



Wadebridge School

**Part of Block 1, Blocks 2,4,
and 10.**

**Fire Alarm Replacement, Fire
Stopping and Upgrading
Works – Phase 1**

Pre-construction Information Document

Reference: 4153/17

Report No: 1

April 2018

Revision No. 0

Premises Management

| | |
|-----------------------------|----------------|
| Revision | |
| 0 | |
| Revision Date | |
| | |
| Originator | Initial |
| P. Luke | |
| Authorised for Issue | Initial |
| P. Luke | |
| Purpose of Issue | |
| Construction Phase Plan | |
| Nature of Change | |
| | |

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Asbestos Refurbishment Survey Report and Analysis Details

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1. Introduction

- 1.1 Philip Luke Business Manager (Premises) MRICS, MCIOB Dip. Surv. has been appointed by the client as the Principal Designer in accordance with Regulation 37 of the Construction (Design and Management) Regulations 2015 hereinafter referred to as the CDM Regulations.
- 1.2 This project is considered to be assessed as **not** notifiable to the Health and Safety Executive, as it is assessed as not exceeding 500 person days or 30 working days and have more than 20 No. workers working simultaneously at any point in the project.
- 1.3 The Business Manager (Premises), under their terms of appointment, prepared this pre-construction information document, which is to be read in conjunction with the contract documents. This document should assist all parties involved in the project to conceive, design, plan the construction and maintain the structure in a manner likely to prevent the occurrence of health and safety problems.
- 1.4 The successful contractor shall be appointed by the client as principal contractor in accordance with Regulation 13 & 14 of the CDM Regulations 2015.
- 1.5 The principal contractor shall be required to develop the pre-construction document in accordance with Regulation 12.
- 1.6 Design work carried out during construction, for temporary or permanent works by any party shall be in accordance with Regulation 9.

2. Project Particulars

2.1 Client

| Client | Contact |
|-------------------|--|
| Wadebridge School | Miss Tina Yardley Tel: 01208 812881 |

2.2 Consultants

| Designers | Contact |
|------------------------------|-------------------------------|
| Wadebridge School – Premises | Philip Luke Tel: 01208 812881 |
| Aston Reef Consultants Ltd. | Paul Holman :07810 358547 |

| Principal Designers | Contact |
|--|---|
| Wadebridge School Gonvena Hill, Wadebridge PL27 6BU | Phil Luke Tel: 01208 812881 Ext. 230 |

2.3 Principal Contractor

To be confirmed.

2.4 Contractor(s)

To be appointed

2.5 Property

| Property | Contact |
|---|---|
| Wadebridge School Gonvena Hill, Wadebridge, PL27 6BU | Miss Tina Yardley Headteacher Tel: 01208 812881 |

2.6 Nature of the Work

The work comprises the phase 1 replacement of the existing EMS System 5000 wireless fire alarm with a hard wired 'open protocol' system together with fire stopping within ceiling voids, partial replacement of firedoors and various upgrading works to the buildings within the area as indicated in red on plan PCGC 4153/17/301.

2.7 Construction Programme

| Contract Programme | |
|--------------------|--|
| Tender Period | 26 th April 2018 to 21 st May 2018 |
| Start on site | 25 th July 2018 |
| Contract Period | Seven Weeks (includes half term) |

3. Existing Environment

3.1 General

The part of block 1 and block 4 buildings form part of the original school that opened in 1956. The sixth form block 2 opened in 1998 and the two storey extensions block 10 and the extension to block 2 opened in 2003. The existing school campus, consists of a number of different buildings, all of which are in use by the school, with the exception of the leisure centre and swimming pool which is used by the school and community and shares the rear access road.

A detached Integrated Health Centre was opened in May 2017 adjacent the front entrance road and is open to the school and community. Wadebridge Primary Academy shares the main front access road.

An asbestos survey analysis and report has been undertaken for this project and has been included separately.

3.2 Surrounding Land Uses

The site is located in an urban setting on the outskirts of the town of Wadebridge. There are two access roads to the school with the road leading into the town being used to access the main front entrance. The rear access road leading to Rock/Polzeath, is used to access the Leisure Centre, detached Sixth Form blocks, the rear bus and car park, Wiggles Nursery, the junior kitchen and playgrounds.

The school and all adjacent buildings and facilities will not remain in use by students, staff and visiting members of the public during holiday times of the contract period, but will be open to contractors and premises, IT staff undertaking maintenance and compliance works. The Integrated Health Centre adjacent the main front entrance to the school and the layby directly adjacent the main exit one way system road will be used periodically during the holidays. The proposed area of work and parking area are indicated within the area indicated in red on the contract drawing:

PCGC 4153/17/301 – Site and Block Plans

Vehicular access to the junior kitchen, dining room and Wiggles Nursery must be maintained throughout the contract period.

The summer term break is Wednesday 25th July to Monday 3rd September 2018 when the school will be closed to all but caretaking staff, deliveries, cleaners and other contractors undertaking work. Monday and Tuesday 23rd and 24th July 2018 are training days when only staff will be in school. The autumn half term period is 22nd to 26th October 2018.

- **Summer and half term Holiday Working** between 7.00am to 6.00pm.
Monday to Friday.
School is not normally open for access internally at weekends.
Special arrangements must be made with and agreed by
Premises staff.

4.0 Existing Information

4.1 Services

No overhead service cables have been identified within the vicinity of the work. Underground services, where known within the site, are not considered applicable to the work and are not identified within the contract documents, other than existing ducts that can be utilised for linking the individual blocks. If excavation work becomes necessary, and as this is not a comprehensive survey; consequently other services may exist in the area of the works. All areas to be scanned prior to any works commencing.

4.2 Surveys/Inspections

Architectural: Drawings, specification and all documents with tender.

Structural: Asbestos Refurbishment Survey Report and Analysis Details.

Electrical: Fire alarm as existing and as outline proposed with tender.

Mechanical: None

5.0 The Design

5.1 Works Description

This project involves the replacement of the first phase of the existing EMS System 5000 wireless fire alarm with a hard wired 'Open Protocol' analogue addressable Apollo XP95 system with optical detectors, and 3 No. networked compatible fire alarm panels with integral battery backup.

The successful contractor will be responsible for the final design, installation, commissioning and issue of all certificates to be fully compliant with BS 5839-1:2017 for an L2 category system, referring to and developing the Design Risk Assessment, phase 1 tender specification and outline design drawings as the minimum standard required.

The work is also to include the improved fire stopping and compartmentalisation of flat roof and floor/ceiling voids together with the supply and installation of 7 No. replacement fire doors to Block 1 of the main school, installation of intumescent strips to 36 No. door frames and installation only of 15 No. door closers to Block 2 of Sixth Form.

5.2 Sequences of Construction Assumed

Within the design, sequences of construction have been assumed for some operations. Where appropriate these assumptions are provided for guidance.

5.3 Risks to be Managed by the Contractor:

- i) Safe access and egress to the site at all times.
- ii) Working in close proximity to Premises and IT staff, visiting members of the public, maintenance contractors throughout the contract period.
- iii) Possible conflict between contractor's plant, scaffold, vehicles, skips compound and restricted available storage area available with the Junior kitchen and dining room refurbishment that is potentially to be undertaken over the 2018 summer holiday period by separate contract. e.g. Contractors, noise, material deliveries, dust, vehicle movements, including parking, skips etc.
- iv) Working at heights to floor, ceiling and roof voids including safe means of access, falls and recovery of injured staff.

- v) Handling of materials to include any manual handling.
- vi) Working within areas with restricted access e.g. classroom cupboards, toilets, stores and circulation areas.
- vii) Management of hot works (if any) and outbreak of fire.
- viii) Proximity of internal gas service pipes to boiler rooms.
- viii) Maintaining safe egress from all external doors including protection from the risk of falling materials, tools and plant.
- x) Prevention of unauthorised access to areas out of hours.
- xi) Control of dust and noise throughout period of works.
- xii) Protection of scaffold standards and bracing to avoid injuries.
- xiii) Electrical disconnections and subsequent reconnections.
- xiii) Mains wiring alterations to new and existing fire alarm panels and provision of new mains supplies.
- xv) Dust from ceiling tiles and fibreglass insulation within roof and ceiling voids.
- xvi) Drilling through concrete and masonry walls within restricted areas and resultant noise and dust.
- xvii) Slip, trips and falls.
- xviii) Safe use of step ladders or similar means of access.
- xviii) Use of intumescent materials and cutting of Fire Barrier.

5.4 Provision for Risks Identified in 5.3

- i) The access routes, parking, storage and work areas are shown on plan PCGC4153/17/301 and any additional areas are to be agreed with the school representative. The principal contractor shall liaise with the school concerning arrangements for cleaning staff, pupils and teaching moving back into completed areas of the school.
- iii) An asbestos survey and analysis has been carried out of the areas of the school that the contract is applicable. Block 10 and the two storey extension to block 2 was not included as construction was after the year 2000 and asbestos would not have been used. This information is contained in separate Asbestos Survey Report.

- iv) Risk Assessments and Method Statements will be required from the principal contractor for the items detailed in 5.3.

6.0 Construction Processes and Materials

6.1 Safety, Health and Welfare

Before commencing work on site the principal contractor shall provide the following information:

- i) A construction phase plan;
- ii) Risk assessments and method statements for the project;
- iii) details of proposed welfare facilities if the school facilities not used; and
- iv) confirmation of how and when information for inclusion in the health and safety file is to be collated.

6.2 General Materials

No extraordinary hazardous products were anticipated in the design process.

It is expected that the construction phase plan shall identify hazardous products and detail methods to control the risk to health and safety.

7.0 Site Wide Elements

7.1 Access

Access to the site area and conditions relating to the access are indicated on drawing PCGC4153/17/301.

Deliveries and plant movements on and off the site shall not take place within periods during term time unless specific authorisation from the school and representative has been obtained.

7.2 Accidents

The principal contractor shall state his policy, and procedures for dealing with accidents on this site. The principal contractor shall state his provision for first aid treatment at the site.

7.3 Fire

The principal contractor shall state his procedures to reduce the risk of fire outbreak on this site and state the procedures to be followed in the event of fire outbreak either within the designated site area or within another part of

the school. Alternative arrangements for escape routes will be established and appropriately signed where the contractors compound affects the existing routes.

The principal contractor is to comply with the joint Code of Practice: Fire Prevention on Construction Sites 8th Edition 2012.

The principal contractor is to provide a schedule of fire equipment that is to be kept and maintained on site for the duration of the contract and follow The school insurer's Zurich Hot Work Permit procedures with contractor fire safe inspections at intervals after work ceases to ensure the property is left in a fire safe condition should hot work be employed.

7.4 Contractor's Compounds

Areas adjacent the block 1 Art Dept. entrance with parking directly adjacent and lay by in front of sixth form can be used for the principal contractor's welfare, parking, stores and compound has been indicated on drawing PCGC4153/17/301, included in the area outlined in red. The specification indicates that the school welfare facilities can be made available on site at the start of the contract during holiday time. Additional areas must be agreed with the school representative prior to use. All facilities used must be maintained and left in a clean condition to the satisfaction of the C. A.

8.0 Overlap with Clients Undertaking

8.1 Access

Access to and extent of the contractors compound and working area are to be defined at the pre-contract meeting.

9.0 Site Rules

1. Comply with the Noise at Work Regulations 2005 and Control of Noise (Codes of Practice for Construction and Open Sites) Order 1984 Regulations which give approval to BS5228-1:2009+A1:2014 and BS5288-2:2009 Code of Practice for Noise Control on Construction and Demolition Sites. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by the manufacturers.
2. Remove all demolished materials, rubbish and surplus materials from the site as it accumulates unless otherwise specified.
3. Burning on site is not permitted.
4. Do not use the site for purposes other than the execution of the works.

5. The appropriate personal protective equipment (PPE) must be worn on site at all times.
6. Tools and equipment are not to be left unattended outside the contractor's compound and immediate area of work.
7. No smoking will be permitted at any time throughout the contract anywhere on the school site.
8. The use of cartridge operated fixing tools should be avoided where possible. All occurrences to be carried out by certified personnel only.
9. The use of radios on site shall be restricted to times when the school is not in use for normal activities or lettings.

10. Continuing Liaison

10.1 Construction Phase Plan

A construction phase plan for the construction stage is to be prepared by the principal contractor and presented to the client and principal designer prior to the commencement of the work.

The principal contractor is required to continually update his construction phase plan and provide all necessary information to the principal designer to allow the completion of the health and safety file.

10.2 Unforeseen Circumstances

Should any unforeseen circumstances occur during the construction stage which would require deviation from the construction phase plan, then the principal contractor must notify the client and principal designer as soon as possible.

10.3 Contractors Design Elements

Procedures shall be put in place by the principal contractor to ensure hazards where possible are avoided and, where unavoidable, that suitable precautions are put in place.

10.4 Health & Safety File

The health and safety file for this project will be prepared by the principal designer. The principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to, and for inclusion within the health and safety file, in accordance with regulation

12(7). This information is to be in two formats; a paper copy for retention on site and a further electronic copy in multi-page PDF format.

This Pre-Construction Information Document has been prepared by:

Signature:



Name:

Philip Luke
Principal Designer

Appendix A

**Refer to Asbestos Refurbishment Survey Reports and Analysis
Details for full Survey Results**