



## **PRE-CONSTRUCTION INFORMATION DOCUMENT**

For

### **REMEDIAL REPAIR WORKS**

At

**John Brabins Almshouses**  
29 & 33 Windy Street  
Chipping  
PR3 2GD

By

**JYM Partnership LLP**  
Oak House, 28 Sceptre Way  
Bamber Bridge  
Preston  
PR5 6AW

For

### **Brabins Charitable Trust**

**Date:** September 2018

**Ref:** LM/1608/11/06

**Revision:** -

## 1.0 Project Details and Site Information

### 1.1 Project Description

<b>1.1.1 Remedial Repair Works</b>	External repointing using lime mortar, internal re-plastering using lime plaster, replacement of lead flashings to chimney stacks, replacement of damaged stone flags on front and rear roof pitches, removal of part of ridge beam above 29 Windy Street and replacement with new timber.
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### 1.2 Key Participants

<b>Client</b>	Brabins Charitable Trust, 21 Kirklands Chipping Preston PR3 2GD	<b>Contact:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b>	Catherine Fleming   Catherine.fleming5@btinternet.com
<b>Contract Administrator</b>	JYM Partnership LLP Oak House, 28 Sceptre Way, Bamber Bridge, Preston, PR5 6AW	<b>Contact:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b>	Chris Bell 01772 323 666 07803 076741 <a href="mailto:chris.bell@jympartnership.co.uk">chris.bell@jympartnership.co.uk</a>
<b>Principal Designer</b>	JYM Partnership LLP Oak House, 28 Sceptre Way, Bamber Bridge, Preston, PR5 6AW	<b>Contact:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b>	Chris Bell 01772 323 666 07803 076741 <a href="mailto:chris.bell@jympartnership.co.uk">chris.bell@jympartnership.co.uk</a>
<b>Designer</b>		<b>Contact:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b>	
<b>Principal Contractor</b>	TBC	<b>Contact:</b> <b>Tel:</b> <b>Mob:</b> <b>Email:</b>	TBC

### 1.3 Site Information

<b>Site Address:</b>	John Brabins Almshouses, 29 & 33 Windy Street, Chipping, PR3 2GD						
<b>Location of Works Within Premises</b>	Interior, roof area and exterior of 29 Windy Street. Roof area only of 33 Windy Street.						
<b>Activities Adjacent to the Site</b>	The site is surrounded predominantly by residential properties of a similar scale and nature. Church yard and Chipping Brook to the rear and Brabin's Endowed School further along Windy St.						
<b>Work Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
	9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	9.00am – 5.00pm	By agreement only	By agreement only
Weekend working only by agreement with Client and contract administrator.							

1.4 Project Programme					
<b>Programme:</b>	<b>Start Date:</b>	October (TBC)	<b>Duration (weeks):</b>	4 weeks	
<b>Phasing Details:</b>	The Principal Contractor will be asked to complete certain items such as the exterior repointing and internal re plastering early in the programme (start first week) in order to give the building as much time as possible to dry out whilst the tenant is out of the building. This and any other phasing details will be discussed and confirmed at the pre-start meeting.				
<b>Contractor's Working Hours:</b>	See 1.3.				
<b>Notification to HSE:</b>	Not likely to be needed due to limited duration and man hours required.	<b>Initial F10 Reference:</b>	N/A	<b>Date of Issue:</b>	N/A

1.5 Existing Information			
<b>Existing Drawings</b>	JYM Partnership LLP Construction Issue drawings only. See tender documentation.		
<b>Existing Health and Safety Files</b>	Any existing Health & Safety files available from Client.		
<b>Asbestos Report/Register</b>	<b>Management Survey</b>	None.	<b>Date:</b> -
	<b>Refurbishment/Demolition Report</b>	None.	<b>Date:</b> -
	<b>Other Surveys of Interest</b>	None.	
	<b>Location of identified ACMs</b>	None.	
<b>Existing Services</b>	No information available.		

## 2.0 Site Construction and Management Requirements

2.1 Emergency and Fire Safety Arrangements
<p>The Principal Contractor must familiarise himself with any existing site fire precautions and evacuation procedures. Site operatives must be made aware at induction of what to do in an emergency.</p> <p>The Principal Contractor should ensure that a Site Fire Plan is prepared for the duration of the works and that all operatives are aware of the content.</p> <p>The Plan should include as a minimum:-</p> <ul style="list-style-type: none"> <li>• Method of raising alarm</li> <li>• Fire escape routes</li> <li>• Provisions for fighting fire</li> <li>• Name of First Aider / location of First Aid provisions</li> </ul>

## 2.2 Site Rules

The Principal Contractor is to prepare site rules he deems necessary, in order to safely manage and undertake the works. Site rules should be included in the construction phase plan document.

## 2.3 Permit to Work

The Principal Contractor must operate Permit to Work procedures for all work activities which are high risk.

The Contractor will be responsible for completing a Permit to Work before commencement of these works and liaising with the local management to ensure safety of the works.

## 2.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Principal Contractor is to ensure that RIDDOR is followed in the event of a notifiable accident.

## 3.0 Environmental Restrictions and Existing On-Site Restrictions

### 3.1 Site Establishment

<b>Location of Site Compound/Office:</b>	See JYM Drawings for suggested and available compound areas.
<b>Site access and Restrictions</b>	Access is directly off the highway. Principal Contractor is to liaise with Local Highway Authority to determine all licenses required to access all areas to complete the specified works and should also make appropriate allowance in their tender price for any associated costs.  Note: Land adjacent to the gable elevation (north) is owned by adjacent property.
<b>Contractor Parking:</b>	Parking available on street only in the locality of the property. Principal Contractor to make allowance for all charges and or permits required to park operative and construction vehicles for the project duration.
<b>Welfare Facilities During Works:</b>	Contractor will be able to use WC facilities for the duration of the works. Other welfare facilities TBC.
<b>Fire Assembly Point:</b>	To be determined and included in the Construction Phase Plan.
<b>Storage of Materials:</b>	Assume limited storage of materials will be required but contractor to make allowance. Some limited lockable storage space may be made available to the contractor on request.
<b>Location of Skips/Removal of Materials:</b>	Skips may have to be positioned on street due to space restrictions. Contractor to investigate and allow for all permits required.
<b>Additional Site Constraints</b>	-

### 3.2 Construction Area

<b>Segregation of Works from Site Occupants:</b>	Contractor to use HERAS fencing where required to separate the works from site occupants and general public.
<b>Segregation of Works from General Public:</b>	As above.

<b>Traffic and Pedestrian Routes:</b>	All traffic and pedestrian routes must be maintained at all times.
<b>Emergency Exits:</b>	Main and only exit to remain in use and is not to be blocked off by any construction operations.

### 3.3 Security Arrangements

Contractor to ensure that any access equipment is secure at the end of each working day whether it be fixed scaffold, temporary scaffold, MEWPs or ladders.

## 4.0 Significant Design and Construction Hazards

### 4.1 Information on Design Risks Identified During Design

As part of their duties, the designer shall ensure that where possible, significant construction health and safety risks have been designed out. However, where significant risks remain they are to be reviewed, identified and communicated to others by providing these hazards and controls to the Principal Designer.

These hazards and controls are to be reviewed throughout the project to ensure they are mitigated with appropriate control measures and any residual risks remaining on completion are recorded for the health and safety file.

### 4.2 Co-ordination of Design Work

Each element of design is required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance. Regular progress meetings will be held on site following an agreed agenda to include Design and Health and Safety considerations.

### 4.3 Co-ordination of Design Work

Any significant design or installation changes which occur during the construction phase are to be brought to the Principal Designer's attention by the Principal Contractor, and the Construction Phase Health & Safety Plan developed accordingly.

### 4.4 Significant Hazards Identified at Design Stage

The Principal Contractor shall ensure all significant risks identified and summarised in the table below are controlled and managed safely. Relevant method statements shall be made available for inspection within the Construction Phase Health & Safety Plan, 7 days prior to the identified activity commencing on site.

Activity	Who is Affected	Hazard Effect	S	L	R	Control Measures	Residual Risk
Executing roof works above live environments	Occupants	Falling materials and debris, ingress of construction materials	4	3	12	Specify overlay works to limit strip off required. Specify adhesive backed initial layers where other methods of adhering would be dangerous.	2 - Low
Executing roof works adjacent to residential area and footpath.	Occupants, Operatives	Conflict between construction works and building users.	4	3	12	Ensure Contractor installs segregation and protection measures between work areas and those areas used by occupants.	2 - Low
Contact with moving vehicles	Operatives, Public, Residents	Contact with moving vehicles, Collision etc.	5	3	15	Segregate areas of work with suitable barriers to protect members of the public / occupants and Construction Operatives. Provide suitable safety / warning signs to indicate to the general public where restricted areas are located. Provide barriers appropriate to task and location.	2 - Low
Accessing and working on high level roof areas and the like.	Operatives	Falls due to working at height	5	4	20	Contractor to assess for and provide all appropriate access equipment in order to access high level areas safely and in compliance with H&S legislation.  Contractor must carry out site survey to determine safe methods of access. Operatives installing and using the equipment to be skilled and appropriately trained.	2 - Low
Working on the public highway or footpath	Operatives, Public	Harm to the welfare of the General Public	5	3	15	Nearby area to be cordoned off during work. Correct PPE to be worn. Appropriate permits and licenses to be obtained.	2 - Low
Site security	Operatives	Theft and vandalism	1	5	5	All operatives to sign in / out of the Site Register daily. Stored materials and plant to be secured on daily basis. Building doors and windows to be secure when leaving work area or leaving site at end of day.	2 - Low
Fragile Materials	Operatives, Occupants	Falls through fragile surfaces i.e roof lights.	5	3	15	Contractor to carry out visual and physical inspections of work areas prior to using. Contract Administrator to be advised of any suspected safety issues. Contractor is to make allowance for any safety staging, barriers or decks required to complete the works in a safe manner	2 - Low
Asbestos	Operatives, Occupants	Contact with asbestos containing materials (ACMs) during	3	2	3	Very unlikely Asbestos will be detected due to the age of the building. Contractor site staff to remain vigilant and in the event of suspected ACMs being encountered, works should	1 – Very Low

Activity	Who is Affected	Hazard Effect	S	L	R	Control Measures	Residual Risk
		preparatory works.				cease in that area and the Contract Administrator should be notified so an appropriate course of action can be put in place.	

**S = SEVERITY**

6	Death
5	Major Injury (as defined by RIDDOR)
4	Reportable Injury (as defined by RIDDOR)
3	Acute Illness
2	Chronic Injury
1	Minor Injury

**L = LIKELIHOOD**

6	Highly Probable	1 to 5
5	Probable	6 to 16
4	Likely	17 to 36
3	Possible	
2	Unlikely	
1	Remote	

**R = RISK ASSESSMENT FACTOR (on a scale of 1 to 36)**

Low Risk – Reduce further if possible
Medium Risk – Requires adequate resource levels
High Risk – Requires special provisions

## **5.0 Project Health and Safety File**

### **5.1 Format of the Health and Safety File**

Due to the size and scope of the works limited information will be required for the Health and Safety File. The Principal Designer will liaise with the Contractor close to completion of the works in order to determine any information which will need to be provided for the File, although this is likely to be limited in scope. Format of the File will be provided by the Principal Designer.

### **5.2 Delivery of the Health and Safety File**

It is the responsibility of the Principal Contractor to obtain all Health and Safety File information from the Sub-Contractors and provide it to the Principal Designer.

This information shall be provided at the latest, within seven working days of the Certificate of Practical Completion.