ECE Architecture

# 212 Brighton Road, Lancing

## Health & Safety PCI

November 2013

Project Name: Construction of Pair of 4 Bedroom Semi-detached House

Location: 212 Brighton Road, Lancing, BN15 8LJ

Client: Mr John Bacon

File Reference: 6040/PCI/K08

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# Introduction

The revised Construction (Design and Management) Regulations, which came into force on the 6th April 2007, acknowledge that the effectiveness of the provision of Health and Safety on any project relies on the co-operation and communication between **ALL** the project team members to ensure that effective co-ordination and management is achieved at design, planning and the construction phases of the project.

The requirement for a pre-tender health and safety plan to be prepared as a specific document under (CDM 1994) has been replaced by a requirement that Pre-construction information is disseminated to all those involved on the project.

In accordance with Regulation 20(2)(b) and ACoP paragraph 90 (e), the purpose of this document is to identify and collate an **'Executive Summary'** of relevant and specific information in respect of the health and safety aspects of design, together with existing health and safety issues pertaining to the site and its environs or to identify where this information can be found on drawings, in specifications or other relevant documentation.

As design is an iterative process, it inevitably involves refinement or changes as a result of further discussion, and consideration given by the designers, the client, contractor and others. As identified in ACoP paragraph 97, some of the information may also not be available at the beginning of the project. As the design is developed or modified, additional supplementary information or a revised copy of this document will be issued clarifying any variations to the health, safety and welfare issues previously identified. At the tender stage of the project a finalised copy of the 'Pre-Construction Information' will be issued to all parties, or earlier if considered necessary.

This executive summary of Pre-construction Information is sub-divided into 5 sections which reflect the 5 key headings identified in Appendix 2 of the Construction (Design and Management) Regulations (2007).

1. Description of project
2. Clients considerations and management requirements
3. Environmental restrictions and existing on site risks
4. Significant design and construction hazards
5. The health and safety file

# Section 1: Description of Project

## 1.01 Location of Project:

212 Brighton Road
Lancing
West Sussex
BN15 8LJ

## 1.02 Brief Description of the work:

The works comprise the demolition of existing buildings on the site and the construction of a pair of 3 storey, 4 bedroom semi-detached houses, with integral garages , and hard landscaping.

## 1.03 Key Dates:

Anticipated Commencement date on site: 11th November 2013

Contract Duration: 30 Weeks

Time allowed between appointment of Principal Contractor and start of work on site (Mobilisation Period): 3 weeks

If the Principal Contractor considers the mobilisation period is insufficient he should advise the client when returning his tender.

## 1.04 Project Directory:

**Employer (Client):**

Mr John Bacon
2 Goldstone Street
Hove
BN3 3RJ

**Architect**

ECE Architecture
Brooklyn Chambers
11 Goring Road
Worthing
West Sussex, BN12 4AP

Tel: 01903 248777

Contact: Adam King
Email: Aking@ecearchitecture.com

**CDM Co-ordinator:**

ECE Architecture
Brooklyn Chambers
11 Goring Road
Worthing
West Sussex, BN12 4AP

Tel: 01903 248777

Contact: Mike Standing
Email: mstanding@ecearchitecture.com

**Structural Engineer**

Mitchinson Macken Ltd
Unit 4 Trafalgar Mews
15-16 Trafalgar Street
Brighton

Tel: 01273 609742

Contact: Andrew Mitchinson

**Principal Contractor:**

Pursuit Properties
Goldstone Business Centre
2 Goldstone Street
Hove, BN3 3RJ

Tel: 07816 311689

Contact: Steve Wenham
Email: steve@goldstonebusinesscentre.co.uk

## 1.05 Site History:

Prior to the redevelopment, the site was a garden area and cCar parking hard stand tothe west of 212 Brighton Road Lancing, West Sussex.

# Section 2: Client's considerations and management requirements

## 2.01 Arrangements for the planning and management of construction work:

As the works are to be undertaken immediately adjacent to the A 259, the following goals and objectives are be adopted on this project:

- To effectively maintain segregation at all times between the construction works and the general public.
- To achieve zero accidents / incidents by all parties working in accordance with best practice.

**The Principal Contractor's management procedures and site rules must include as a minimum:**

- an agreed procedure for liaising with all parties affected by the works.
- compliance with statutory health and safety legislation as a minimum requirement:
- Site induction procedures to be implemented for the induction of, client's representatives, directly employed labour, sub-contractor staff and third party personal advising them of the health, safety, welfare and security regimes employed on the site.
- Welfare facilities are to be kept clean at all times
- No combustible materials are to be allowed to build up on site and are to be removed by a licensed carrier to a licensed tip.
- The provision of adequate safety signage
- Drivers must ensure their load is secure before leaving site
- The Principal Contractor is to set up procedures for accidental hazardous spillage.
- The Principal Contractor is to ensure that access to the site is restricted to authorised personnel only.
- A requirement that all site personnel and visitors wear hi-vis jackets, hard hat and boots. Equipment and clothing suitable for the tasks to be performed (viz: masks, eye and ear protection) should be provided in accordance with the Personal Protective Equipment Regulations 2002 and the Construction (head Protection) Regulations 1989.
- A requirement to implement a permit to work for hot work, electrical alterations / installations / disconnections etc.
- a formal reporting system for accidents/incidents should be implemented
- a requirement to keep site clean and tidy.
- A requirement that the consumption of alcohol or drugs (other than prescription) is not permitted.
- a requirement that when using hazardous substances the operatives understand the dangers and the precautions to be taken,
- requirement to carry out risk assessment and prepare Method Statement before work commences.

- The Principal Contractor is also required to set up procedures for manual handling, carry out risk assessments and provide training as necessary before activities are undertaken.

- Project Notification to HSE to be displayed

- the Developed Health and Safety Plan must be available for inspection on site at all times.

- A requirement that the Principal Contractor carry out regular safety inspections and record the findings

- Works outside the site boundary must be fenced off with suitable fencing and appropriate notices displayed. The full requirements of the Street Works Act must be observed at all times

- a requirement to display the Insurance Documents.

## 2.02 Communications and Liaison:

Every designer (including the client if they are influencing the design) is required to take all reasonable steps to provide information about the design to assist other duty holders in complying with their duties under CDM (2007), in order that they can identify and manage remaining risks. [ACoP paragraphs 131-134]

It is imperative that the CDM Co-ordinator receives copies of **any** exchange of information between consultants and/or the Principal Contractor on any significant hazard in correspondence, emails, telephone calls or design minutes.

Prior to the start of **any** works on site, in accordance with Regulation 23(1)(a) the appointed Principal Contractor will be required to prepare a 'sufficiently developed 'Construction Phase Plan. In accordance with Regulation 23(2) all reasonable steps should be taken to ensure this plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of work concerned) and includes suitable and sufficient measures to address such risks, including site rules. The developed plan must be **issued to the CDM-C** for consideration **a minimum of 7 days** before the proposed commencement date and **no work can commence** until **written approval** from the client has been received authorising the site commencement. (Regulation 16(b).

The Principal Contactor is responsible for monitoring the performance of the plan and revising the plan as often as is necessary to reflect the site, project, structures and work to be performed. A copy of the developed Construction Phase Plan must be available at all times for inspection on site.

The Principal Contractor is reminded of his duty to comply with the Management of Health and Safety at Work Regulations 1999 and that close co-operation, liaison and pro-active planning of on-site activities with all contractors is essential.

## 2.03 Site constraints:

The position of site access/egress points (e.g. for deliveries and emergencies) and the location of unloading, layout and storage areas and site accommodation and welfare facilities are to be agreed with the client, local authority and CDM Co-ordinator before **any** activities start on site.

## 2.04 Site Security:

It is essential that the site area is completely enclosed to a standard reasonable to prevent casual entry by non constructional personnel and inquisitive children.

Netting should be provided to the scaffold to obviate the danger of debris etc. falling onto the highway and adjoining properties.

The Contractor should indicate in the Construction Phase Plan how he proposes to prevent unauthorised access.

## 2.05 Welfare Provisions:

The Principal Contractor must ensure that prior to the commencement of the works through to completion, adequate Welfare Facilities are provided as required under Schedule 6 of the Construction (Health, Safety and Welfare) Regulations 1996.

## 2.06 Health and Safety Requirements to protect client, the public and those involved in the project:

### [i] Site Transport Arrangements and Vehicle Movements:

The site is to be accessed from Brighton Road (A259). To obviate danger to pedestrians and vehicles **all vehicles approaching the site should be advised to proceed with extreme caution.**

As there is limited storage space all deliveries will, of necessity have to be carefully co-ordinated and the Principal Contractor should consider a 'just-in-time' delivery management system.

The Principal Contractor is required to provide written details of the proposed methods to control site traffic when entering and exiting the site **prior to the commencement of any** work on site.

The Contractor must also indicate in the Construction Phase Plan how he proposes to minimise the risk to the general public including details of hoarding, warning signage, and procedure for delivering materials and plant to the site.

### [ii] Client permit-to- work systems:

Procedures and rules for controlling and monitoring all hot work (welding, soldering, lead burning etc.) are to be outlined within the Construction Phase Plan. The following points should be addressed:

- Personnel training and certification.
- Site authorisation, notification and inspection, i.e. site management should be aware of any "hot works" that are to be carried out on site at any particular time, where they are being carried out and who will be responsible for inspecting the area following completion of the hot works for any latent fire risks.
- What fire precautions will be employed and what fire fighting equipment will be available.

### [iii] Fire Prevention:

The Principal Contractor is to comply with the publication "Fire Prevention on Construction Sites".

The Principal Contractor shall develop a fire safety strategy for the site. The plan should outline arrangements for evacuation from each area of work and define any specific requirements relating to the nature of that work.

The Contractor is to ensure that full fire fighting measures and means of escape are available to all persons on-site, including operatives and visitors. Particular care must be

taken to ensure escape routes from areas adjacent to site are not blocked during the course of works.

This must include:

- means of evacuation from work areas at height
- means of protection and evacuation of those working in confined spaces
- requirements for instruction and training of operatives and fire safety duty holders

The burning of rubbish on site will not be permitted

**[iv] Emergency Procedures and means of escape:**

The Principal Contractor shall include emergency procedures for the site as part of the Construction Phase Health and Safety Plan. This is to include arrangement for collapse of major structural elements or temporary works, release of substances hazardous to health or the environment, multiple construction operative or public injury or fatality incident.

The Contractor is to ensure that full fire fighting measures, fire detection, warnings and means of escape are available to all persons on-site, including operatives and visitors. Particular care must be taken to ensure escape routes from adjoining buildings are not blocked during the course of works.

Procedures are to be developed throughout the construction period to reflect on-site conditions.

**[v] Work in Confined Spaces:**

As the demolition will be carried out will be within an existing building, this will result in construction operations having to be undertaken in confined spaces. Dust generation should therefore be kept to a minimum and the building kept well ventilated. Consideration should be given to the method of moving/installing plant, equipment and materials in confined spaces.

**[vi] Smoking and Parking Restrictions:**

The site should be designated a 'No Smoking' area.

The Principal Contractor is required to outline his management proposals for Car Parking in the Construction Phase Plan.

## 2.07 Environmental Good Practice

The Principal Contractor shall ensure good practice onsite to prevent damage to the environment. Particular attention shall be given to elements of the works that involve effects on the natural environment and excessive noise, and pollution of the air.

# Section 3: Environmental restrictions and existing on-site risks

## 3.01 Site Boundaries

Brighton Road (A 259) adjoins the northern boundary and "The Widewater" is the southern boundary. Residential properties adjoin the boundaries on western and eastern sides of the site.

## 3.02 Hours of Work:

Monday to Fridays: 0800-1800 hours
Saturdays: 0900-1300 hours
No work will be permitted on Sundays or Public Holidays without prior consent.

## 3.03 Restrictions on waste collection:

All materials arising from the works are to be classified by the Principal Contractor as either hazardous or non-hazardous and unless specified otherwise removed from site to accredited disposal sites under the auspices of the local Waste Regulatory Authority.

All vehicles carrying surplus materials etc. from site are to be appropriate for their purpose and are to be covered or netted to avoid materials either falling or being knocked from the container whilst en-route to the disposal site.

The Principal Contractor is required to confirm in the Construction Phase Plan that he is a registered carrier or the name of his appointed registered carrier and provide a copy of a "Duty of Care Waste Transfer" note for the project.

## 3.04 Adjacent land uses:

As the site is in close proximity of residential properties, due consideration must be given to those occupying nearby or adjacent properties.

The use of portable radios or personal stereos is not permitted onsite. Equipment and plant must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily. Where necessary for warming up purposes then the plant must be situated such as to minimise nuisance from noise.

The Principal Contractor must provide a method statement for submission to the Planning authority and indicate in the Construction Phase Plan how he proposes to minimise nuisance from noise, vibration, debris and dust.

## 3.05 Ground Contamination:

The Site Investigation Survey did not identify any adverse ground conditions. In the event of discovery of any suspicious material, the Principal Contractor should immediately cease work in the area and notify the Contract Administrator and CDM Co-ordinator, and should be removed and disposed of in a safe manner and in accordance with the current regulations for the substance discovered.

## 3.06 Existing Services:

The Contractor will be responsible for locating and marking the exact position any concealed or underground services in accordance with HSE Guidance Note HS (G) "Avoiding Danger from Underground Services" and for taking measures to have these isolated as necessary where affected

by the works and to protect them throughout the period of the contract. The Contractor is referred to the appropriate statutory authority to establish what measures are to be undertaken when working around the various services encountered

Notwithstanding the information shown on the Utilities Drawings and Plans the Principal Contractor must hand dig to locate and protect any concealed or underground services in accordance with HSE Guidance Note HS (G) "Avoiding Danger from Underground Services".

## 3.07 Stability of Existing Structures:

The Principal Contractor will be responsible for the stability of the structure and the stability of adjoining structures while undertaking the demolition works are being undertaken Reference should be made to the appointed Structural Engineer to agree the extent and nature of any temporary works

## 3.08 Stability of Excavations etc

All excavations must be assessed by a competent person to ascertain ground stability and, where necessary, excavations shall be supported with bracing, struts or other suitable supports to prevent collapse or suitable battering.

## 3.09 Health Hazards:

**[i] Weils Disease:** To obviate the health risks associated with contact with rat or pigeon faeces or urine, personnel should be required to wear appropriate PPE (disposable dust masks, gloves and overalls) and should be warned to avoid contact between hands and mouth before washing.

**[ii] Asbestos:** Prior to the **commencement of any works** on site a 'Refurbishment and Demolition' asbestos survey should be undertaken and any identified asbestos should be removed by a specialist contractor in strictly in accordance with the current asbestos regulations.

Instruction should be given to operatives in the recognition of potentially hazardous materials, and where any suspect material is discovered, the Principal Contractor shall for arrange for further sampling to be carried out as appropriate.

Operatives should be warned to avoid contact between hands and mouth before washing.

# Section 4: Significant design and construction hazards

## 4.01 Significant design assumptions and suggested work methods, sequences or other control measures.

Any significant design assumptions and suggested work methods will be recorded on the Design Risk Assessment Register, drawings, schedules, specifications etc. prepared by the appointed designers..

## 4.02 Unforeseen Health and Safety Issues

In the event of discovery of any significant health and safety issue during the construction phase which is not specifically referred to in this document, the Principal Contractor shall advise the CDM Co-ordinator and contract administrator immediately.

## 4.03 Design Work undertaken by Contractors

Design work under the control of the Principal Contractor shall be undertaken in accordance with both the general and specific duties of a Designer under CDM Regulations 2007. Design risk information relating to contractor design portions of the project must be submitted to the CDM Co-ordinator for comment and review throughout any further design development.

Changes in design shall be communicated to employees and contractors by the Principal Contractor on-site briefings.

## 4.04 Identification of Significant Risks:

The following Significant risks have been identified:

- Site Constraints – [clause 2.03]
- Site Security – [clause 2.04]
- Site Transport Arrangements & Vehicle Movements – [clause 2.06 (i)]
- Fire Prevention – [clause 2.06 (iii)]
- Emergency Procedures and Means of Escape – [clause 2.6 (iv)]
- Work in Confined Spaces – [clause 2.6 (v)]
- Ground Contamination – [clause 3.05]
- Existing Services – [clause 3.06 ]
- Stability of Existing Structure – [clause 3.07]
- Stability of Excavations – [clause 3.08]
- Health Hazards (Asbestos) – [clause 3.09]

## 4.05 Use, Cleaning and Maintenance

Careful consideration should be given to the design and specification of:

[1] The upper windows to the so that they can be adequately cleaned.

[2] The inspection and maintenance of roof coverings, gutters etc.

## 4.06 Materials requiring particular precautions.

Unless specifically highlighted in the Project Specification or on the Construction Drawings the Designers have not included in their design any particularly hazardous materials.

Some materials by there very nature will require careful handling and precautions and precautions and recommendations will be specified by the respective manufacturers. The Principal Contractor is advised to ensure that directions, recommendations and regulations quoted by manufacturers are strictly adhered to.

The Principal Contactor should describe in the Construction Phase Plan his proposed method of dismantling/transporting/unloading/installing materials exceeding 20kg in weight.

# Section 5: Health and Safety File

The CDM Co-ordinator will prepare The Health and Safety File for the Client at completion of the works, which will include information on the structure and the material's used which might affect the health and safety of the end users or anyone carrying out construction works, cleaning, maintenance or demolition.

The Principal Contractor will be expected to obtain or prepare the following information:

- Details of key structural principles, including safe working floor and roof loadings.
- Details of construction methods and materials, including dated COSHH data sheets which may present residual hazards with respect to cleaning, maintenance, repair renovation or demolition.
- An accurate record of service routes and underground service mains and cables.
- General maintenance instructions, including access provisions and information on the safe use of any equipment provided for cleaning and maintaining the building fabric.
- As-built drawings showing any changes to the consultant's drawings during the construction process.

The Principal Contractor is also required to prepare O & M Manuals, on an elemental basis for both the Services and Non Services elements as a comprehensive information source and guide to the Employer and end users providing a complete understanding of the building and its systems.

One paper and 2 CD copies of the finalised agreed version of the O & M Manuals is to be provided to the CDM Co-ordinator a minimum of 2 weeks before the date for completion stated in the contract, so as not to delay the issue of the Certificate of Practical Completion.