

<p style="text-align: center;">CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007 (REGULATION 10)</p> <p style="text-align: center;">PRE – CONSTRUCTION INFORMATION PACK</p>

PROJECT - New Enterprise Zone, Stronsay for Stronsay Development Trust

1.00 Project Description

1.1 Project and Programme

- | | | | |
|-------|--|--|------------|
| 1.1.1 | Location | Woods Yard, Stronsay | |
| 1.1.2 | Nature of the work | Construction of 210m ² building incorporating retained elements of original building. | |
| 1.1.3 | Use as workplace | Mixed use commercial | |
| 1.1.4 | Timescale | Commencement date | April 2014 |
| | | Contract period | 32 weeks. |
| | | Completion date | Dec 2014 |
| 1.1.5 | Date of 1st. Notification to H & S E | | 06/01/2014 |
| 1.1.6 | Minimum time allowed for Principal Contractor for planning and preparation for construction work : | | 4 weeks |

1.2 Project Organisation

- | | | |
|-------|--------------------|---|
| 1.2.1 | Client | Stronsay Development Trust
1 Woods Yard
Stronsay, Orkney, KW17 2AR |
| 1.2.2 | Design Team | |
| | • Lead Consultant | P J Finnigan Architects,
Mayfield, St Margarets Hope,
Orkney, KW17 2TL
tel: 01856 831675 |
| | • Project Managers | Orkney Construction Consultants
Ha'well, Tankerness,
Orkney, KW17 2QT |

• Architects P J Finnigan

• Engineers Breck Designs
Weyland Terrace, Kirkwall
Orkney, KW15 1LS
Tel: 01856 871362

1.2.3 CDM Co-ordinator Orkney Construction Consultants

1.3 Existing Records

1.3.1 Existing H & S File

There is no current H&S file for this property. Existing plans have been included in the tender package and detailed below.

1.3.2 Existing Plans (drawings and specifications)

The following detail drawings are included:

001 (BW)	Existing Plans and Elevations.
002 (BW) Rev C	Proposed site layout
003 (BW) Rev C	Proposed Elevations
004 (BW) Rev C	Proposed Section

1.3.3 Surrounding Land Uses

The development is situated at the existing Woods Yard building, Whitehall, Stronsay. There are occupied residential properties to both ends of the subject building.

1.3.4 Existing Services & Plant

Existing water supply and electricity supply have been disconnected.

1.3.5 Existing Traffic Arrangements

Contractors are to enter the site from the South entrance. Parking will be allowed on site. Contractors must not park on the main road, or block the road at any time.

1.3.6 Existing Structures

As shown on the attached plans.

1.3.7 Ground Conditions

The entire site is brownfield site

1.3.8 Existing Surveys (asbestos etc.)

There has been a Type 2 survey completed, copy attached. All asbestos has been removed by the Demolition contractor.

2.00 Client Structure and Management Requirements

2.1 Client Structure

2.1.1 Client Organisation

The Contractor will retain responsibility for the site security and safety until contract completion.

2.1.2 Safety Goals

The Client's main safety goal for this project is to ensure that the Contractor manages the project with well-planned actions resulting from consideration to all health and safety implications to site and construction activities. The Health and Safety Plan should be clear and concise and appropriate method statements for various construction activities will be required in good time for the CDM Coordinator's consideration.

2.1.3 Permits & Authorisation to Work

At this stage it is not anticipated that any parts of the works will require Permits to Work.

2.1.4 Emergency Procedures.

The Principal Contractor's own emergency procedures must be put in place and all staff, operatives, and visitors within the site must be notified of these procedures. No persons unauthorised by the Contractor should therefore be permitted in the working areas during the course of the works, and suitable robust barriers will need to be put in place maintaining the separation of work areas, and allowing for access and escape.

2.2 Site Arrangements

2.2.1 Access to Site: Restrictions on Contractors, Suppliers etc.

Access to the site will be through the yard to the rear of the property.

All site activities, storage etc must be contained within the boundaries of the area allocated to the Contractor.

2.2.2 Continued Activities on Site and on Adjacent Sites.

Site security must be maintained throughout. The Contractor should be mindful that adjacent houses are occupied and that the welfare of occupiers should be taken into consideration at all times.

2.2.3 Continued Liaison between Parties.

Regular on-site supervision by the Trusts representatives will offer the opportunity to raise and discuss any Health and Safety issues that might arise during the course of the works.

Unforeseen events – Health and Safety implications:

- In the event of any unforeseen circumstances, which might affect resources or require substantial changes, the Contractor should inform the CDM Coordinator immediately.
- Details of any health and safety issues arising from any unforeseen event should be submitted to the CDM Coordinator as soon as possible after the event.

2.2.4 Site Security Arrangements

The site boundary will be securely fenced by the Employer. All site security will be the responsibility of the Contractor. The site boundary and access must be secured outside of working hours. The Contractor is reminded of the public profile of this development, and he should ensure that no site activity reflects adversely on the Client or his agents.

3.00 Environmental Restrictions and Existing On-Site Risks

3.1 Safety Hazards

3.1.1 Boundaries & Access

Access along the road to the front of the building should be maintained at all times

3.1.2 Adjacent land Uses

Adjacent sites are Residential Properties. No fires are to be lit on the site: all waste materials are to be removed off site.

3.1.3 Storage of Materials (current situation)

There are no hazardous materials stored on the site.

All construction materials and plant anticipated for this project can be stored on site, provided that delivery arrangements are suitably managed and controlled.

3.1.4 Location of Existing Services

Existing services have been disconnected.

3.1.5 Ground Conditions

Existing ground conditions have been noted in section 1.3.7 above.

3.1.6 Existing Structures

Elements of the front wall and the structural floor of the existing building have been retained.

3.2 Health Hazards

3.2.1 Asbestos

Any asbestos identified in the type 2 survey has been removed.

3.2.2 Storage of Hazardous Materials (current situation)

There are no hazardous materials stored on the site.

3.2.3 Contaminated Land

No contaminated land issues anticipated or created by proposed works.

3.2.4 Existing Structures

As detailed above.

3.2.5 Risks Arising from Client's Activities

Clear, safe access shall be provided to the adjacent houses at all times.

4.00 Significant Design and Construction Hazards

4.1 Design Principles:

Contractor takes full responsibility for all activity for the duration of the contract.

4.2 Design Assumptions and Control Measures:

There are no significant risks envisaged that are created by the proposed works. All proposed activities could be considered as those normally encountered in medium sized

construction works. These can be safely executed by operating good management practices and considered programming. Section 4.4 below identifies those areas where careful consideration should be given to the on site management of the works.

- Safety of site operatives
- Safety of third parties adjacent to and visiting the site
- Site access and egress
- Working at height
- Storage of materials on site
- Handling sheet materials
- Handling of heavy items
- Operation of mechanical plant (should be minimized on this site)
- Dust and fumes potentially in enclosed spaces

4.3 Co-ordination of Ongoing Design Work and Arrangements for Handling Design Changes: Refer to section 2.2.3 above for general requirements for continuing liaison between all parties.

Elements of ongoing design and alterations must be carried out with respect to the safety regime already established for the project.

Risk assessments must be provided for consideration by the CDM Coordinator and consultants before any changes or new works are implemented.

Relevant details must be added to the Construction phase Health and Safety Plan.

4.4 Significant Risks:

Significant risks associated with this project that have been identified and may require particular consideration and management:

- Site location:
 - access to and egress from site onto public road
 - potential access by unauthorized people
 - Working at height

These issues can all be readily managed by means of careful project programming of deliveries, site access /egress and site activities, and the secure enclosure of the site and by the establishment and strict adherence to site rules.

5.00 The Health and Safety File

5.1 Format

5.1.1 Information is to provided in the form of both hard copy and electronic media

5.1.2 Hard copy to be provided as standard A4 ring binders - 1 copy

5.1.3 Electronic copy to be provided in 'Word' or PDF format on CDROM.

5.1.4 Drawings included on CDROM to be AutoCAD DWG and PDF. Scanned drawings and be in JPG or Tiff format.

5.1.5 Both hard Copy and electronic formats to be fully indexed.

6.0 Appendices

6.1 Appendix 1 - Notification of Project Form F 10:

6.2 Appendix 2 - Risk Assessments:

6.3 Appendix 3 – Designers' Drawings: