

Southampton City Council

City Decorations and Associated Repairs

Pre-Construction Information

13 October 2020



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City Decorations and associated repairs

13 October 2020

Pre-tender Information Pack

Quality Management

| | | | |
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CONTENTS

| Introduction | |
|--------------|---|
| 1. | Description of the project |
| 2. | Client's considerations and management requirements |
| 3. | Environmental restrictions and existing on-site risks |
| 4. | Significant design and construction hazards |
| 5. | The health and safety File |
| 6. | Additional requirements |
| 7. | Supporting information |

DESCRIPTION OF THE PROJECT

1 Principal Regulatory Control

This project will commence under the Construction (Design and Management) Regulations 2015, as design commenced after 6th April 2015. The project is notifiable to the HSE. It should be noted also that Southampton City Council is the appointed Principal Designer. (See notes on PD appointment HSE CONSTRUCTION INFONET - JULY 2015 [2]).

1.1 Nature of the construction work to be carried out

Southampton City Council are proposing to carry out a citywide Decoration and associated repair contract to maintain and improve the appearance of S.C.C. assets and to reduce future maintenance cost.

1.2 Location

Citywide boundaries.

1.3 Construction Period

Start Date: TBC at Pre start

Duration: 3 year contract with an option of plus 1 plus1 based on contractor Performance.

1.4 Minimum time between appointment of principal contractor and instruction to commence work on site

8 weeks

1.5 Project team details

“These contact details are only to be used once the tender process has been completed and the contract awarded”

1.5.1 Client

Southampton City Council

First Floor

Guildhall Square, Above Bar St, Southampton SO14 7DU
Contact: Martin Legge
Tel: 023 8083 3477
E-mail: martin.legge@southampton.gov.uk

1.5.2 Project Manager

Southampton City Council

First Floor

Guildhall Square, Above Bar St, Southampton SO14 7DU
Contact: Martin Legge
Tel: 023 8083 3477
E-mail: martin.legge@southampton.gov.uk

1.5.3 Principal Designer

Southampton City Council

First Floor

Guildhall Square, Above Bar St, Southampton SO14 7DU
Contact: Martin Legge
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1.5.4 Quantity Surveyor

Southampton City Council

First Floor

Guildhall Square, Above Bar St, Southampton SO14 7DU
Contact: Terry Trevis
Tel: 02380 832385
E-mail: Terry.Trevis@southampton.gov.uk

1.5.5 CDM Advisor

Southampton City Council

First Floor

Guildhall Square, Above Bar St, Southampton SO14 7DU
Contact: SCC
Tel: [023 8083 3000](tel:02380833000)
E-mail: CapitalAssets.Housing@southampton.gov.uk

1.5.6 Principal Contractor

TBC

1.5.7 Other Consultants

SCC Environmental Services

Environmental Health Services – Scientific Services

5th Floor Contact: Steve Guppy
One Guildhall Square Tel: 023 8083 2170
Southampton E-mail: steve.guppy@southampton.gov.uk
SO14 7FP

1.6 Application of Workplace Regulations

The building will following completion be designated a workplace. The Workplace (Health, Safety & Welfare) Regulations 1992 apply and should be considered during design work.

1.7 Extent and location of existing records and plans

The Principal Contractor should liaise with the Client and Project Manager. Location of all mains and utility services should be re-established prior to commencement of work.

2 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements for health, safety and welfare

Planning and managing for construction work

The Principal Contractor is to plan and manage the works on site to take account of the following Client Key Health and Safety Objectives:

- Compliance with all applicable Health and Safety Legislation
- Zero Accident Frequency Rate
- Compliance with Regulation 20 of the CDM 2015 regulations
- Site supervisor/manager to be trained to CITB standard or equivalent
- Contractor to operate CSCS card scheme or equivalent
- Compliance with all Client rules and procedures (SWP Index included)
- Protection of site workers and passing members of the public
- Reporting of accidents and incidents including vandalism
- CDM awareness
- Asbestos awareness
- The security of the site compound against unauthorised access
- Provision of safe & secure storage of equipment & materials
- Any Asbestos materials encountered to be dealt with in accordance with SCC Safe Working Procedure Control of Asbestos at Work

The Principal Contractor will appoint a competent health & safety person who will complete weekly site reports, copies of these reports should be passed to the Project Manager.

Communication and liaison between client and others

All liaison is to be through the Project Manager/ Contract administrator.

The Principal Contractor shall inform the Principal Designer of additional design work and/or unforeseen eventualities necessitating changes to design, which could affect the Health and Safety Plan. Any changes to the Plan required as a result of design changes shall be discussed with the Principal Designer and the Project Manager/ contract administrator.

In addition, regular project meetings will be held and the Principal Contractor is to ensure attendance at such meetings.

All visits by any of the enforcing agencies are to be reported immediately to the Project Manager and Principal Designer.

All accidents and incidents including security breaches and vandalism are to be reported to the Project Manager and Principal Designer immediately.

The Principal Contractor will also need to liaise with the Principal Designer on the requirements for the Health and Safety File.

The Principal Contractor is responsible for the circulation of all relevant health & safety information, including the health & safety Construction Phase Plan, method statements, risk assessments, COSHH assessments to all operatives on site. Toolbox talks will be expected to be undertaken by the Principal Contractor to include safety rules & procedures. The Construction Phase Plan should be submitted to the Principal Designer no later than seven working days prior to proposed start on site.

Security of the Site

It is the responsibility of the Principal Contractor to protect against unauthorised or uncontrolled access into the working areas, and other areas that form the site.

The Principal Contractor is to ensure that the site is adequately secured in accordance with Regulations 18 of CDM 2015. The measures taken by the Principal Contractor should be commensurate to the level of potential security issues identified in the Principal Contractors risk assessment. This is to be kept under constant review.

Welfare Provision

Welfare facilities are to be of a standard laid down in Schedule 2 of the construction (Design and Management) Regulations or better and the Principal Contractor is to satisfy himself with regard to the facilities he is providing on site and the number of people it is anticipated will be required to use the facilities.

The Principal Contractor may not use the existing facilities within the dwelling.

These proposals must be set out in the initial Construction Phase Health and Safety plan, complete with details of location and access.

Any temporary arrangements are to meet the following requirements:

| |
|---|
| Toilets/ Wash stations <ul style="list-style-type: none">Up to 15 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins <p><i>(note: separate male and female toilet facilities are to be provided where applicable).</i></p> |
| Hot/Cold Running Water Supply |
| Drinking Water |
| Restroom/Eating Area |
| Clothes Drying Area |

2.2

Requirements relating to health and safety

Temporary Works

It should be noted that all forms of temporary works are covered by BS5975 as revised in 2008. The Principal Contractor should ensure that they take account of the

guidance contained in this, in particular with regard to the appointment of a "Temporary Works Coordinator" (TWC).

Examples of temporary works include, but are not limited to:

Earthworks - trenches, excavations, temporary slopes and stockpiles. Structures - formwork, falsework, propping, façade retention, needling, shoring, *edge protection*, *scaffolding*, temporary bridges, *site hoarding and signage*, *site fencing*, cofferdams.

Site hoarding

2.4m Heras fencing / hoarding should be provided to ensure the safety and security of the compound and storage areas. Any Heras fencing should be double clipped, the contractor should ensure that there are no gaps under the hoarding and that there are lockable gates provided and securely closed at all times.

The Principal Contractor is responsible for ensuring there are suitable pedestrian barriers to ensure against members of the public, staff and residents being put at any risk during the works.

Scaffolds

It is the responsibility of the Principal Contractor to obtain all the necessary permits and licences for scaffolds etc. There should be a regime of inspection in place in compliance with the working at Height Regulations, and taking into account the guidance in BS5975.

Site Transport arrangements/vehicle movement restrictions

The Principal Contractor is to make adequate provision for control of site transport and traffic, and to ensure that there is a suitable and sufficient site traffic plan developed to ensure that personnel are not endangered by vehicular movements on site and in adjacent areas (e.g. deliveries, removal of waste) No vehicle movements during the morning and afternoon school run times or outside of contract working hours.

When developing the traffic plan, the following should be taken into account:

- Due attention should be given to the interface and interaction with other contractors, residents and the public.
- Consideration of the school run times and rush hour traffic volumes in the area.
- A banks person will be appointed to direct and oversee all vehicle movement on site especially when reversing.

Client Permit to work systems

The Principal Contractor should observe all the recommendations of any applicable Southampton City Council Safe Working Procedures. An index is attached and individual documents available on request.

Confined spaces / Hot Works

Works will be subject to individual risk assessment and the issue of a permit to work.

Where hot works are undertaken an appropriate permit to work system must be operated. All hot works are to be completed no less than one hour before the site closes.

Fire Precautions

All emergency egress points and routes must be maintained at all times.

The Principal Contractor should adhere to the principals of the joint Code of Practice on the protection from fire of Construction Sites and Buildings Undergoing Renovations, and HSE guidance note HSG 168 – Fire Safety in Construction Work.

A Site Fire Safety Plan is to be developed and included within the Construction Phase Health and Safety Plan.

When developing the Fire safety Plan, the Principal Contractor should take into account the specific site conditions and provide details of their evacuation plan.

Emergency procedures and means of escape

All emergency egress routes must be maintained throughout the works. Should the plan require revision as the works progress then all parties must be informed of the alterations.

In addition the Principal Contractor should take note of the following requirements.

| Area | Requirement |
|-------------------------|--|
| First Aid Provision | 1 x Appointed Person (< 5 personnel on site) 1 x Qualified First Aider (5 to 50 personnel on site) + adequate First Aid facilities as per ACoP L74 |
| Fire Fighting Equipment | As per HSG168 (Revised (October 2010)) |

No go areas/

Any no go areas for contractors will be agreed with the client and Project Manager at a pre-start meeting.

As the majority of the dwellings will have occupants, the contractor should respect the privacy of tenants and keep to the entrance of the dwelling were they are working and not intrude into the dwelling

Smoking and parking restrictions

The Principal Contractor must enforce current smoking legislation.

If Contractors park in the surrounding areas they should always park taking into consideration the safety and convenience of residents in the area. Any contractor parking arrangements should be included in the Construction Phase Plan and site rules.

Other restrictions

Site Rules

The Principal Contractor is to provide a copy of their site rules these must be set out in their initial Construction Phase Health and Safety plan.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Introduction

The nature and condition of the existing structures cannot always be fully ascertained before works commence. As such, the hazards referred to in this section of the Plan are either known to be present or suspected to be present.

The Employer does not guarantee the accuracy and sufficiency of this information. The Principal Contractor must ascertain for himself any further information he may require to ensure the safety of all persons affected by the works.

3.2 Safety issues

Boundaries and access, including temporary access

The Boundary of the works for compounds will be discussed at the pre-start meeting.

Protection of Trees

As there are trees on the site adequate measures to protect the trees and the tree roots should be adopted. No storage of materials within the root areas of the trees. Details of these measures should be included within the Principal Contractors Initial Construction Phase Plan.

Restrictions on deliveries/waste collection/storage

All Skips are to be lockable and enclosed and locked if waste is to be stored overnight to prevent risk from fire.

It is the responsibility of the principal contractor to obtain all the necessary permits and licences for skips and scaffolds etc.

Adjacent land uses

The main adjacent land use is residential, all areas are to be protected and the signage to be used.

Public Roads

All to be kept clear at all times.

Existing hazardous materials

Suitable precautions should be adopted to ensure that any hazardous materials are not disturbed.

Flammable materials must not be stored on site unless in secure clearly identified metal storage chests in small quantities less than 50 litres. LPG or similar gas cylinders must not be stored on site unless in a well-ventilated secure area in clearly marked lockable cages.

Location of existing services

The contractors should ensure that they satisfy themselves of the location of the mains services prior to the commencement of works.

3.3

Health hazards

Asbestos and other contaminants

The contractor should not start work unless they are satisfied that they have been provided with adequate information on any asbestos that may be present.

There is an Asbestos Survey for the building however it has not been updated to reflect the works. The updated survey will be issued in due course.

Should any suspect materials be encountered works should cease immediately, Environmental Services and the Project Manager be contacted immediately. Please see Appendix A for the Safe Working Procedure Control of Asbestos.

Should it be necessary to remove any asbestos containing material during the works the Project Manager must be contacted as soon as possible and all works be undertaken in respect of Southampton City Council Safe Working Procedure - Control of Asbestos and under the guidance of the Councils Environmental Health Services team.

The Principal Contractor should be aware that the paint work may contain Lead and should take suitable precautions to ensure work with lead is adequately controlled.

The Principal Contractor should ensure that any work creating silica dust should be adequately controlled and dust suppression used on tools. Respiratory Protected equipment should be used and face fit testing undertaken.

4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant design assumptions and suggested work methods, sequence, or other control measures

Significant risks include excavations, possible contact with buried services, possible contact with asbestos and protection of the public.

The sequence of works is such that a reasonably competent contractor should be able to carry out without any unforeseen risks.

4.2 Information on significant risks identified during design

Significant risks include

- Creating dust
- Electrical
- Gas installations
- Undiscovered asbestos

Designer risk assessments will be available from the Project Manager on request.

5 The Health and Safety File

The file is to be structured as illustrated in our separate document entitled The Health and Safety File incorporating the Building Manual

The Health & Safety File should be provided to the Principal Designer on practical completion, 2 x Electronic Copy.

6

ADDITIONAL REQUIREMENTS

Principal Contractor Competence

Contractors have already been tested for competence and no further information is needed in this respect.

Method Statements

Please provide your safety method statements with your Construction Phase H&S Plan:

- Fire Risk Assessment and Fire Plan
- Asbestos Plan of works and RAMS
- Works involving cutting stone/ brick

7

The following documents are included with this pre-construction information as supporting information on the project. Other information has already been supplied as part of the preliminaries package.

- Appendix A – Safe Working Procedure Control of Asbestos
- Appendix B – SWP Index
- Appendix C – Requirements for the H&S file