project Directory

2 Environmental Restrictions and Existing On-site Risks

- 2.1 Existing Environment
- 2.2 Site History
- 2.3 Adjacent Land Uses
- 2.4 Public activities/occupied areas/client's undertakings
- 2.5 Other construction works concurrent with the project
- 2.6 Site Access, Egress and Deliveries and Existing Traffic Systems
- 2.7 Existing Site use
- 2.8 Ground Conditions/Underground Obstructions
- 2.9 Hazardous Material

3 Client's Consideration and Management Requirements

- 3.1 Arrangements for Planning and Managing the Construction Work Including Communication and Liaison
- 3.2 Arrangements for Security of Site
- 3.3 Arrangements for Welfare Provisions
- 3.4 Arrangements for Fire and Emergency Procedures
- 3.5 Site Transport Arrangements
- 3.6 Other Client's Requirements, Site Rules
- 3.7 Notification to the Health & Safety Executive

4 Significant Design and Construction Hazards

- 4.1 Design Assumptions and Suggested Work Methods
- 4.2 Arrangements for Co-ordination of on-going Design Work
- 4.3 Significant Risks Identified during Design
- 4.4 Materials Requiring Particular Precautions

5 Generic Hazards

6 The Construction Phase Plan

7 Health and Safety File

- 7.1 Contents of the Health & Safety File
- 7.2 Particular Client Requirements

Attachment 1 Health & Safety Construction Check List

Preamble

This Pre-Construction Information contains details on health and safety issues obtained from all the Designers and the client. All parties are to take this information into account in discharging their duties. The Pre Construction Information is designed to assist in the production of the Construction Phase Health and Safety Plan, in accordance with CDM 2015 Regulation 12(1) (a). The plan is to be kept under review throughout the duration of the project and may require modification to reflect changing circumstances as the design is developed and the construction work progressed.

It is the policy of London Borough of Newham to do all that is reasonably practicable to ensure the health safety and welfare of all their employees, contractors, pupil, visitors and those who may be affected by their work. In so doing, London Borough of Newham seeks to comply with all relevant health and safety legislation and Approved Codes of Practice.

It is the intention of London Borough of Newham that this project will be managed with the highest regard to health and safety. Health and Safety is of prime importance and will need to be given priority by all persons involved with the associated works.

It is the aim of London Borough of Newham to ensure that the highest standards of health and safety will be reflected in the procurement of articles, substances, services and the construction and management of the Project.

Implementation of this Policy will be achieved by compliance with specifications provided by London Borough of Newham, legal requirements, provision of sound advice, pro-active supervision, training programmes and adequate joint consultation.

It is intended that the prospective Principal Contractor will work together with London Borough of Newham to achieve zero accidents on this project. **To this end the appointment of the Principal Designer will terminate upon the site occupation by the Contractor and all duties under CDM 2015 Regulation 12 (8-10) will accrue to the Principal Contractor for the duration of the works.**

These requirements apply to all personnel involved in the project including the Contract Administrator, Principal Designer, Principal Contractor, sub-contractors and persons under the direct or indirect control of the relevant parties.

It is the intention of London Borough of Newham to ensure and achieve a project that is, as far as is reasonably practicable, safe and without risk to health, safety and welfare and to eliminate damage to property through all phases of execution. The project target objective is to avoid any accident(s) even those not classified under RIDDOR.

The objective of the construction and commissioning phases of the Plan is to execute the work with due diligence and minimal impact on the environment.

The attention of the Contractor is drawn to the following Health and Safety at Work Regulations:

- a) The Management of Health and Safety at Work Regulations.
- b) The Work place (Health, Safety and Welfare) Regulations.
- c) The Provision and Use of Work Equipment Regulations.
- d) The Manual Handling Operations Regulations.
- e) The Personal Protective Equipment Regulations.
- f) The Control of Substances Hazardous to Health Regulations.
- g) The Health and Safety (First Aid) Regulations 1981.
- h) The Safety Representatives and Safety Committees Regulations 1985.
- i) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- j) Design and Management -Regulation 2007

1 PROJECT PARTICULARS

1.1 Description of Work

The new works comprise

- New Fascia, Soffit and Gutter

Please refer to the schedule of works

1.2 Key Project Dates

Minimum time allowed between the Appointment of Principal Contractor to commence work on site: 4 weeks.

Planned date of commencement: 26th July 2021

Anticipated construction period: 4 Weeks

Completion date: 20th August 2021

1.3 Project Directory

CLIENT:
West Ham Church Primary
London Borough of Newham
Stratford
London, E15 3QG
Tel :- 0208 534 3904
Contact: Nicola James

CONTRACT ADMINISTRATOR/
Schools Capital Commissioning Services
Newham Dockside
1000 Dockside Road
London E16 2QU
Tel :- 0203 373 6609
Contact: Ralph Barkway

PRINCIPAL DESIGNER
Schools Capital Commissioning Services
Newham Dockside
1000 Dockside Road
London E16 2QU
Tel :- 0203 373 6609
Contact: Ralph Barkway

STRUCTURAL ENGINEER:
Not applicable

Contact:
Tel:

M&E DESIGN ENGINEER

Not applicable

Contact:
Tel:

PRINCIPAL CONTRACTOR

To be advised on selection of successful tenderer

2 ENVIRONMENT RESTRICTIONS AND EXISTING ON-SITE RISKS

2.1 Existing Environment

West ham Church Primary School is situated in the Stratford area. The site is in a residential area of generally low rise structures. Parking is restricted. The School car park entrance is located on Portway and the works area is accessed by vehicles via this area only and this will require planning for large vehicles to manoeuvre close to the site area.

The site is on a pedestrian thoroughfare and all site operations must be segregated from staff, pupils and the general public. The access to the car park may be busy at times due to school operating hours and maybe crowded.

It is recommended that the contractor avoids these times for delivery vehicles. All large vehicle movement generally must be subject to banks-man control

2.2 Site History

There are no known reports or surveys available.

2.3 Adjacent Land Uses

Surrounding land use of all the sites is predominantly residential and Education, with a park area in proximity.

2.4 Public Activities/Occupied Areas/Client's Undertakings

Restrictions are imposed by planning authorities and local bylaws. Any deviations from these restrictions must be agreed with the Contract Administrator beforehand.

Other relevant considerations;-

- Avoid school runs for deliveries
- Protect pedestrians when deliveries are made to the site
- Safeguard the building security when works are carried out.
- In areas of restricted vehicular access provide support for drivers of large vehicles
- Scaffolding attracts children so have restricted access.
- Store materials and plant in safe areas to avoid children's curiosity and potential theft.
- Avoid/minimize transporting bulky materials across pedestrian routes unless unavoidable.
- Provide effective communication channels for residents and neighbours, particularly with businesses.

2.5 Other Construction Works Concurrent with the Project

None known that will affect the current proposals.

2.6 Site Access, Egress & Deliveries and Existing Traffic Systems

All surrounding roads have limited access, with possible traffic calming measures and restricted parking. LBN now operates – Healthy School Streets. Please refer to link below to ensure compliance.

<https://www.newham.gov.uk/schools-education/healthy-school-streets/3?documentId=46&categoryId=20004>

2.7 Existing Site Use

All works are to Education use buildings.

2.8 Ground Conditions/Underground Obstructions

None known that will affect the current proposals.

2.9 Hazardous Materials

None known that will affect the current proposals.

3 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Arrangements for Planning and Managing the Construction Work including Communication and Liaison

The work within the school must be programmed in liaison with the building users and the Client, to minimise any unnecessary disruption and potential hazards.

Close liaison with the Contract Administrator, the Building users and the Client will be essential throughout the duration of the works regarding access arrangements, programme, etc.

Communication will be largely between the Client and the Employer's Agent, and between the Employer's Agent and the Principal Contractor.

The Contractor and his sub-contractors must include the implementation of the following in their planning and management of the works:

1. The area of work shall be completely isolated from the building / site area while works are in progress.
2. All tools and equipment to be safe guarded and not left unattended. They shall be locked away at night.
3. All debris and spoil from the works shall be removed and not left unattended.
4. No coils or lengths of cable shall be left as to cause a tripping or puncturing hazard when the building is in use.
5. Care shall be taken, during cutting and installation of materials, so as not to create a tripping or puncturing hazard.
6. All erection, moving or dismantling of mobile towers/scaffolding shall only be carried out when the particular area is not in use. The Contractor shall take all reasonable practicable steps to avoid the creation of hazardous situations. All towers and access plant shall be secured before work commences.
7. Where access equipment is employed suitable temporary barriers shall be erected to separate the work areas from any other building users.
8. The Contractor shall ensure that no floor/ceiling/void trap is left open unless completely surrounded by a rigid barrier 1 metre high, and that no corridor, staircase or emergency exit is obstructed in any manner that may create a hazardous situation or in any manner liable to impede the rapid evacuation of the occupants in the event of an emergency.
9. All electrical tools shall be 110volt rated fed by approved portable transformers, and or generators located within the work areas. Trailing leads shall be kept to a minimum.
10. All areas of work shall be suitably illuminated where necessary.
11. High visibility warning signs and notices shall be provided at strategic locations to give users advanced indication that works are in progress.
12. Protective dust sheets shall be used in all areas of work and where necessary air lock barriers shall be employed to prevent dust distribution to areas of the building outside the areas of work.
13. All work areas are to be thoroughly washed and cleaned.

3.2 Arrangements for Security of Site

The Principal Contractor must ensure that the site is secure with suitable fencing/hoarding at all times to prevent unauthorised access and to separate the works from the public.

All contractors on site are to wear ID cards/badges at all times.

Site security arrangements must be included in the Principal Contractor's Construction Phase Plan.

3.3 Arrangements for Welfare Provisions

Site accommodation/welfare facilities must be provided in accordance with the requirements of Construction (Design and Management) 2015, Regulation 13 (137-138) and must be suitable and sufficient taking into account the works being carried out, any likely contamination issues and the number of operatives on site etc. Facilities must be on site from commencement of the works.

Welfare arrangements must be included in the Principal Contractor's Construction Phase Plan.

3.4 Arrangements for Fire and Emergency Procedures

During works, a fully operational method for escape in case of fire should be known to operatives and residents alike.

Fire routes must remain clear at all times particularly from building debris, materials, plant etc.

The Principal Contractor must establish adequate fire and emergency arrangements, including means of raising the alarm, availability of fire fighting equipment and assembly points outside the site, etc.

Any fire and emergency arrangements must be co-ordinated with those of the building users such that any emergency warnings on site are relayed to other users, and vice versa.

Details of fire and emergency procedures must be included in the Principal Contractor's Construction Phase Plan.

3.5 Site Transport Arrangements

For details of existing traffic restrictions/systems refer to section 2.6 of this document.

As far as is practical, vehicle traffic must be separated from any pedestrian traffic and from staff.

Traffic management procedures and pedestrian safety arrangements must be detailed within the Principal Contractor's Construction Phase Plan.

3.6 Other Client's Requirements, Site Rules

The Principal Contractor's site rules must be detailed within the Construction Phase Plan.

3.7 Notification to the Health & Safety Executive

The scope of this project is not notifiable due to the anticipated time on site. Where this may change to become notifiable then an Initial notification of this project will be issued to The Health and Safety Executive on line, a copy of this notice is included with this document.

The Principal Contractor must submit a further Notification form to the HSE prior to commencing the works on site using appropriate and recorded means provided by the HSE.

4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Design Assumptions and Suggested Work Methods

Details of design criteria used have been included in the tender pack for reference.

4.2 Arrangements for Co-ordination of On-going Design Work

The Principal Contractor must liaise with all contractors to consider health and safety implications of any temporary works or design elements.

Reviews of parts of the Construction Phase Plan may also need to be made if there are design changes or alterations, unforeseen circumstances or variations to planned circumstances arise.

It is vital that such changes are notified to all parties, including those working on site that will be affected.

4.3 Significant Risks Identified During Design

None identified at this stage that could be considered unusual for this type of work, or which could be difficult to manage on site. The following are however noted:

- Traffic/plant management procedures and pedestrian safety
- Security procedures and prevention of unauthorised access to site areas
- Protection and separation of work activities from the public

- Manual handling procedures
- Working at height
- Dust and COSSH issues
- Site fire control and protection matters

The Principal Contractor should, as a minimum, provide method statements for those activities listed above and these should be retained within the Construction Phase Plan.

4.4 Material Requiring Particular Precautions

The contractor may wish to consider restricting the size of individual components to avoid the difficulty of handling bulky materials.

The construction of the existing structure should be free of any asbestos materials. However, should any operatives suspect that any material encountered may be asbestos, work in that area should cease immediately and the matter should be reported to the Site Manager. Investigation of the suspected material should be carried out strictly in accordance with LBN's Asbestos policy.

5 GENERIC HAZARDS AND RISKS

Known generic health hazards and risks associated with construction works are listed below but are not limited to:

HEALTH HAZARDS	RISK
Contact with Bird Excrement	Cryptococcus Infection
Wood and Wood Dust	Nasal cancer, lung disease, asthma
Contact with Solvents	Nausea, drowsiness, dermatitis
Contact with Sewage	Hepatitis 'A' Infection
Noise	Hearing loss short or long term
Dust	Respiratory problems and eye injury
Electrical installation work	Risk of electrocution.
Power tools	Risk of electrocution.
Synthetic Mineral Fibres (SMF)	Irritation of the skin, eyes, nose and throat

Working with cement	Contact with cement causing dermatitis, burns, irritation, respiratory problems
Use of Vibration tools	Vibration white finger (VWF), Hand arm vibration syndrome (HAVS)
Manual Handling	Strains, falling, trapped by load, over exertion, Muscular-Skeletal injury
Excavations	Falling, collapse, harmful substances
Working over Fragile Surfaces	Falls, falling material and tools
Vertical & Horizontal Movement	Crushing, collision with vehicles & people
Working at Heights	Falls, Slips, Trips, falling material and tools
Hot work	Fire, burns
Demolition	Material falling from height, unscheduled collapse
Buried Services	Risk of damage/ conflict during excavation for the foundations and new services
Asbestos containing Materials	Asbestosis, Mesothelioma

6 THE CONSTRUCTION PHASE PLAN

6.1 The Construction Phase Health & Safety Plan

Regulation 4 (5) a of the CDM 2015 requires the Client to ensure, so far as is reasonably practicable, the construction phase of any project does not start unless a construction phase plan complying with Regulation 15(1)a.

Therefore, prior to the commencement of the construction phase, the Principal Contractor must submit the developed construction phase plan to the Client to enable him to ensure compliance with the duties of Regulation 16. Where the Client has designated to the CDM Co-ordinator the task of reviewing the construction phase plan, a copy of the plan shall also be sent to the CDM Co-ordinator.

The following provides guidance to Principal Contractors when preparing the Construction Phase Health & Safety Plan.

The way in which the construction phase of a project is to be managed, and key health and safety issues for the project, must be set out in writing in the Construction Phase Plan.

The Construction Phase Plan should:

- set out the organisation and arrangements that have been put in place to manage risks
- **not** be a repository for detailed generic risk assessments or method statements
- be focused, clear and easy for other contractors to understand
- avoid irrelevant material
- be updated regularly during the construction period
- include method statements for the various elements of work prior to the work commencing

It should be noted that generic plans that do not contain the information relevant to the particular risks associated with the work will not satisfy the requirements of Regulation 15 of CDM 2015. The Principal Contractor is obliged under this regulation to have an agreed Plan in place prior to commencing work on site, and to develop the Construction Phase Plan and maintain it until the end of the Construction Phase.

The following text is taken from Appendix 3 to Approved Code of Practice (ACoP) to the CDM Regulations, "Managing Health & Safety in Construction" (L144).

When drawing up the construction phase plan, you should consider each of the following topics. Information should be included in the plan where the topic is relevant to the works proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

1 Description of Project

- project description and programme details including any key dates
- details of client; CDM co-ordinator, designers, principal contractor and other consultants
- extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate

2 Management of the Work

- management structure and responsibilities
- health and safety goals for the project and arrangements for monitoring and review of health and safety performance
- arrangements for:
 - regular liaison between parties on site
 - consultation with the workforce
 - the exchange of design information between the client, designers, CDM co-ordinator and contractors on site
 - handling design changes during the project
 - the selection and control of contractors
 - the exchange of health and safety information between contractors
 - site security
 - site induction
 - on site training
 - welfare facilities and first aid
 - the reporting and investigation of accidents and incidents including near misses
 - the production and approval of risk assessments and written systems of work
- site rules (including drug and alcohol policy)
- fire and emergency procedures

3 Arrangements for Controlling Significant Site Risks

- safety risks, including:
 - delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site

- dealing with services – water, electricity and gas, including temporary electrical installations
- accommodating adjacent land use
- stability of structures whilst carrying out construction work
- preventing falls/work at height
- the maintenance of plant and equipment
- work on excavations
- storage of materials (particularly hazardous materials) and work equipment
- any other significant safety risks
- health risks, including:
 - the disturbance and removal of asbestos
 - dealing with contaminated land
 - manual handling
 - use of hazardous substances, particularly where there is a need for health monitoring
 - reduce noise and vibration
 - any other significant health risks

4 The Health and Safety File

- layout and format
- arrangements for the collection and gathering of information
- storage of information

7 HEALTH AND SAFETY FILE

7.1 The Contents of the Health & Safety File

The following information should be provided (as a minimum) for inclusion in the Health and Safety File for the project, where relevant.

The level of detail should be proportionate to the risks likely to be involved to those repairing, maintaining, cleaning or demolishing the works or

otherwise working on the completed structure, or who may be affected by such works.

7.1.1 Record Drawings/Information

- a) Full set of record drawings that have been prepared by you, your design team or your sub-contractors with any type of design responsibilities together with relevant drawing register (including from Architect, Structural Engineer and M&E Services drawings etc.).
- b) Full list of all sub-contractors and suppliers used on the project, including; name, address and tel/fax numbers etc.

7.1.2 Structural Principals (to be provided by Structural Engineer)

- a) Details of safe working loads for floors and roofs, particularly where these may preclude placing future loads (scaffolding, heavy machinery, etc.).
- b) Details of any bracing or sources of substantial stored energy (including pre- or post- tensioned members) etc.
- c) Statement on the future demolition/dismantling of the structure, including any particular sequences or methods required.

7.1.3 Construction Methods and Materials

- a) Details of any particular sequences or methods of construction and installation of plant/equipment etc that were unusual or important.
- b) Details of any hazardous materials used that may be harmful to the health of the end users, maintenance personnel or future construction workers (e.g. lead paints, pesticides, special coatings which should not be burnt off, etc).
- c) Technical information and manufacturer's literature for all materials, plant, equipment, finishes, fixtures and fittings that have been installed (if not in the O&M Manuals).
- d) Cleaning and maintenance procedures for all finishes, fixtures and fittings.
- e) Information on any fragile materials/structures that will be present after the construction phase and which may affect safety to the end users, maintenance personnel or future construction workers.

7.1.4 Access for Cleaning and Maintenance

- a) Details on the structure's general equipment and maintenance facilities (e.g. latchway systems, eyebolts, etc.), together with any specialist access equipment or platforms required to carry out any building maintenance and repairs.

- b) Details of window cleaning methods (particularly at height) and indicate all relevant access points and safety features.
- c) Details of safety requirements/procedures for future roof repairs/maintenance and access for such maintenance.
- d) Details of access to high level cladding, rainwater gutters, downpipes and light fittings etc. for purposes of maintenance and repair.

7.1.5 Fire Strategy

- a) Information on fire doors and compartmentalisation and fire safety strategy etc.
- b) Details of fire fighting systems, fire alarms, smoke detection, sprinkler systems, etc. (if not in O&M manuals).

7.1.6 Utilities and Services

- a) Provide details of the location and nature of all utilities and incoming services.

7.1.7 O&M Manuals

- b) All O&M manuals including those of your specialist sub-contractors.
- c) Certificates of all tests carried out (if not in O&M manuals).
- d) Provide the following information (if not covered in the O&M Manuals):-
 - General methods of maintenance for equipment.
 - Schedules of maintenance for equipment.
 - Control/isolation procedures for plant and equipment.
 - Any particular requirements for future removal/replacement of installed plant and equipment.
 - Details of access and equipment required to carry out plant maintenance, repairs and replacement. This should state how/where access can be gained and what specialist equipment (if any) will be needed.
 - If stop/gate valves, rodding eyes and the like are not readily accessible, state how access is best gained.

7.1.8 Other Information

- a) Provide details on any asbestos containing materials removed as part of the works (please cross reference against the existing asbestos survey reports).
- b) Provide any other relevant information on any known unavoidable/residual hazards or risks that the end user of the building should be aware of, such as:
 - Fragile materials
 - Hazardous substance
 - Access for cleaning and maintenance
 - Demolition/dismantling
 - Contaminated land
 - Buried services, etc

7.2 Particular Client Requirements with Regard the Health and Safety File

Operation and maintenance manuals/user guides/instruction manuals, etc will also be required for inclusion in the Health & Safety File and these should be provided in separate folders. All test, inspection and commissioning certificates should be included within these documents.

Provide one hard copy and one electronic copy of all documentation listed above for inclusion in the Health & Safety File and forward to the CDM Co-ordinator at or shortly after practical completion of the works.

ATTACHMENT 1



**Housing and Public Protection
Health, Safety and Licensing**

ATTACHMENT 1

ASSESSMENT OF 'DETAILED' CONSTRUCTION PHASE HEALTH
AND SAFETY PLANS

<u>Project:</u>	<u>Contract No:-</u>	<u>Ref.:-</u> <u>CDM/...../.....</u> <u>...</u>
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Principal Contractor:

Date:-

...../...../.....

THIS ASSESSMENT IS USED TO DECIDE IF THE 'CONSTRUCTION PHASE HEALTH AND SAFETY PLAN' HAS BEEN SUFFICIENTLY DEVELOPED TO COMPLY WITH THE REQUIREMENTS OF CDM2007

The layout should reflect that set out in our plan as below:

SUBJECT	✓	LOCATION
a) <u>Management Arrangements</u>		
b) <u>Health and Safety standards</u>		
c) <u>Information for contractors</u>		
e) <u>Communications and co-operation</u>		
f) <u>Activities with risk to Health and Safety</u>		
g) <u>Emergency procedures</u>		
h) <u>Accident reporting</u>		
i) <u>Welfare</u>		
j) <u>Information and training for site personnel</u>		
k) <u>Consultation with people on site</u>		
l) <u>Site rules</u>		
m) <u>Health and Safety file</u>		
n) <u>Monitoring arrangements</u>		
o) <u>Project review</u>		

It need not follow this layout exactly, but should deal with each issue.