

Principal Designer's Pre-Construction Information Package

1. Project Team

Employer

Crowmarsh Parish Council
2 Home Farm
Crowmarsh Gifford
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Architect

Simpson Architecture
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Note: Architectural services to tender stage were provided by Carroll Architects & Surveyors of Wallingford. Carroll Architects & Surveyors ceased providing Planning and Architectural services in June 2021.

Structural Engineer

SWJ Consulting Limited
First Floor Albion House
Compton Way
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2. The Parish Council's objectives

Crowmarsh Parish Council has identified a need for additional toilet provision to serve the recreation ground and children's play area. The toilets need to be accessible, located near the children's play area, and accessed independently of the main building.

The proposed alterations also create an additional meeting space as there is considerable demand on the existing Meeting/Club Room and the additional room will provide greater flexibility in the programming and use of the accommodation.

The existing changing areas are currently underused, and the management committee is agreed that the changing needs can be met by 2 no changing rooms in lieu of the existing 4 no. Consequently, the proposals involve conversion of the surplus changing space to create the new toilet provision and meeting room.

A drinks / snack servery with hatch is also proposed, which can provide refreshments to those using the sports fields and children's play area, this would free up the use of the main hall and kitchen and provide more flexible accommodation. The servery will also be used to service the proposed new meeting room.

The new toilet accommodation will include a combined Disabled WC and Baby Change facility to meet the requirements of the DDA and the needs of parents with younger children.

The proposals include extension of the external walkway and hardstanding with an extended seating area, planting boxes, etc that will add to the attractiveness of the facility. Provision of the picnic tables, planting boxes and other external furniture for the terrace falls within the main contract works.

3. Health & Safety objectives

The overall goal is to complete the project with zero lost time or reportable injuries, diseases or dangerous occurrences affecting those involved in the construction work, visitors to the site, and members of the general public or other persons visiting the recreation ground or pavilion building.

To meet these objectives, it is recommended that the Principal Contractor set the following targets and set out within the Construction Phase H&S Plan how these targets shall be achieved:

- Safety to be promoted as a project priority and for all contractors to comply with health and safety legislation.
- Site rules to be enforced without compromise
- Zero fatalities.
- Zero major injury accidents.
- Zero occupational ill health.
- Where appropriate, contractors to submit suitable and sufficient risk assessments and method statements at least 5 working days prior to commencing work on-site.
- All workers to receive site-specific induction before commencing work on-site.
- Site visitors to be accompanied unless they have received site specific induction and assessed not to be at risk.
- Safe access and egress to be maintained for contractors and general public.
- Provision of adequate welfare facilities.

4. Project Duration and F10

The anticipated contract duration is 20 weeks, or 100 working days. It is therefore possible that the project will exceed 500 person days duration in which case it would qualify as a notifiable project. The client will issue an F10 notice as a precaution.

5. Existing Site

The site is a sports pavilion and community facility located within the Crowmarsh Gifford recreation ground. The site is accessed from the main road via Bellamy Way, a relatively narrow, curving residential street. The principal contractor is advised to carefully check the route for access to the site and to make suitable arrangements with sub-contractors and suppliers for servicing and accessing the site.

The pavilion benefits from a tarmac car park on the west and south side of the building. Immediately to the east of the site is a children's playground.

The play area, recreation ground and parts of the pavilion building will remain in use for the duration of the contract. The client shall make available a programme of events and activities. The principal contractor is to plan and manage the works in such a way as to ensure that there is no compromise to the recreational activities and no impact upon the health, safety & welfare of the employer's staff, visitors, suppliers, and subcontractors.

Arrangements for the contractors site area, contractors parking area, etc are to be agreed at a pre-start meeting.

It is anticipated that parts of the building and building services will need to be accessed/cordoned off for temporary periods during construction. The contractor and client shall nominate key personnel to liaise over such measures.

It is important to ensure that fire exits are not compromised by the works or that satisfactory alternative exits are identified, and appropriate temporary signage put in place.

6. Information provided

Refer to schedule of tender documentation for full details. The tender information includes the architects and engineers' drawings and Howdens Joinery Ltd details for the kitchen installations.

Howdens shall become a domestic supplier to the main contractor.

Under the terms of the contract the principal contractor shall be responsible for the design of the mechanical and electrical installations (the contractors 'Design Portion').

The client had preliminary discussions with Carlton Services regarding the ventilation strategy, but the principal contractor shall be responsible for the efficacy of the final solution and for ensuring the contractors design is fully compatible with the existing services

7. Asbestos

Building dates from mid 1990's, by which date most types of asbestos were prohibited. **Client to confirm if they have had an asbestos survey carried out.**

8. Coronavirus

Whilst the government's Covid 19 restrictions have generally been relaxed the principal contractor should follow good practice (refer to the Construction Leadership Council's latest guidance 'Site

Operating Procedures & Lifting of Restrictions from 19 July 2021') and be prepared to act in the event of any change in guidance.

9. Design and Construction

The works are not of a complex nature but include some work to the structure, and we draw the principal contractor's attention to the largest structural alterations, namely demolition of an existing structural partition and the insertion of a long steel beam to support the trusses in lieu of the partition, and new openings in existing external walls

The Principal Contractor is required to prepare a construction method statement & construction Phase Health & Safety Plan covering all aspects of the project and works. The following is not a definitive list but is indicative of the potential hazards involved:

- Maintaining the security of the site
- Maintaining safe boundaries to the sit
- Ensuring full & adequate fire safety to the site and the building generally
- Ensuring no impact upon the employer or the facilities that are still available to the public
- Excavations
- Provision of safe access
- Working on existing services.
- Construction and dismantling of scaffolds and temporary site constructions
- Operation, inspection & maintenance of site plant & equipment
- Storage & use of materials, particularly Hazchem & COSHH materials
- Use of lifting equipment & cranes
- Generation of noise
- Generation of dust
- Deliveries and removal of materials, waste, plant, equipment from the site
- Maintenance of the public highway
- Health, hygiene and cleanliness of the site and surroundings
- Training & qualifications for site workers
- Provision & maintenance of welfare facilities
- Manual handling
- Hot works
- Provision maintenance & use of PPE

It is imperative that the Health & Safety Plan addresses these hazards in relation to other users of the pavilion and the recreation ground

10. Site Welfare Facilities

To be located in a discreet position to be agreed at a pre-start meeting.

Temporary use of existing site facilities by prior arrangement only.

Site facilities to be maintained in a clean and sanitary condition at all times.

11. Site access/egress

Access to the site will be shared with other users of the recreation ground facilities and local residents. Consideration shall be given to delivery times, size of delivery vehicle and banksmen to supervise deliveries by larger vehicles

12. Site rules

The principal contractor shall apply site rules in accordance with Health & Safety Regulations and good practice. In addition to the principal contractor's site rules the following shall apply:

- All site workers & visitors must report to the site manager on arrival
- Site personnel to wear PPE to identify them from members of the public
- Use of radios or personal audio equipment is not permitted
- Offensive language not permitted, all personnel must conduct themselves in an orderly manner whilst on site
- All materials and waste will be stored in the designated areas
- The burning of rubbish is not permitted
- COSHH materials and substances to be carefully managed to avoid risk, nuisance, or pollution
- All work equipment must be well maintained and in good order such that it is not a safety hazard
- Access for emergency vehicles is to be maintained clear at all times
- No smoking is permitted
- No alcohol to be consumed on site

13. Summary

Principal contractor to comply with all statutory obligations, Health & Safety Regulations, and codes of Practice relating to the tasks for which they have been engaged

The principal contractor shall follow good practice guidance in regard to risk assessment, RIDDOR, COSHH, and the provision of all necessary safety equipment and first aid provision

The principal contractor shall be always mindful that the pavilion and grounds may be occupied by members of the public, who may include young children, vulnerable or disabled persons

The principal contractor shall liaise with the parish council and pavilion staff to mitigate all residual risk

Contractors and/or sub-contractors who do not comply with Health & Safety concerns may be asked to leave site

14. Health and Safety File

The Principal Contractor will be responsible for the production of a Combined Health & Safety File & Operations & Maintenance Manual at the completion of the project.

The Combined Health & Safety File & Operations & Maintenance File should be issued in both electronic and hard copy and should provide the following information:

- Full description of project
- Details of the project professional team
- Full contact details for the Principal Contractor
- Full contact details for all sub-contractors employed upon the project
- Full contact details for all suppliers together with details of all manufacturers, specifications and details of products supplied
- All warranties and guarantees for products and installations
- Copies of all relevant certification, commissioning data and testing data.
- Copies of all operations manuals for installed equipment and appliances and details of relevant registration systems.
- Copies of as built drawings for the project
- Register of residual hazards covering:
 - Operation & use of installed equipment or systems
 - Cleaning & maintenance
- Full details of all finishes and colour specifications
- Recommended list of spares to be retained