



Wadebridge School

Block 1 - Junior Kitchen and Dining Room.

Refurbishment

Pre-construction Information Document

Reference: 4153/18

Report No: 1

November 2018

Revision No. A

Premises Management

Revision	
A	
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 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

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 complete internal refurbishment of the Junior kitchen and dining room areas within the area as indicated in red on plan PCGC 4153/18/301 and as fully described within the detailed specification and drawings forming the tender documents.

2.7 Construction Programme

Contract Programme	
Tender Period	8 th November to 17 th December 2018
Start on site	24 th June 2019
Contract Period	Ten Weeks (includes summer holiday period)

3. Existing Environment

3.1 General

The part of block 1 form part of the original school that opened in 1972 as an extension to the main school building which opened in 1957 and was further extended in 1977. 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 reports 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/compound areas are indicated within the area indicated in red and blue on the contract drawing:

PCGC 4153/18/301 – Site and Block Plans

Vehicular access to the junior kitchen, dining room and Wiggles Nursery which will be open during term time and must be maintained throughout the contract period.

The summer term break is Thursday 25th July to Tuesday 3rd September 2019 when the school will be closed to all but caretaking staff, deliveries, cleaners and other contractors undertaking work including fire alarm replacement to part of block 1. The contract is programmed for completion by Friday 30th August 2019.

- **Summer Holiday and term time 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 in the very approximate locations identified within the contract documents.

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 Reports and Analysis Details.

Electrical: Distribution board details of last electrical test with tender.

Mechanical: Approximate location of pipework in roof voids as drawings.

5.0 The Design

5.1 Works Description

This project involves the complete internal refurbishment of the Junior kitchen and Dining Room, comprising replacement extraction canopy, suspended ceilings to the kitchen area, LED lighting, upgrading fire compartmentation, provision of one hour fire shutter, new servery and catering equipment, utilising some existing catering equipment, rewire, removal of existing and replacement of floor coverings, installation of 'whiterock' lining of all kitchen and store areas walls, replacement of fan convector heaters to dining room and corridor and additional fan convector to kitchen, alterations and replacement of hot and cold pipework and associated builders work including decoration. The successful contractor will be responsible for the final design, installation, commissioning and issue of all certification for the replacement canopy to be compliant with the requirements of:

BESA DW/172 – 2018 – Standard for Kitchen Ventilation Systems.

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 holiday period, and staff and students as well as the above during term time.
- iii) Possible conflict between contractor's plant, scaffold, vehicles, skips compound and restricted storage area available with school staff, students, nursery pupils during term time working to the kitchen and dining room areas before the summer holiday.
e.g. Contractors, noise, material deliveries, dust, vehicle movements, including parking, skips etc. particularly the adjacent Nursery.

- 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 and catering appliances particularly those to be retained and reused, to include any manual handling issues and removal from the kitchen area to temporary storage.
- vi) Working within areas with restricted access e.g. ceiling voids.
- vii) Management of hot works, following the school insurer's procedures e.g. fire safe periods and dealing with an outbreak of fire.
- viii) Proximity and alterations/replacement to internal gas service pipes to kitchen and if required the external replacement of the gas service.
- viii) Maintaining safe egress from all external doors.
- x) Prevention of unauthorised access to areas out of hours.
- xi) Control of dust and noise throughout period of works.
- xii) Protection and unauthorised use of scaffold.
- xiii) Electrical disconnections and subsequent alterations to distribution boards, rewire and final reconnections of equipment, appliances and the risk of electrocution.
- xiii) Breaking up and removal of quarry tile floor tiles, wall tiles and splashbacks, and fittings.
- xv) Removal and replacement of existing ceiling tiles and grid to kitchen area and removal and subsequent replacement/ repair to dining room including dust from ceiling tiles and fibreglass within roof and ceiling voids.
- xvi) Drilling through concrete and masonry walls within restricted areas and resultant noise and dust for drainage, conduits, chasing etc.
- xvii) Slip, trips and falls.
- xviii) Safe use of step ladders or similar means of access.
- xvix) Use of intumescent materials and cutting and installation of mineral wool and Promat Fire Barrier.
- xx) Removal of existing extraction canopies and installation of replacement canopy and ducting including weight and fixing issues.
- xxi) Ditto for fire shutter installation.

- xxii) Working with and alterations to combined drainage installation.
- xxiii) Installation of Altro Whiterock wall lining including use of adhesive.
- xxiv) Preparation for and installation of flooring grade mastic asphalt, e.g. burns, fire risk etc.
- xxv) Installation of safety flooring including adhesives.

5.4 Provision for Risks Identified in 5.3

- i) The access routes, parking, storage and work areas are shown on plan PCGC4153/18/301 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 comprising separate surveys for the kitchen area and dining room. All asbestos containing materials are planned to be removed prior to the commencement of the contract works with a reassurance air test available. The contractor is to remain vigilant to the presence of any suspected ACM's throughout the contract.
- 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 kitchen 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 PCGC4153/18/301.

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 and after hot work is employed.

7.4 Contractor's Compounds

Area adjacent the Junior dining room with parking directly adjacent within the Year 7 Quiet area and lay by in front of sixth form can be used for the principal contractor's parking during the holiday period. Parking during term time is to be agreed with the CA and be restricted to areas reserved for the public or the compound indicated on drawing PCGC4153/18/301, as shaded in blue. The specification indicates that the school welfare facilities can be made available on site at the start of the contract during holiday time and the Junior kitchen staff facilities during holiday and term 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 Contract Administrator.

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 to a licenced tip 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**