

Victory Housing Trust

Pre-Construction Information

2Nr. Dwellings
18 Greenway Close
Fakenham
Norfolk

2Nr. Dwellings

At

18 Greenway Close, Fakenham, Norfolk

For

Victory Housing Trust

Pre-Construction Information

Ref.PCI/2550

October 2017

PRINCIPAL DESIGNER:

Oxbury
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INTRODUCTION

- (i) This Pre-Construction Information is provided in accordance with the Construction (Design and Management) Regulations 2015.
- (ii) It is to be noted that – due to the nature of the Design and Build arrangement relating to this Project – the Principal Contractor will be arranging some or all of the design work and will be involved in many pre-construction aspects of the project's progression. Accordingly, the Principal Contractor will, in practice, himself be required to progress and further develop the Pre-Construction Information. Similarly the Principal Contractor is required to provide full Health and Safety File information on completion of the project (as detailed at section 5.0 below).
- (iii) The Principal Contractor's attention is drawn to the requirement under the Regulations to provide a Construction Phase (health and safety) Plan prior to the commencement of construction. Additionally he is to ensure – and evidence to the Pre-Construction Principal Designer – that he has in place adequate welfare facilities.

The Construction Phase Plan is to be provided by reference to, and addressing the matters included within, and referred to from, Appendix 3 to the "Construction (Design and Management) Regulations 2015 - Guidance on Regulations – Reference L153" published 2015 by HSE Books.

"Adequate welfare facilities" shall be those which comply with Schedule 2 to the CDM Regulations 2015.

PRE-CONSTRUCTION INFORMATION

1.0 DESCRIPTION OF PROJECT

1.1 Project Description and Programme Details

1.1.1 Project ("The Works")

The design and construction of 2Nr two-storey 2 bedroom 4 person dwellings, together with associated services, external works and drainage.

1.1.2 Location

Land north of 18 Greenway Close, Fakenham, Norfolk

1.1.3 Key Dates (Pre-Construction)

The following are planned:

Start of design work:	Immediate
Start of Tender Period:	October 2017
Execution of Contracts:	December 2017

1.1.4 Key Dates (Start and Finish of Construction)

The following are planned:

Start of construction phase:	February 2018
Duration of construction phase:	56 Weeks

1.1.5 Time from appointment of Principal Contractor to Start on Site

Time allowed to Principal Contractor for planning and preparing for construction work (from his appointment): 6 Weeks

1.2 Parties

<u>CDM Nomenclature</u>	<u>Contract Nomenclature</u>	<u>Specific to this Project</u>
Client	Employer	Victory Housing Trust Tom Moore House Cromer Road North Walsham Norfolk NR28 0NB Tel: 0330 1231860
	Employer's Agent	Oxbury St Thomas House St Andrews Business Park Norwich Norfolk NR7 0HR Tel: 01603 707900
Principal Designer (Pre Contract) <i>- Separate Pre and Post Contract Principal Designers only for Design and Build schemes</i>	Employers Agent	Oxbury St Thomas House St Andrews Business Park Norwich Norfolk NR7 0HR Tel: 01603 707900
Principal Designer (Post Contract) <i>- Separate Pre and Post Contract Principal Designers only for Design and Build schemes</i>	Contractor	TBA
Principal Contractor	Contractor	TBA
Designer	The Contractor (as above) or any other individual, Firm or Company to whom the design work is sub-let	Richard Pike Associates 3 rd Floor Jonathan Scott Hall Norwich Norfolk NR1 1UH Tel: 01603 611323
Contractor	The Contractor (as above) or any other individual, Firm or Company to whom work is sub-let	TBA

N.B. The CDM Nomenclature is primarily used throughout this Pre-Construction Information – save where the context does not permit

1.3 Structures for Use as a Workplace

The structures to be constructed are not to be designed for use as a workplace.

1.4 Extent and Location of Existing Records/Plans

Existing records and plans are available as follows and have been separately issued:

- Anglian Land Survey's Topographical Survey drawing ALS6764/100/02, dated November 2014.
- C J Yardley's, Arboricultural Impact Assessment, Tree Protection Plan and Method Statement Referenced 15/0642 dated July 2015.
- Utility Enquiry Responses:
 - o Anglian Water's Clean Water Asset Plan dated 11/10/2016
 - o Anglian Water's Foul Water Asset Plan dated 11/10/2016
 - o BT Openreach Asset Plan dated 12/10/2016
 - o National Grid's Asset Plan dated 14/10/2016
 - o UK Power Network's Asset Plan dated 12/10/2016
 - o Norfolk County Councils Highway Plan dated 23/12/2014

2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements Required to be made and/or implemented by the Principal Designer (Pre Contract and Post Contract)

2.1.1 Planning For and Managing the Design Work

The Principal Designer (at both pre and post contract stages) is to make suitable arrangements to plan, manage and monitor the pre-construction phase (ie the design stage pre-contact and any part of the design stage continuing post contract) and to co-ordinate matters relating to health and safety during that phase. In particular the Principal Designer for the time being is to take into account the "General Principles of Prevention" (as set out at Appendix 1 to the "Construction (Design and Management) Regulations 2015 - Guidance on Regulations – Reference L153" published 2015 by HSE Books) in identifying and eliminating or controlling foreseeable risks arising from the designs and/or proposals of himself or other Designers.

The Principal Designer for the time being is to ensure communication and cooperation between all parties under the CDM Regulations.

2.2 Arrangements to be made and/or implemented by the Principal Contractor

2.2.1 Planning For and Managing the Construction Work

The Principal Contractor is to advise within the Construction Phase (health and safety) Plan, his measures for planning and managing the construction work (in context of health and safety).

He is to include within such advice proposed health and safety goals (KPI's) for the project and arrangements for their monitoring.

2.2.2 Communication and Liaison

The Principal Contractor is to ensure that arrangements are in place for communication and liaison with and between designers, contractors and all others involved with the Project.

The Client can be contacted by reference to the details at item 1.2 above. Communications with the Client and his team should, however, be primarily through the Principal Designer (Pre Contract)/(Employer's Agent).

2.2.3 Security of the Site

The Principal Contractor is to include within his Construction Phase Plan measures for properly securing the site on all boundaries.

2.2.4 Welfare Provision

The Principal Contractor is to ensure that welfare facilities compliant with Schedule 2 to the Construction (Design and Management) Regulations 2015 are provided throughout the construction phase of the Project.

2.3 Requirements for the Health and Safety of Client's Employees, Others Involved with the Project and Third Parties.

2.3.1 Site Hoarding Requirements

The Client has no specific site hoarding requirements

2.3.2 Site Transport Arrangements or Vehicle Movement Restrictions

The Principal Contractor is to address safe arrangements for transport/plant movements to, from and on the Site. In this regard his attention is drawn to the Health & Safety Executive's guide document entitled – "The Safe Use of Vehicles on Construction Sites".

The Principal Contractor is to compile, implement and update a suitable Traffic Management Plan. The Principal Contractor is to ensure the movement of vehicles and plant (as well as sub-Contractor parking) does not impede or cause obstruction to residents of the neighbouring residential properties.

2.3.3 Client Permit-to-Work Systems

The Client has no permit-to-work systems affecting the Project.

2.3.4 Fire Precautions

The Client has no specific fire precautions requirements.

2.3.5 Emergency Procedures and Means of Escape

The Client has no specific emergency procedures and means of escape requirements.

2.3.6 'No-go' Areas or Other Authorisation Requirements

There are no 'no-go' areas designated by the Client.

The Contractor is to include within his Construction Phase Plan, arrangements for health and safety induction for those visiting site, together with the provision of PPE.

2.3.7 Areas Designated as Confined Spaces

The Client has not designated any areas as confined spaces.

Any works are to be carried out in accordance with the Health & Safety Executive's Guidance Note INDG258 "Safe Work in Confined Spaces".

The Principal Contractor shall include within his Construction Phase Plan, procedures for working in any confined spaces, whether or not so designated by the Client, all in accordance with the Confined Spaces Regulations 1997.

2.3.8 Smoking and Parking Restrictions

The Client has no smoking restrictions.

Greenway Close is a particularly narrow road with vehicles regularly parked all the way along. Particular attention should be paid to the limited and restricted parking within the vicinity of the site and Contractor parking arrangements should be made to avoid causing nuisance to adjacent residents.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety Hazards/Information

3.1.1 Boundaries and Access

The site is located in a residential area of Fakenham. The site itself was formerly part of the garden to 18 Greenway Close.

The site is accessed off the turning circle of Greenway Close. There currently is no existing vehicle access onto the site and pedestrian access is possible through a newly created opening to the west of the site.

The site boundary is currently defined by a mixture of trees, overgrown hedging/shrubs and fencing. There are existing trees positioned within the site and the Principal Contractor should observe any restrictions and limitations identified within the Arboricultural Report in carrying out any works thereto.

The Contractor's attention is drawn to the unmade access drive giving access to Nrs 12-17 Greenway Close and to Norman Drive. The access is very narrow and there is a blind corner just past the new entrance to the site.

3.1.2 Restrictions on Deliveries or Storage

Whilst there are no specific Client imposed restrictions on deliveries, waste collection or storage on site, the Principal Contractor shall note the physical restrictions of the site, nearby utility risks including overhead cables and any parking/loading restrictions that may apply on the highways adjacent to or surrounding the site. Careful consideration will need to be given to the movements of large delivery vehicles in tandem with these constraints.

3.1.3 Adjacent Land Uses

Land uses surrounding the site are as follows:

- To the North - Existing private drive and residential properties
- To the East - Residential properties
- To the South - Residential properties and Greenway Close
- To the West - Existing private drive (Off Greenway Close) and residential properties

3.1.4 Existing Storage of Hazardous Materials

There are no hazardous materials identified as stored on site.

However, the Contractor is to carry out all necessary investigations or surveys to satisfy himself in this regard and is to deal with any hazardous materials in the correct manner. See also 3.2.2 below.

Any works are to be carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002, further advice in respect of which is available via the Health & Safety Executive's Guidance Note INDG136 "COSHH: Brief Guide to the Regulations".

3.1.5 Location of Existing Services

The Principal Contractor's attention is drawn to the Utility company responses to enquiries or surveys which have been obtained by the Principal Contractor for information in respect of the following services:

- Clean Water
- Foul Water
- BT
- Gas
- Electricity

The Principal Contractor should be aware that there is an existing overhead electricity and BT supply located on the western boundary of the site including overhead supplies that cross the road to feed adjacent properties.

3.1.6 Ground Conditions, Underground Structures or Water Courses

The client is currently arranging for ground investigations to be carried out on site. The report will be issued to the Principal Contractor as soon as prepared, and the Principal Contractor is to include within his Construction Phase Plan any processes or measures of dealing with matters raised or recommended therein.

3.1.7 Existing Structures

There are no existing structures on site.

3.1.8 Previous Structural Modifications

Not applicable.

3.1.9 Factors Which May Have Adversely Affected The Structure

Not applicable.

3.1.10 Difficulties Relating to Plant and Equipment in the Premises

Not applicable.

3.1.11 Health and Safety Information Contained in earlier Design, Construction or 'As-Built' Drawings

Not applicable.

3.2 Health Hazards

3.2.1 Asbestos, including Results of Surveys

Not applicable.

3.2.2 Existing Storage of Hazardous Materials

There are no hazardous materials stored on site.

However, the Contractor is to carry out all necessary investigations or surveys to satisfy himself in this regard and is to deal with any hazardous materials in the correct manner.

Any works are to be carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002, further advice in respect of which is available via the Health & Safety Executive's Guidance Note INDG136 "COSHH: Brief Guide to the Regulations".

3.2.3 Contaminated Land, including Results of Surveys

A ground investigation report has been commissioned by the Employer and will be separately issued during the tender period and identify any contamination or potential for contaminations therein, including the need for any further contamination testing to be commissioned by the Contractor.

3.2.4 Existing Structures Containing Hazardous Materials

Not applicable.

3.2.5 Health Risks Arising from Client's Activities

There are no identified health risks arising from the client's activities.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant Design Factors, Work Methods or Sequences or Other Controlling Factors

Designers, the Principal Contractor and Contractors are to take account of problem areas of construction specific to the project, throughout their design and/or construction, and such problem areas are to be addressed by the Principal Contractor in the Construction Phase plan, including the following:

Underground and overhead services:

Attention is drawn to the information given/referred to above at item 3.1.5 relating to existing services. The Principal Contractor is to make such further enquiries of the Utility Companies as may be necessary regarding existing services, and is to ascertain any specific precautions or requirements of the relevant Utility Company – all prior to work commencing.

Ground obstructions and contamination:

Attention is drawn to the information given/referred to above at items 3.1.6 and 3.2.3 relating to ground conditions and/or contamination. The Principal Contractor is (by reference to such

Reports as are available and from such further investigations/enquiries as may be necessary) to ensure that the extent and nature of any underground obstructions and/or ground contamination are determined.

Procedures are to be determined for the removal of any obstructions and/or contamination, together with any and all necessary subsequent remedial measures and the works are to be carried out in accordance with current legislation and also the requirements for the Environment Agency, the Local Environmental Health and Building Control Authority – whose specific written approval to the proposed measures shall be obtained and evidenced in writing, all prior to works commencing.

Piling

Fire Safety in Construction Works are to be carried out in accordance with the Health & Safety Executive's guidance given in their Publication reference HSG 168 "Fire Safety in Construction" (Second Edition published 2010).

Additionally, Timber Frame Construction is to be carried out in accordance with the UK Timber Frame Association's (UKTFA) Guidelines and Recommendations (latest edition) – "16 Steps to Fire Safety on Timber Frame Construction Sites".

Works beyond the boundary of the site/within the public highway

Safe working at height: Works are to be carried out in accordance with the Health & Safety Executive's Guidance Notes INDG401 (Revision 1) "The Work at Height Regulations 2005".

4.2 On-going Design Work and Design Changes

The Principal Contractor is to ensure that on-going design work (or any change to existing designs) carried out under his direction/instruction is brought to the attention of the Principal Designer (should the Principal Contractor not be the Principal Designer at the time) to enable the communication, co-ordination, management and monitoring of such design work in the context of health and safety or communicated, managed, monitored and coordinated in the context of health and safety by the Principal Contractor in his role as Principal Designer if he is fulfilling that role at the time.

4.3 Significant Risks Identified During Design

The following significant risks (which are not referred to elsewhere within this Pre-Construction information) have been identified through the design work undertaken prior to the issue of this document:

N.B. Details of risks identified during the pre-construction will be separately advised.

The Principal Contractor is to ensure that significant risks identified during design work (whether carried out under his or another's direction/instruction) are referred to/addressed within the Construction Phase Plan and/or within the Health and Safety File and also that such significant risks are brought to the attention of the Principal Designer should the Principal Contractor not be fulfilling that role at the time.

4.4 Materials Requiring Particular Precautions

The Principal Contractor (in liaison with any Designer under his direction or who he instructs) is, so far as possible, to ensure that the use of materials which are hazardous to health are avoided or designed out.

Any such materials which are hazardous to health and which cannot be avoided or designed out are to be fully identified and addressed within the Construction Phase Plan and/or within the Health and Safety File and are to be brought to the attention of the Principal Designer should the Principal Contractor not be fulfilling that role at the time.

5.0 THE HEALTH AND SAFETY FILE

5.1 Health and Safety File Format and Information Provision

In his role as Design and Build Contractor for the Project - whether or not fulfilling the role of CDM Principal Designer - the Principal Contractor is to review, update and assemble all of the information required for the Health and Safety File. He is to pass this to the Client (via the Employer's Agent) on Practical Completion of the project in the format identified at Appendix A hereto.

In preparing the Health and Safety File the Principal Contractor is also to follow the recommendations of Appendix 4 to the "Construction (Design and Management) Regulations 2015 - Guidance on Regulations - Reference L153" published 2015 by HSE Books.

APPENDIX A

HEALTH & SAFETY FILE PRO-FORMA

FORMAT

As detailed under Section 5.0 of the Pre-Construction Information, the Principal Contractor is to prepare the Health and Safety File for the project containing information to accord with the Regulations and as provided for under Regulation 12 and following the guidance at Appendix 4 to the "Construction (Design and Management) Regulations 2015 - Guidance on Regulations – Reference L153" published 2015 by HSE Books.

The file is to be divided into sections as follows:

- | | |
|-------------|--|
| Section I | General Project Particulars |
| Section II | Dwelling Type Particulars
(Sub-divided to provide one sub-section for each dwelling type) |
| Section III | Plot Specific Particulars
(Sub-divided to provide one sub-section for each individual plot) |

The Principal Contractor is to provide the required information in the format agreed with the Client - either electronically on disk or in A4 ring binders with drawings folded and inserted in A4 size plastic filing wallets. The health and safety File is to be sub-divided as necessary to clearly identify its content.

SECTION I - GENERAL PROJECT PARTICULARS

Section I is to contain the following information together with any further details and particulars which the Principal Contractor may consider appropriate:

- .1** Schedule of Dwelling Types identified by Plot Nr. and Postal Address.
- .2** Commencement and completion dates of the Construction Phase of the Project.
- .3** Emergency call out names and telephone numbers - contactable 24 hours per day during the Contractual Rectification (Defects Liability) Period.
- .4** "As-built" record drawings comprising block plans, and external works and site works and plans accurately identifying in particular main routes and routes to/from individual dwellings of:
 - foul water drains/sewers
 - surface water drains/sewers
 - water services
 - electricity services (including street lighting)
 - gas services
 - telephone services
 - cable TV/communal aerial installations.
- .5** The location and operating, maintenance and emergency procedure details in respect of any on-site sub-stations, pumping chambers or similar structures.

SECTION II - DWELLING TYPE PARTICULARS

Section II is to be divided into sub-sections, one for each dwelling type and - where applicable - for each communal stair hall/corridor serving flats and for each other building, e.g., communal facility.

Each of the sub-sections is to contain the following information, together with any further details and particulars which the Principal Contractor may consider appropriate:

- .1** "As built" record drawings of the building and other information, identifying in particular construction methods used (highlighting any provision for future adaption or equipment installation) and the accurate position of service routes (including water, electricity, gas, telephone, cable TV/aerial cables, foul and surface water drainage, waste pipework, etc) and the position of services equipment (boilers, tanks, distribution boards, etc).

Additionally, where relevant (e.g. for blocks of flats), key structural principles (e.g. pre-stressed or post tensioned members, safe working loads on roofs) shall be identified.

- .2** Details of materials used in the construction of the building, with any which might be hazardous highlighted accordingly.
- .3** Details of any aspect of the building's design and/or construction - which it has not been possible to "design out" and which is therefore incorporated - which is or may constitute a risk of being hazardous to those using the building, or carrying out cleaning operations or future maintenance or construction work to the building. Also in such circumstances means of mitigating the risk and for carrying out cleaning and maintenance operations are to be identified.
- .4** Operating manuals and instructions for all service and other equipment included within the building, including procedures for closing down, draining, etc, services installations.

SECTION III - PLOT SPECIFIC PARTICULARS

Section III is to be divided into sub-sections - one for each plot.

Each of the sub-sections is to contain the following information, together with any further details and particulars which the Principal Contractor may consider appropriate:

- .1** Electrical Test Certificates.
- .2** Mechanical Services Test Certificates.
- .3** Details of any matters in respect of which the individual plot varies from the Dwelling Type Particulars.
- .4** Other plot specific particulars.

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