

DESCRIPTION OF PROJECT:

Project description and programme details including:

Description of works:

The works consist of a new single storey Community Hall and associated facilities with mono pitch roofs. The building will consist of a hall with store, kitchen and wc's. There are external works related to this project that involve hard and soft landscaping, new fencing, and a new bins store enclosure.

Key dates (including planned start and finish of the construction phase):

Site Possession: March 2023
Completion: November 2023

The minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site:

Four weeks

Details of client, designers, principal designer and other consultants:

Client:

Bradwell Parish Council,
21 Glovers Lane,
Heelands,
Milton Keynes.
MK13 7LW

Designers:

GSSArchitecture,
Studio D/G,
310 Witan Gate West,
Central Milton Keynes.
MK9 1ND

Mechanical & Electrical Engineers:

Rolton Group Ltd.,
26 Commerce Road,
Lynchwood,
Peterborough.
PE2 6LR

Structural & Civils Engineer:

Rolton Group Ltd.,
26 Commerce Road,
Lynchwood,
Peterborough.
PE2 6LR

Principal Designer:

GSSArchitecture,
Studio D/G,
310 Witan Gate West,
Central Milton Keynes.
MK9 1ND

Project Manager	Gotch, Saunders & Surridge LLP, The Stables, 14 The Drive, Kettering, Northamptonshire. NN15 7EX
Quantity Surveyors	Gotch, Saunders & Surridge LLP, The Stables, 14 The Drive, Kettering, Northamptonshire. NN15 7EX
Will the structure be used as a workplace?	The structure will directly be used as a workplace. It is work related and therefore The Workplace (Health, Safety and Welfare) Regulations 1992 apply to this project.
Extent and location of existing records and plans.	Existing Topographical Survey (Drawing: 29272) Existing Utilities Search Ground Investigation Survey (2011005 Heelands Draft Report) CCTV Survey (BPC – Heelands Community Centre) Surveys are enclosed with the tender documentation.

CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

Arrangements for:

Planning for and managing the construction work, including any health and safety goals for the project:

Local residents and all other neighbours kept informed of construction activities by means of updating Grand Union Housing contact/initial letter drop prior to commencement, and regular letter drops thereafter.

Manage deliveries as per the Outline Construction Management Plan with the Design & Access Statement Rev B.

Communication and liaison between client and others:

Gotch, Saunders & Surridge LLP will chair a Pre-Contract Meeting together with monthly site meetings. All agreements between Client and Contractor are to be through Gotch, Saunders & Surridge LLP. The Contractor will chair Design Team Meetings between site meetings, as necessary.

Security of the site:

It is the Principal Contractor's responsibility to secure the site for the duration of the works, as identified on the indicative site logistic plan, drawing no. (SK)14A, and in accordance with the Outline Construction Management Plan within the Design and Access Statement Rev B.

Welfare provision:

The Principal Contractor must provide suitable and sufficient welfare provision as required by the CDM Regulations Schedule 2. This will include welfare on site of general changing and storage area, hot and cold running water, somewhere to eat, and toilet facilities. An area has been identified for welfare facilities on the indicative site logistics plan, drawing no. (SK)14A.

Requirements relating to the health and safety of the client's employees or customers or those involved in the project:

Site hoarding requirements:

As per the indicative site logistics plan, drawing no. (SK)14A, and the outline construction management plan within the Design & Access Statement Rev B.

Tree protection fencing is required in accordance with BS 5837:2012.

Hoarding is to meet the Hoarding BS guidelines.

All excavations are to be covered over at the end of any day.

Site transport arrangements or vehicle movement restrictions:

Deliveries to be arranged with a minimum notice of 24 hours prior to delivery on site. Deliveries are to avoid peak congestion times and peak church usage times.

Any delivery vehicle that needs to be reversed must be always accompanied by a banksman.

Vehicles should always display their hazard lights while on site.

Plants and materials will be stored in the designated areas as shown on the site logistics plan, drawing no. (SK)14A, the only exception to this may be structural timber where it may be necessary to lay down adjacent to the area they are to be assembled in.

Deliveries will be scheduled to deliver on site on a 'just on time' basis.

Refer to indicative site logistics plan, drawing no. (SK)14A, for delivery vehicle access routes.

Client permit-to-work systems:

Contractor to use own system and keep client advised.

Fire precautions:

To be managed by the Principal Contractor. Ensure a system is in place for notifying the Parish Council should a fire start on site.

The Contractor is to provide a fire plan to all parties prior to start on site.

All plant and vehicles are to have an extinguisher ready for use should an incident occur.

Safe storage of materials on site must be appropriate and any flammables must be 10m away from the building being constructed and other existing buildings to satisfy the Fire Prevention on Construction Site: The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation 9th Edition October 2015.

The burning of on-site waste is strictly prohibited.

Provision of a First Aider as part of the on-site team always throughout project delivery.

Emergency procedures and means of escape:

Access and escape into/from existing buildings is to be kept clear and always maintained.

The Principal Contractor is to address the fire alarm procedure and assembly points during the construction phase and include within the fire plan as stated above.

'No-go' areas or other authorisation requirements for those involved in the project:

The Contractor is not permitted access to areas outside of the designated site boundary without prior agreement.

The Contractor is to agree access arrangements and programme, with prior notice, for any works in existing occupied areas.

Any areas the client has designated as confined spaces:

Trenches to be dug for services and foundations should take account of confined space/restricted spaces related hazards. The Principal Contractor is to ensure these have a permit to work arrangement documented and for use in the Construction Phase Plan.

Smoking and parking restrictions:

Smoking restrictions to site apply as required by the Health Act 2006. A designated smoking area must be situated away from all welfare, works and materials storage areas. The Fire Prevention on Construction Sites 9th Edition requires 10m away for storage of flammables and sources of ignition.

Contractors' and employees' vehicle parking is restricted to the areas identified on the site logistics plan, drawing no. (SK)14A. No parking is available elsewhere within the church car park without prior agreement or on the site itself. Strictly no parking within residents' designated parking bays.

ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

Safety hazards, including:

Boundaries and access, including temporary access, e.g. narrow streets, lack of parking, turning or storage space:

Contractor's access into the site is via Langcliffe Drive - refer to site logistics plan, drawing no. (SK)14A. Contractor's parking and storage on the site will be limited to the areas identified on the site logistics plan.

It should be observed that vehicular access to the site compound and parking is shared with church and pedestrian access to the site. Vehicular access also crosses a red way which is a public right of way and pedestrian and cyclist route. A banksman should be always used when vehicles are maneuvering in these areas and on site.

Any restrictions on deliveries or waste collection or storage:

Deliveries to be arranged with a minimum notice of 24 hours prior to delivery on site. Deliveries are to avoid peak congestion times and peak church usage times.

A banksman should be always used when vehicles are maneuvering in these areas and on site.

Adjacent land uses - e.g. schools, railway lines or busy roads:

Residential properties are located adjacent to the site as well as residents parking. The site also shares its boundary with a red-way (public footpath and cycle route).

Existing storage of hazardous materials:

No hazardous materials are known to be stored nearby.

Location of existing services, particularly those that are concealed - water, electricity, gas, etc.:

Existing topographical survey, CCTV survey and utilities search are enclosed with the tender documentation.

Where there is a possibility of hitting an existing service route the Principal Contractor shall take care regarding existing services and assume all services are live.

Ground conditions, underground structures or water courses where this might affect the safe use of plant, e.g. cranes or the safety of groundworks:

It should be noted that there is an Anglian Water sewer pipe within the site boundary with a 3-metre easement. A build close to agreement has been sought from Anglian Water and can be found within the tender documentation.

The contractor is to refer to the Ground Investigation Survey (2011005 Heelands Draft Report), CCTV survey (BPC – Heelands Community Centre) and utilities search before undertaking any excavation works.

Information about existing structures - stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved):

There are no existing structures on the site.

Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved):	N/A
Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure:	N/A
Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access:	A site visit is required prior to any large deliveries and method statements/risk assessments are required from the Contractor concerning movements of any large vehicles to the site.
Health and safety information contained in earlier design, construction or as-built drawings such as details of pre-stressed or post-tensioned structures:	N/A
Others:	None.

Health hazards, including:

Asbestos, including results of surveys, particularly where demolition is involved):	None known In the event that any unrecorded suspect materials are discovered during the works, the Contractor is to stop work immediately, cover the area and inform the Project Manager and Principal Designer Adviser as soon as is possible to ensure appropriate actions can be taken on site.
Existing storage of hazardous materials:	No hazardous materials are known to be stored nearby
Contaminated land, including results of surveys:	Contractor to refer to Ground Investigation Survey (2011005 Heelands Draft Report).
Existing structures containing hazardous materials:	None known.
Health risks arising from client's activities:	None known
Others:	None.

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS:

Significant design assumptions and suggested work methods, sequences or other control measures:	The contractor is to provide method statements/risk assessments for all construction work, but particularly activities such as demolition, dismantling and removal of materials and new steel installation.
Arrangements for coordination of ongoing design work and handling design changes:	The Contractor is to provide shop drawings to the design team in a timely manner to allow comments to be made prior to manufacture. The contractor is to report any discrepancies to the Contract Administrator immediately as they become apparent.

Pre-Construction Information

In developing the construction programme, the contractor is to allow for sufficient time for comments and coordination.

Information on significant risks identified during design:

The adjacent buildings and surrounding areas will be in use during the works. The Contractor must adequately separate pedestrians from the works, particularly during delivery of large items. As far as is reasonably practicable, significant risks have been removed or identified in the tender documents and significant project risk register.

Materials requiring particular precautions:

No hazardous materials are associated with the construction works

Others:

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THE HEALTH AND SAFETY FILE:

- A Health & Safety file is to be compiled by the Principal Designer for this project. As the project progresses, all parties are to provide the Principal Designer with all relevant information to be included in this document.

Description of its formats and any conditions relating to its content.

LIMITATIONS OF PRE-CONSTRUCTION INFORMATION

- The contents of this document are as comprehensive as is reasonably practicable, and must be read in conjunction with all other tender drawings and documentation.
- The Principal Contractor, with this Tender, shall inform the Principal Designer of any areas of the Pre-Construction Information, or other tender documentation, to which he cannot conform. Should this be the case, he is also to submit alternative proposals and any costs involved.

TENDER INFORMATION REQUIRED:

- A written statement that your tender price includes for all your responsibilities under the CDM Regulations 2015.
- A written Health & Safety Policy Statement.
- Identification of any specific health and safety items contained within the contract which you consider need identifying and pricing under the CDM Regulations which have not already been covered.

Document Approval

Prepared By Evangeline Parker-Rowles

EFR/dmv/vlw/H105

Approved and Authorised By

1PCI Revision A



Chris Chapman
Partner

30th September 2022
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