



Tur Langton Village Hall Renovation

2019

Pre-construction Information

Revision 1.2

Introduction

The following document contains Pre-construction information for the proposed renovation works on Tur Langton Village Hall.

Project Description

The project involves the renovation of the hall including:

1. Re-roofing
2. Replacement of windows and doors
3. Renovation of floor
4. Renovation of toilets and provision of accessible facilities
5. Renovation of the kitchen and provision of store areas
6. Renovation of lighting and heating systems.
7. Redecoration – internal and external

Project Directory

The Client for this project is Tur Langton Parish Council

A. Client Representatives

Paul Officer

The Orchards, Main Street, Tur Langton, LE8 0PJ

Tel: 07887 954757

Tessa Bladon

Rose Cottage, Shangton Road, Tur Langton.

Tel: 07549 271986

The client is also fulfilling the role of Principal Designer and Principal Contractor on the project.

Project Programme

The project programme is provided in Appendix A. Key milestones are as follows:

- Project Commencement – 1 September 2019
- Weathertight – 16 October 2019
- Completion – 1 February 2019

Communication with Client

All communication should be directed to the Client Representatives as noted above, either by phone or in person. Timings of regular site meetings should be arranged at the commencement of the project, as required by the contractor.

Any discussions or instructions given on site must be confirmed by email.

Site Security

The site boundary will be secured with Heras Fencing prior to the commencement of the project and each contractor will be provided with a gate key. If the site is to be left unattended at any time, the last operative to vacate the site is responsible for locking the gate as they leave. In addition, all doors must be locked prior to leaving the site. A key will be provided to each contractor at the commencement of their works and must be returned at completion.

Any scaffolding must be secured to prevent unauthorized access to the roof.

Site PPE Requirements

The following PPE must be worn by all contractors:

- Safety boots
- Hi-viz vests

For tasks which present a specific hazard, additional PPE requirements must be considered and identified in the Method Statement.

Welfare Arrangements

The existing toilet and kitchen facilities will remain operational throughout the works. Power for small electrical devices will be provided. No cooking facilities will be provided.

During the renovation of the toilets, they may be out of use for a short period of time. This will be reviewed with the plumber and alternative facilities will be provided if necessary.

Site Inductions

All operatives are required to attend a site induction. This will be provided to each contractor when they first arrive on site. The client must be informed at least 2 days in advance if any additional operatives will attend the site, giving their proposed start date, to allow a client representative to attend to provide the induction.

Parking

All vehicles must be parked in the car park behind the hall. Vehicles must not be parked in front of the hall at any time.

Insurance

Each contractor must have the following insurance in place prior to commencement. Copies of certificates must be provided to the client.

Public Liability Insurance

Product Liability Insurance

Waste Disposal

A skip will be provided in the rear car park area for removal of all building waste. This will be provided by the client, but individual contractors must notify the client in good time when the skip is close to capacity. Only the following materials can be placed in the skip:

Bricks, tiles, concrete, ceramics, soil, clays, sub-soil, top-soil, or hardcore mix (less than 10% tarmac), metals, plastics, wood or plasterboard. Doors, Baths, taps and Worktops.

All asbestos must be disposed of in accordance with HSE Advice Note EM9, attached to this document. Waste must be packed in UN-approved packaging with a CDG hazard label and asbestos code information visible. Double-wrap and label asbestos waste. Standard practice is to use a red inner bag with asbestos warnings, and a clear outer bag with the CDG label, if required.

Working at Height

All contractors must provide an outline method statement for their works. This should include any access requirements and how these will be addressed. Any scaffolding must be erected under the supervision of a competent person and inspected as follows:

- following installation /before first use
- at an interval of no more than every 7 days thereafter
- following any circumstances liable to jeopardise the safety of the installation eg high winds

All scaffolding is to be provided by the contractor, as required by their submitted method statement. No work is to be commenced until the method statement has been submitted to the client.

Structural Stability

It should be noted that the window and wall panels are the primary component providing lateral stability of the roof frames. During the window and door works, no more than 3 wall/window panels are to be removed at any one time, without the provision of temporary props to prevent collapse.

Details of removal and replacement methodology must be provided in the Method Statement prior to commencement of the works.

Hazardous Materials

Asbestos

Asbestos is present on the site. Refer to the Asbestos Report in Appendix B for further details.

The main areas where asbestos is present are:

- 1) Roofing Felt
- 2) Vinyl Floor Tiles and Adhesive
- 3) Incoming Electrical Supply Main Switch
- 4) Main Hall Heater Power Cable Gaskets
- 5) Toilet Cisterns

For roofing felt, some felt on the flat roof areas was found to be free from asbestos, however for the purposes of removal and disposal, ALL roofing felt should be assumed to contain asbestos.

The above list is not a complete description of the asbestos within the building. All contractors must read this report fully prior to commencement of their work.

If any suspicious materials are uncovered which are not noted in the Asbestos Report, all work must stop immediately and the Client informed.

Cuts and Abrasions

A First Aid Kit is provided on site, in the kitchen.

Works to Trees – Enabling Works for Roof Replacement

Trees can be locally trimmed to provide access for the works. The extent of removal must be limited to that which is necessary for the works only, particularly for the shaped trees along the south boundary. If any trimming is required, the extent of removal must be clearly defined, discussed and agreed prior to commencement with the clients representative. Debris from this clearance should be left in a single pile to the front of the site, within the fencing, for removal.

Appendix A

Project Programme

Appendix B

Asbestos Report

Appendix C

Structural Condition Report

Appendix D

CDM Checklist

The Client responsibilities are as follows:

1	Are you clear about your responsibilities?	
2	Have you made your formal appointments?	
3	Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
4	Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
5	Have you checked that the project team is adequately resourced?	
6	Has a project or client brief been issued to the project team?	
7	Has the project team been provided with information about the existing site or structure (pre-construction information)?	
8	Do you have access to project-specific health and safety advice?	
9	Are suitable arrangements in place to manage health and safety throughout the project?	
10	Has a schedule of the key activities for the project been produced?	
11	Has sufficient time been allowed to complete the key activities?	
12	Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work?	
13	Have you checked that a construction phase plan has been adequately developed before work starts on site?	
14	Are you satisfied that suitable welfare facilities have been provided before work starts on site?	
15	Have you agreed the format and content of the health and safety file?	

The principal contractor must:

1	plan, manage, monitor and coordinate the entire construction phase	
2	take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them	
3	liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed	
4	prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose	
5	have ongoing arrangements in place for managing health and safety throughout the construction phase	
6	consult and engage with workers about their health, safety and welfare	
7	ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase	
8	check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health	
9	ensure all workers have site-specific inductions, and any further information and training they need	
10	take steps to prevent unauthorised access to the site	
11	liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase	