HEATON
DESIGN&ENGINEERING

Engineering Solutions for a Sustainable Future

1999 - Oxley Park Community Centre
Shenley Church End Parish Council

Pre-construction Information

July 2025

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1 Description of Project

1.1 Project description and programme details

1.1.1 The project

Name: Renewables Upgrade
Nature: M&E refurbishment.

1.1.2 Nature of construction work to be carried out

The works involved in this project consist of the replacement of the heating plant and associated mechanical plant within the plant room. The scope includes the installation of 3 No. high-efficiency condensing boiler units serving 3 No. hydroboxes, together with a new domestic hot water cylinder, pumps, pipework, controls, insulation, valves, and sensors. All works are to be undertaken within the plant room at Oxley Park Community Centre, Redgrave Drive, Oxley Park, Milton Keynes MK4 4TA.

1.1.3 Key dates

Planned start: August 2025 TBC
Planned duration: 4 weeks.

1.1.4 Minimum time allowed between the appointment of principal contractor and instruction to commence work on site

4 weeks+

1.2 Details of client, designer, CDM consultant and other consultants

1.2.1 Name of employer

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB.

1.2.2 Client

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB.
Tel: 01908 502808

1.2.3 Project Officer

Shenley Church End Parish Council, The Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6AB.
Tel: 01908 502808
Email: clerk@shenleychurchend-pc.co.uk
Contact: Jane Munn

1.2.4 Principal Designer

Heaton Design & Engineering, 4 Meadow Court, 41/43 High Street, Witney, Oxfordshire, OX28 6ER
Tel: 01993 357337. Email: edward@heatonde.co.uk
Contact: Edward Heaton

1.2.5 CDM Consultant

Heaton Design & Engineering, 4 Meadow Court, 41/43 High Street, Witney, Oxfordshire, OX28 6ER
Tel: 01993 357337. Email: edward@heatonde.co.uk
Contact: Edward Heaton

1.2.6 Will the structure be used as a work place

(in which case, the finished design will need to take account of the relevant requirements of the workplace (health, safety and welfare) regulations 1992)

Yes.

1.2.7 Extent and location of existing records and plans

Drawings of the existing building are included in the tender package.

2 Client's considerations and management requirements

2.1 Planning and managing the construction work, including any health and safety goals for the project

1. Comply with the provisions of the Construction (Design and Management) Regulations 2015.

2. Protect the health and safety of people working on the project, and others who may be affected by their activities. Avoid deaths and injuries.

3. Comply with the safety procedures as agreed with Department Administrators when working inside the existing buildings.

2.2 Communication and liaison between client and others

4. Regular Progress Meetings: Health and Safety should be an ongoing item for review, recorded with actions to ensure that items are progressed. Three meetings are allowed for in total across both the mechanical and electrical projects, and the CDM will be incorporated into the agenda. All actions arising from these meetings must be formally minuted and circulated to all relevant parties within 5 working days to ensure they are tracked and closed out. The following organisations should be represented as relevant:
   - Shenley Church End Parish Council
   - Principal Contractor
   - Principal Designer / CDM Consultant

5. Submit the construction phase health and safety plan developed from the Pre-construction Information to the client before the proposed date for start of construction work. The Principal Designer, in conjunction with the CDM Consultant, will advise the Employer in writing that in their view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

2.3 Welfare provision

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. Principal contractor to provide facilities.

6. Site accommodation: Plant room

7. Toilet facilities: Existing WC's can be used within the building on the condition they are left in good condition.

2.4 Health and safety of the client's employees or customers or those involved in the project .

8. Planning restrictions, which might affect health and safety: Not applicable.

9. Scaffolding and Working at Height:
   It is currently deemed that scaffolding and edge protection is required for the external electrical work, which must comply with The Work at Height Regulations. When not in use the scaffold shall be safely locked off to prevent unauthorised access.

10. Power tools: Protect all power tools and extension leads by means of a 30mA RCD. Do not use extension leads carrying in excess of 110 volts. Ensure all electrical equipment has up-to-date test certificates.

11. Temporary lighting and power: Provide suitable temporary lighting and power to allow the work to be undertaken safely. The client will supply a temporary point.

12. Working beyond the site: Where work is required to work in areas beyond his site, agree defined 'Working Areas' with the relevant Administrators.

13. Additionally, where access is needed for service connections etc. outside these designated areas identify the extent of this and prepare a statement in order that details of safe working may be agreed with Oxley Park Community Centre. Keep clean at completion of each working day and clear debris immediately after drilling etc. Erect safety warning signs as required.

14. 08:00 to 17:00 Monday to Friday. Authorisation is required from Oxley Park Community Centre for works beyond these times. Some timing restrictions may be in place for noisy works (TBC).

15. Radios: No radios/personal stereos/other audio equipment within the site.

16. Record of persons on site: Maintain a complete list of all persons engaged in the works, noting daily attendances, arrivals and departures so as to ensure an accurate record of persons on site is immediately available in the event of an emergency roll call. Include all visitors to the site. Contractors staff must display identity information at all times whilst in Oxley Park Community Centre.

17. Erect as required by the Works, including a general warning sign at the building entrance and in the various working area.

18. Noise and vibration: Keep to a minimum.

19. Dust: Ensure that this is kept to a minimum.

20. Injury to adjoining occupants and passers-by due to material movements/other building work: Protect these people from potential risk by good housekeeping and safe working methods.

21. Rubbish/debris: Remove and clear the site on a regular basis.

2.5 Site hoarding requirements

22. Separate the construction work from the users of the building and public. Roof protection is to be installed where required to allow safe working. Use barriers to separate internal works within corridors and rooms. Any external works including possible crane use will have to be assessed and appropriate controls put in place.

2.6 Site transport arrangements or vehicle movement restrictions.

23. Access and deliveries to be arranged by the principal contractor. There is limited parking within the site.

2.7 Permit-to-work systems

24. Hot work: will be subject to a 'permit to work' system. Provide a Method Statement for ALL Hot Work to be undertaken.

2.8 Fire precautions

25. Fire escapes/emergencies: Maintain clear escape routes from existing doors, external routes and vehicle under pass.

26. Fire safety: Take measures to ensure that the building operations, including periods when the site is shut, do not compromise the fire safety of the existing occupants or buildings.

2.9 Emergency procedures and means of escape.

27. It may be necessary for emergency repairs to be undertaken from the Contractors site. Shenley Church End Parish Council will liaise with the Contractor to agree a safe working method.

28. Contractors escape routes: Maintain routes and train operatives.

2.10 Areas designated as out of bounds or for authorised access only.

29. Areas outside the Contract area.

2.11 Any areas the client has designated as confined spaces.

30. None known although there is limited space which are difficult to remove existing pipework.

2.12 Smoking and parking restrictions.

31. Smoking: No smoking within the site including e-cigarettes

32. Parking: There is limited parking available on site (tbc).

3 Existing on-site risks

3.1 Boundaries and access, including temporary access

33. Boundaries: As shown on tender drawings.

34. Contractor's access to the site:
    From Redgrave Drive

35. Access must be maintained to the car park at all times. Access to the boiler room to be maintained.

36. Location of unloading, layout and storage areas:
    Unloading will be in the car park and storage within the plant room.

37. Vehicles approaching or leaving this area must be properly supervised and the drivers of all vehicles made aware of the congested nature of the site generally.

38. Pedestrian routes/fire escapes:
    Keep the routes safe, protected, signed and lit.

39. The building is used for community and recreational purposes and will remain in use throughout the contract.

3.2 Restrictions on deliveries or waste collection or storage.

40. Arrange delivery times to avoid conflict with building users.

41. Co-ordinate with Oxley Park Community Centre access through the building for loading and unloading of materials. Ideally at the start or end of day to avoid building users.

3.3 Adjacent land uses

42. None

3.4 Storage of hazardous materials

43. None

3.5 Location of existing services

44. Electrical:
    All electric circuits within the immediate site area will be isolated/made safe before the job starts. Further services could be present on site. Exercise due caution when working.
    Control of the electrical dangers will be assigned to the Principal Contractor as set out in the tender documents.

45. Mechanical:
    Mechanical services within each site area may be isolated/disconnected before work starts.
    Available records of existing mechanical services installation will be issued to the Principal Contractor. Further services could be present on site and the Contractor shall exercise due caution when working.

46. Drainage:
    Not known.

47. Water:
    A temporary supply will not be required.

48. Other services: Exist adjacent to the site area and are shown on the tender drawings.

3.6 Ground Conditions

Including contamination, gross instability, possible subsidence or underground obstructions.

49. Concrete slab, no known structural issues.

3.7 Existing structures – stability, or fragile materials

Including special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions, or instability problems.

3.8 Previous structural modifications

50. Not known.

3.9 Fire damage, ground shrinkage, movement or poor maintenance.

51. Not Known.

3.10 Difficulties relating to plant and equipment in the premises.

52. Site Complexity and Existing Conditions
    Contractors must carry out a detailed site visit to understand the building layout and existing systems, as no claims will be accepted for issues arising from inadequate familiarisation.

53. Limited Space and Access for Plant
    There are significant space constraints in the plant room that require precise measurement and planning to ensure new equipment fits and remains accessible for maintenance.

54. Logistical Challenges for Deliveries and Waste
    On-site parking and daily waste removal must be carefully coordinated to avoid disruption and ensure efficient material handling and site cleanliness.

55. Complex Electrical Incoming Supply Upgrade
    The removal of the existing electrical supply from a neighbouring site and installation of a new DNO feed involves major deconstruction, trenching, and coordination with external providers.

56. Strict Installation and Compliance Requirements
    The installation must strictly adhere to a wide range of regulations and standards, with specific constraints on fixing methods and a requirement to upgrade non-compliant legacy systems.

3.11 Health and safety information contained in earlier design.

57. N/A

4 Health Hazards

4.1 Asbestos, including results of surveys

58. The building was constructed after the year 2000 and, in accordance with UK regulations, asbestos containing materials (ACMs) should not be present. A Refurbishment and Demolition (R&D) asbestos survey has therefore not been undertaken.

59. No clearance certification is required in this instance. However, all parties must remain vigilant during the works and stop immediately if any suspect material is encountered.

60. Shenley Church End Parish Council rules on asbestos: All on-site representatives, operatives and sub-contractors must follow the strict rules in the event that materials suspected to contain asbestos are discovered during the works. Should this occur, works in the immediate area must cease and the Shenley Church End Parish Council representative contacted without delay. Measures must be taken to prevent the disturbance or spread of any suspect material. If subsequently confirmed as asbestos containing, its removal or encapsulation must be preceded by an Asbestos Meeting and undertaken strictly in line with Shenley Church End Parish Council Policy and relevant legislation. Work will not recommence until a competent person has inspected the area and confirmed it is safe to proceed.

4.2 Existing storage of hazardous materials

61. None

4.3 Contaminated land, including results of surveys

62. Not relevant

4.4 Existing structures hazardous material

63. Existing structures — hazardous materials: Other than asbestos, no hazardous materials in existing structures have been identified in the information available at tender stage. If suspected hazardous materials (e.g. lead-based coatings, silica-containing materials, vermiculite insulation, PCB-containing components) are encountered during the works, the Contractor must stop work in the affected area and notify the Client/Principal Designer immediately. Works shall not resume until the material is assessed and a method for removal or encapsulation is agreed and implemented in accordance with COSHH and all relevant legislation.

4.5 Health risks arising from client's activities

64. Ensure the contract area is defined and separated from routes and rooms used by building users.

65. Be aware of existing service routes throughout the site.

66. There are no other known construction projects around the building.

67. Contractor should be constantly aware of the building users.

5 Significant Design and Construction Hazards

5.1 Design assumptions and control measures

68. SIGNIFICANT HAZARDS OR WORK SEQUENCES IDENTIFIED BY THE DESIGNERS WHICH CANNOT BE AVOIDED OR DESIGNED OUT AND BROAD INDICATIONS OF THE PRECAUTIONS CONSIDERED FOR DEALING WITH THEM:

    Submit method statements relating to these hazards and/or statements on how the hazards will be addressed. Control commonplace hazards by good management and good site practices.

69. COVID19 – All works to be in accordance with the latest Government advice on Coronavirus (Covid-19) at all times. The advice is changing regularly and the Contractor shall check this guidance on a daily basis.

70. TASK: INSTALLATION OF EXTERNAL AIR SOURCE HEAT PUMPS (ASHPs)
    Hazard(s): Manual handling injuries, working at height, electrical shock, noise exposure, poor weather conditions, trip hazards
    Precautions considered: Use of mechanical lifting aids and team lifts, scaffold or MEWP for access, isolation of electrical circuits, PPE for noise/weather, clear access routes, weather monitoring

71. TASK:
    INSTALLATION OF HYDROBOXES AND HOT WATER CYLINDER
    Hazard(s): Confined space working, manual handling, impact injuries, burns from hot surfaces, water ingress
    Precautions considered: Clear access routes, two-person lifts with appropriate technique, thermal insulation of hot components, spill containment, good lighting and ventilation

72. TASK:
    INSTALLATION OF PROTECTIVE CAGE FOR EXTERNAL ASHPs
    Hazard(s): Sharp edges, hand injuries, working at height, instability of structure during assembly
    Precautions considered: Use of gloves and eye protection, pre-drilled secure fixings, scaffold or ladder with fall prevention, check and level surface before fixing

73. TASK: INSTALLATION OF HEATING PUMPS AND PIPEWORK
    Hazard(s): Hot work hazards, confined spaces, crush injuries, exposure to pressure systems, slips on fluid spills
    Precautions considered: Lock-off procedures, work in well-ventilated areas, clear communication during lifting/placing, pressure testing protocols, spill kits and dry floor policy

74. TASK: INSTALLATION OF PRESSURISATION UNIT AND EXPANSION VESSEL
    Hazard(s): Stored energy release, confined access, exposure to system fluids, lifting injuries
    Precautions considered: Pressure isolation and venting procedures, clear method statements, PPE for chemical exposure, team lift or mechanical aid

75. TASK: INSTALLATION OF FLOW/RETURN SENSORS AND BMS INTEGRATION
    Hazard(s): Electrical hazards, incorrect sensor placement, damage to live systems, working at height
    Precautions considered: Dead testing before connection, coordination with commissioning engineer, verify circuit isolation, secure ladders or towers for access

76. TASK: INSTALLATION OF AIR CONDITIONING SYSTEMS (DAIKIN)
    Hazard(s): Refrigerant exposure, pressurised gas hazards, manual handling, high-level access
    Precautions considered: MCS/F-Gas certified operatives, evacuation detection systems, correct lifting practices, fall protection measures, use of refrigerant-rated PPE

77. TASK: EXTENSION OF REFRIGERATION PIPEWORK AND CONDENSATE INSTALLATION
    Hazard(s): Tripping on trailing pipework, fluid leaks, hand tool injuries, pipe support failure
    Precautions considered: Work area cordons, pressure/flow tests post-installation, insulated tools and gloves, fixed pipe supports in line with standard

78. TASK: REMOVAL OF EXISTING ELECTRICAL SUPPLY FROM ADJACENT SITE
    Hazard(s): Live service exposure, underground service strike, working in public areas
    Precautions considered: Permit-to-work and isolation confirmation, CAT & Genny surveys, banksman and barriers, liaison with DNO and Academy

79. TASK: INSTALLATION OF NEW DNO SUPPLY AND EXTERNAL CABLING
    Hazard(s): Excavation collapse, electrical shock, public interface, vehicular movement
    Precautions considered: Trench supports and edge protection, route marking and service drawings, barriers with signage, banksman supervision and vehicle segregation

80. TASK: INSTALLATION OF ELECTRICAL CONTROL PANELS (MCCB AND BMS)
    Hazard(s): Arc flash, incorrect labelling or wiring, confined access, electrical shock
    Precautions considered: Dead testing and lock-off, qualified NICEIC/ECA electricians, cable routing diagrams, secure isolation and access labels

81. TASK: REMOVAL OF EXISTING TREND CONTROL SYSTEM
    Hazard(s): Live wire exposure, accidental plant shutdown, data loss
    Precautions considered: Full isolation of control circuits, backup of system data, staged handover process, trained engineers only

82. TASK: INSTALLATION OF SENSORS, ISOLATORS, AND FINAL CONNECTIONS
    Hazard(s): Incorrect installation, fault currents, access in tight spaces, mechanical damage during install
    Precautions considered: Manufacturer instructions followed, sensor calibration checks, accessible routes cleared, insulated fixings used

83. TASK: COMMISSIONING OF MECHANICAL AND ELECTRICAL SYSTEMS
    Hazard(s): Unexpected equipment activation, incomplete systems, sensor or valve malfunction, lone working
    Precautions considered: Phased commissioning plan, functional tests with supervision, all RAMS signed off, buddy system for high-risk activities

84. TASK: DISPOSAL OF REDUNDANT EQUIPMENT AND MATERIALS
    Hazard(s): Waste trip hazards, sharp materials, uncontrolled removal, contamination risk
    Precautions considered: Designated waste areas and skips, daily cleanup routine, PPE for handling, waste segregation in line with duty of care regs

85. TASK: TRAINING OF SITE STAFF ON SYSTEM OPERATION
    Hazard(s): Misinformation, poor documentation, operational error post-handover
    Precautions considered: Manufacturer-led training sessions, manuals issued in hard/digital copies, practical demonstration, sign-off by attendees

5.2 Arrangements for co-ordination of on-going design work and handling design changes

86. Hold site meetings at regular intervals with representatives of the following organisations to ensure that matters of health and safety are considered: Shenley Church End Parish Council, Principal Contractor.

5.3 Information on significant design risks identified during design (health and safety risks)

87. None

5.4 Materials requiring particular precautions construction materials

88. None: It is considered that a competent contractor will know the precautionary information, which suppliers are, by law required to provide. Comply with all COSHH Regulations with regard to handling of all materials and products.

6 Health & Safety File

6.1 Introduction

89. The File needs to contain the information to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. It should be as succinct as possible as the provision of huge volumes of information will not be read.

90. Provide 1 No. hard copy of the information for the File, in an A4 size and 1 No electronic copy before Practical Completion.

91. The Principal Contractor will assemble the File.

6.2 General details

92. A brief description of the work carried out.

    The address of the premise

    Name of the Building Owner

    Names and addresses of -
    Architect; Principle Designer, Structural/Civil Engineer; Quantity Surveyor; Services Engineer; CDM Consultant; Principal Contractor; sub-contractors.

6.3 Any residual hazards

Which remain and how they have been dealt with, for example surveys or other information concerning asbestos; buried services etc.

6.4 Key structural principles

Safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

6.5 Hazardous material used

For example lead paint; special coatings which should not be burnt off etc.

6.6 Information regarding the removal or dismantling of installed plant and equipment

For example any special arrangements for lifting, order or any special instructions for dismantling etc.

6.7 Health and safety information about equipment provided for cleaning or maintaining the structure

6.8 The nature, location and markings of significant services

Including underground cables; gas supply equipment; fire fighting services etc.

6.9 As-built drawings of the structure, plant and equipment

Including safe access to and from service voids, fire doors and compartmentalisation etc.

Pre-construction information ends

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