



PRE-CONSTRUCTION INFORMATION

RELATING TO:

DEMOLITION AND NEW BUILD: SPORTS PAVILION

AT:

Wickham Recreation Ground, Fareham Rd, Wickham, PO17 5BY

FOR:

Wickham and Knowle Parish Council

Address: Wickham and Knowle Parish Council, Parish Office, Knowle Village
Hall, Knowle Avenue, Knowle, Fareham, PO17 5GR

PRINCIPAL DESIGNER:

Giordana Burns RIBA

For and on behalf of Axis Architecture Limited

Spaces, 4500 Parkway

Solent Business Park

Whiteley

PO15 7AZ

Job No.: 24-005

Date: 11/03/2025

Revision: A



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INTRODUCTION

This Pre-Construction Information Pack has been prepared by the Principal Designer on information provided by the Client and Designers during the pre-construction stage of the project.

The document aims to provide or identify the source of all relevant information about the site and the programming and nature of the works, and to describe aspects of the construction that are likely to be a significant risk to the health and safety of any person carrying out the work or any person affected by the work. It is not the intention of the document to describe every day-to-day hazard that would be encountered during the normal construction processes associated with the works of this project.

It should not be assumed that this is a definite list of hazards that may be encountered in the works as other hazards, not yet known or identified, may present themselves during the course of the works.



PRE-CONSTRUCTION INFORMATION

1.00 Nature/Description of the Project

- 1.01 Client Wickham and Knowle Parish Council
Address: Wickham and Knowle Parish Council, Parish Office, Knowle Village Hall, Knowle Avenue, Knowle, Fareham, PO17 5GR
(contact – Sophie Thorogood: clerk@wickhamparishcouncil.org)
- 1.02 Location Wickham Recreation Ground, Fareham Rd, Wickham, PO17 5BY
- 1.03 Works Demolition and New Build: Sports Pavilion
- 1.04 Start date Anticipated Date of Mobilisation is TBC.
- 1.05 Completion
of Works Anticipated date for completion is 25 weeks after commencement.
- 1.06 Occupation
Of Building The building will not be occupied throughout the works.
- 1.07 Consultants
Appointed by
The Client: The Consultants appointed by the Client are:
- Architect/Principal Axis Architecture Ltd
- Designer: Spaces, 4500 Parkway
Solent Business Park
Whiteley
Hampshire
PO15 7AZ
Contact: Giordana Burns
Tel: 01329 832405

Project Manager / QS: N/A



PRE-CONSTRUCTION INFORMATION

Contact: N/A

Tel: N/A

Fire Engineer:

N/A

Contact: N/A

Tel: N/A

Designer:

Axis Architecture

Contact: Giordana Burns

Tel: 01329 832405



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2.00 The Existing Environment

- | | | |
|------|-------------------|--|
| 2.01 | Existing Site | <p>The site for the proposed works is Wickham Recreation Ground, Fareham Rd, Wickham, PO17 5BY</p> <p>The building to be demolished is situated to the North, near the access to the site, which can be accessed by Fareham Road, shared by multiple other properties. The existing building is a single-storey pavilion with a gable end / flat roof sized approx. 4m high and an area of 80 sq m GEA.</p> <p>The Contractors compound area can be placed adjacent to the building to be demolished; skip and waste will be located within the compound area.</p> |
| 2.02 | Existing services | <p>The Principal Contractor is to carry out his own investigation to identify the position of all overhead and underground services and drainage.</p> |
| 2.03 | Existing traffic | <p>The access roads are in daily use and clear, safe access and egress should be afforded to car park, road users, residential properties, local residents, the general public and emergency vehicles at all times.</p> |
| 2.04 | Ground conditions | <p>The Client has not undertaken a soil investigation report of this site as the ground is not affected by the works and the internal demolition. Should this be required at any point during the works, the Principal Contractor is to undertake his own investigations.</p> |
| 2.05 | Working hours | <p>Working hours are to be restricted to prevent noise/nuisance to the adjoining owners.</p> |



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3.00 Existing Drawings

3.01 Floor plans as existing included in tender package.

4.00 Existing Materials

4.01 No significant health hazards arising from site inspections have been identified by the Client or Principal Designer, however no Asbestos survey was undertaken at any point. The Principal Contractor will be required to submit, as part of the Stripping Out/Demolition Works Risk Assessment and Method Statement for the identification of any materials/components/substances which may be hazardous to health and which require specific attention to ensure their safe removal.

5.00 Design Information and Documentation

5.01 Drawings of the proposed development are as follows:

Axis Architecture:

Refer to Drawing Issue Sheet ISS-24-050-7

6.00 Design & Construction Information

6.01 General

The site-specific design has been prepared by the appointed Designers listed in 2.05.

If possible, deliveries to site should be made before 8.00am and after 5.30pm to avoid interference with members of public.

The above-noted site matters present significant hazards, demonstrating the necessity for carefully monitoring the means of access to and from the site for plant, materials, workmen, and parking of delivery vehicles and workmen's cars, protection of the site to prevent unauthorised access, underground and overhead services.

The Principal Contractor will need to identify any additional hazards, carry out his own risk assessments and put procedures in place to ensure a safe site.



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6.02 Protection of Adjoining Properties

Protection of adjacent buildings is to be carried out prior to the commencement of any works on site.

6.03 Site Clearance

The Principal Contractor will need to address in a method statement the site clearance works.

6.04 Demolition

The Principal Contractor will need to address in a method statement the demolition/strip out works.

6.05 Building Services

The works involve new electrical, plumbing and ventilation works.

The Principal Contractor will need to address in a Method Statement for the carrying out of the above works

6.06 External Works

External works include the reinstatement of paved areas disturbed/affected by the demolition and planting two new trees as provided by the Client.

The Principal Contractor will need to put in place procedures for the safe completion of these works.

6.07 Alterations to Existing Buildings

N/A

6.08 Risk Assessments, Method Statements

Hazards have been identified, and the Principal Contractor is required to submit, as part of his Construction Stage Health & Safety Plan, Risk Assessments, method Statements, and details of his proposals for the following:-

1. Working hours to prevent nuisance/noise to adjoining owners.
2. Control measures for plant, materials, and workmen entering and leaving the site.
3. Proposals for identifying existing services (underground and overhead)
4. Proposals for the identification of and removal of asbestos-based components and other contaminated, toxic, or hazardous materials and substances harmful to health to approved licensed tips.



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5. Proposals for the protection of existing buildings adjacent to the site of the works.
6. Proposals for securing of unsecured boundaries to the site and preventing unauthorised access to the site.
7. Location and maintenance of temporary site accommodation/parking of workman's cars.
8. Location and maintenance of materials storage, plant and loading areas.
9. Control measures for keeping paths and paved and parking areas and public access roads, public footpaths clean and tidy.
10. Control measures to prevent dust and nuisance.
11. Proposals for protection of site to prevent unauthorised entry.
12. Proposals for working adjacent to underground services.
13. Proposals for working below overhead services.
14. Proposals for the demolition works.
15. Proposals for the protection of hedges which are to remain.
16. Proposals for the protection of existing buildings from dust pollution.
17. Proposals for delivery and unloading of materials, keeping into access restrictions and consideration neighbouring requirements.
18. Proposals for ensuring and maintaining safe vehicular and pedestrian access to existing premises.
19. Proposals for maintaining areas/access and fire escape routes.
20. Proposals for site clearance.
21. Proposals for making good of paths, paved areas and drainage connections.
22. Proposals for working at height.
23. Proposals for the erection, adaptation and dismantling of any scaffolding and temporary works required to carry out the works.
24. Control measures to segregate the public from work areas.



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7.00 Construction Materials

- 7.01 Traditional materials and substances are to be used in the construction works. These present health and safety hazards for which the Principal Contractor is required to make risk assessments and take precautions as appropriate to deal with the risks involved. These are not separately identified here as they are deemed to be within the normal experience of a competent contractor.
- 7.02 Whilst no significant health hazards arising from construction materials have been identified by the Principal Designer, the Principal Contractor will be required to submit, as part of the Construction Stage Plan, Risk Assessments and Method Statements for the use and application of all materials.
- 7.03 All materials are to be used strictly in accordance with the manufacturer's instructions and recommendations, and with the relevant Codes of Practice.

Where safety recommendations are not included in or on the packaging of materials or literature, they are to be specifically requested from the manufacturers and their recommendations adopted.

Good ventilation, in any case, must be provided and maintained when applying finishes even when water-based materials are used (paint, adhesives and the like).

8.00 Site Wide Elements

- 8.01 Vehicular and pedestrian access must be maintained at all times to the adjacent units, public roads, and footpaths throughout the period of the contract.
- 8.02 Proper measures are to be taken to signpost, direct, and control all construction traffic both to and from the site.
- 8.03 Loading and storing of materials is to be confined within the site boundary.
- 8.04 The site and temporary works are to be secured against unauthorised entry.
- 8.05 The Principal Contractor should develop procedures to allow movement to and from the site to be undertaken safely and the works to proceed safely.



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9.00 Overlap with Clients Undertakings

- 9.01 Landscape maintenance is undertaken regularly. Contractor to identify site visit and coordinate accordingly.

10.00 Site Rules

- 10.01 The Site Manager and site operatives are to set up the site to provide sufficient light, ventilation, heating, and services to the workmanship on first day of building works.
- 10.02 The Site must be kept clean and tidy and dust controlled at all times.
- 10.03 The use of radios/transistors will not be permitted.
- 10.04 Correct dress and attire including use of appropriate Personal Protection Equipment is to be maintained at all times. Shirts must be worn at all times.
- 10.05 Roads, parking areas, public access roads and public footpaths to be kept clean and tidy.
- 10.06 The burning of materials on site will not be permitted.
- 10.07 Smoking, drinking of alcohol, taking of drugs, blasphemous language, profane acts of behaviour, pornography and obscenities are not permitted within the confines of the site.
- 10.08 Escape routes in cases of emergency are to be maintained and kept clear at all times and procedures shall be in place ensuring that access routes are not obstructed.
- 10.09 Operatives need to be aware of the health and safety issues and the Principal Contractor is to develop site rules/procedures to ensure that each operative is familiar with the Health and Safety issues on the project, that this is recorded and the implementation of any related methods and procedures are monitored.
- 10.10 The following site rules/procedures should be established by the Principal Contractor:
- i) Control of noise and dust
 - ii) Access arrangements, shared access and escape
 - iii) Identification and removal of hazardous materials



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- iv) Location and isolation of services
 - v) Delivery, installation and removal of materials, plant and equipment
 - vi) Protection of property and personnel, including overhead working
 - vii) Liaison with authorities
 - viii) Parking of workmen's cars
- 10.11 The Principal Contractor shall establish any additional site rules he considers necessary for the safe working of the site.
- 10.12 Site Set-Up
- Management:
- The Principal Contractors Health and Safety Policy Manual is to be available on site
 - The Principal Contractors C.O.S.H.H. assessments are to be available on site
 - The Principal Contractors noise Management Policy is to be available on site
 - Site safety evaluation report to be completed as necessary
 - Accidents and incidents to be reported in line with RIDDOR 1985 procedures
 - Statutory required forms/posters to be filled in/displayed as per requirements
 - Method statements to be devised and approved as necessary
 - Portable electrical equipment register to be available on site
 - Site Health and Safety plan to be completed and cover all hazards
 - Form F10 to be displayed on site at all times in prominent position
- 10.13 Public Safety:
- All operatives inducted into site matters which have a bearing on public safety
 - Banksman to be used when the public are considered to be in danger from the works
 - All boundary fencing to be maintained with appropriate warnings
 - All material to be stored properly, no more than two pallets high and lightweight materials must be tied or weighted down.



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- Members of the public and delivery drivers who visit site must be informed of site rules and abide by them

10.14 Office:

- Main office to hold Fire Certificate where appropriate
- Safe access to each place of work and at all office locations must be maintained. Light, ventilation and heating to be provided as necessary.
- Where offices are electrically connected, they shall be correctly connected in accordance with IEE Regs 16th edition and proof of inspection and tested within the last 12 months
- All portable electrical equipment to be inspected at least three monthly

11.00 The Construction Phase Plan

11.01 The Construction Phase Plan developed by the Principal Contractor must be submitted to the Principal Designer before the proposed date for start of construction work. The contract will not be entered into and construction work must not commence on site until the Principal Designer, on behalf of the Client, has confirmed in writing that, in his view, the Construction Phase Plan includes the procedures and arrangements required by the CDM Regulations. The plan must include:-

- detailed proposals for managing health and safety during the construction phase together with site rules and emergency procedures
- method statements related to the hazards identified in the Pre-Construction Information and/or statements on how the hazards will be addressed and other significant hazards identified by the Contractor.
- programme for issue of Method Statements to be issued and agreed with Principal Designer and Contractor will be required to confirm in writing to Principal Designer during the progress of the works that Method Statements are being prepared in accordance with the agreed programme for issue of Method Statements.

12.00 Continuing Liaison

12.01 Procedure for considering the health and safety implications of design elements of the Principal Contractor's and other Contractors' packages:

- a) Co-operation with the Principal Designer during the design as required under regulation 13(2)



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b) Discuss with the Principal Designer the inclusion of the design into the Health and Safety Plan

c) Prepare and develop the Health and Safety File

12.02 Procedure for dealing with unforeseen eventualities during project execution resulting in substantial design change and which might affect resources:

a) Submit to and/or discuss with Principal Designer the health and safety implications of any such change in good time before execution of the work

b) Discuss with the Principal Designer the inclusion of the changes into the Health and Safety Plan

c) Amend/update the Health and Safety File

13.00 Documentation

OPERATION/MAINTENANCE OF THE FINISHED BUILDING:

13.01 THE BUILDING MANUAL

The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Client and end users providing a complete understanding of the building and alterations and the systems and enabling it to be operated and maintained efficiently and safely. The Principal Contractor is required to obtain or prepare all the information to be included in the Manual, produce two full copies of the Manual and submit them for checking by the Principal Designer and for delivery to the Client.

The Manual is to consist of the following three parts, sub-sectioned as appropriate:

· **PART 1: GENERAL INFORMATION:** Content as clause 13.02

· **PART 2: BUILDING FABRIC INFORMATION:** Content as clause 13.03, plus certain as built drawings and other information provided to the Contractor by the CA .

· **PART 3: BUILDING SERVICES INFORMATION:** Content as clause 13.04

· The presentation of the Manual is to be as clause 13.05.

A complete draft of the Manual must be submitted not less than 2 weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in case of any comments and resubmit to the Principal Designer. Do not proceed with



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production of the final copies of the Manual until authorised to do so by the Principal Designer.

Final copies of the Manual: Provide the Principal Designer with 2 copies not less than 2 weeks before Practical Completion.

As-built drawings: Provide 1 hard copy and 1 electronic copy.

13.02 THE BUILDING MANUAL PART 1: GENERAL INFORMATION

This must include:

- A description of the works.
- Details of ownership and all consultants and designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Emergency contact details and numbers
- Names, addresses, telephone and fax numbers of all contractors, sub-contractors, suppliers and manufacturers
- Any operational requirements and constraints of a general nature which are not relevant to other parts of the Building Manual.
- The fire safety strategy for the building(s) including drawings showing emergency fire fighting systems, services shut-off valves, switches etc.

13.03 THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION:

Provide such information as is reasonably required by the Principal Designer including:

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance or demolition.
- As-built drawings recording details of construction.
- As-built details recording specification details of materials used including colour schedules with full BS references.
- Copies of manufacturers current literature for all products, including COSHH data sheets and manufacturers recommendations for cleaning and maintenance.



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- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

13.04 THE BUILDING MANUAL PART 3: BUILDING SERVICES INFORMATION

Must include:

- A description of the mode of operation of all systems including services capacity and restrictions.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests chlorination tests) for the installations and plant, equipment, valves, etc., used in the installations.
- A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Starting up, operating and shutting down instructions for all equipment and systems installed.
- Control sequences for all systems installed.
- Emergency procedures, including telephone numbers for emergency services

13.05 PRESENTATION OF MANUALS:

- The Manuals to be A4 size, in plastic covers, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Drawings larger than A4 to be folded without being detached from the binders so that they may be unfolded without being detached from the rings. The main set(s) of as built drawings may form annexe(s) to the Manual.



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APPENDIX A FORM F10 NOTIFICATION

NOTE: F10 to follow

APPENDIX C DESIGNER RISK ASSESSMENT

OTHER DESIGNER:

To follow

APPENDIX D DESIGNER RISK ASSESSMENT

OTHER DESIGNER:

To follow