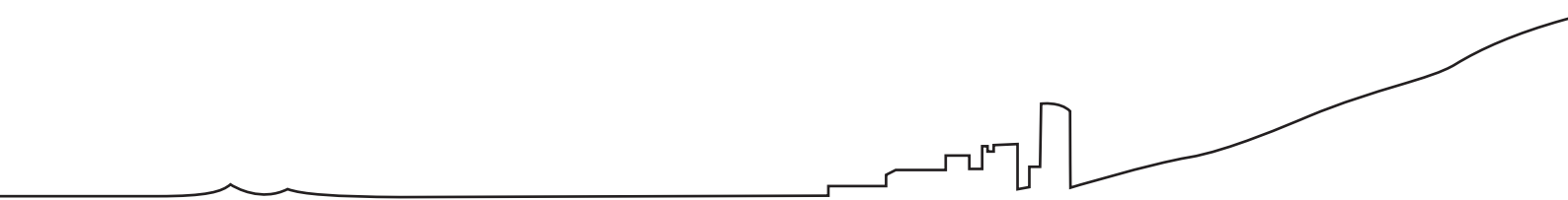




Swansea  
city centre

# Construction Brief



---

## 1. Background

The City and County of Swansea and the Welsh Assembly Government working in partnership through a Joint Venture, are the two main public sector bodies promoting the regeneration of Swansea City Centre. The Joint Venture partners, together with the Swansea City Centre Partnership, launched the Swansea City Centre Strategic Framework on 5th March 2007 setting out a visionary and deliverable regeneration strategy for Swansea over the next 15 to 20 years.

The vision for Swansea City Centre emerging from the City Centre Strategic Framework is to achieve:

“A vibrant, exciting, attractive, sustainable, cultured European Waterfront City Centre, attracting businesses and visitors, driving the economy and enhancing the quality of life of residents of Swansea and South West Wales”.

The Building Enhancement Programme is one of a number of core investment programmes proposed in the Framework. It has been established to encourage good quality building façade and shopfront enhancements across the city centre, assisted by the use of Town Improvement Grants (TIG).

Further details can be found at:  
[www.swanseacitycentre.com](http://www.swanseacitycentre.com).

## 2. Purpose of the Construction Brief

The purpose of this document is to provide grant applicants for building enhancement works with the necessary tools to ensure that building contractors carry out the requisite construction works in a considerate and safety-conscious manner, which is essential within the context of a busy city centre location.

As such, the document therefore stipulates a series of control measures and procedures with which building contractors must comply, and identifies the various statutory processes which those contractors are required to follow.

## 3. Procedural Requirements

Applicants will be required to adhere to the following:

- a) Restrictions on Access and Egress to and From Site
  - Site access and egress arrangements must be agreed and approved by the applicants' representative for the specific construction project, including the parking of all vehicles visiting the site. This must also relate to the movement of pedestrians and vehicles, which are unrelated to the construction works, to ensure that disruption to the local area is kept to the minimum. Vehicle restrictions apply within the City's pedestrian zone.
  - Access method statements for vehicle movements within the pedestrian zone to be discussed with the City Centre Management Office (Tel: 01792 476370).
  - Where the construction works relate to a building which is to remain in use for the duration of the construction period, suitably protected access shall be provided for building users. Such access should also have regard to the principles and requirements of the Disability Discrimination Act (DDA).
  - Building contractors are required to control egress of all heavy vehicles from the construction site onto adjacent areas, under the supervision of a banksman. The timing of all deliveries to site must be controlled, to ensure that delivery vehicles do not obstruct or disrupt roads and paved areas, or pose a hazard to other vehicles and pedestrians adjacent to the site.
  - Where relevant, fire escape routes from existing buildings are to be maintained at all times.
  - Temporary fire signage should be incorporated onto the hoardings/scaffold etc as necessary.
  - Due to potential congestion in busy city centre streets, it may be necessary to restrict site deliveries to particular times, e.g. outside normal shopping hours. This will be subject to agreement with the City Centre Management Office.

#### b) Contractor's Site Accommodation

- Unless otherwise agreed, site huts and storage shall be located within the site boundary, and visually masked by the hoardings or scaffold netting referred to elsewhere in this document.

#### c) Site Security

- Adequately safeguard the site, the works, products, materials, plant, and any existing buildings affected by the works, from damage and theft.
- Take all reasonable precautions to prevent unauthorised access to the site, the works, scaffolding and adjacent property.
- Temporary CCTV may be installed but this will be at the contractors risk.
- Ensure that there are no loose tools, goods, materials, waste or any other small items left around the site overnight which could be used to vandalise or damage the works and existing property.
- Protection of scaffolding from climbing.

#### d) Site Hoardings

- Temporary hoardings, screens, walkways and handrails shall be provided as necessary to protect the public and others, constructed to an agreed specification drawn up as part of the marketing strategy for the Swansea City Centre Strategic framework ([www.swansea-city-centre.com](http://www.swansea-city-centre.com)), to facilitate satisfactory site security and enable the proper execution of the construction works.
- The Joint Venture partnership reserves the right to attach 2.4m x 1.2m vinyl graphics to site hoardings.
- Hoardings shall be coloured white, for simplicity and uniformity, and shall be constructed from renewable sources.
- Hoardings may, if agreed and approved by the Building Enhancement Programme Team, carry an image(s) of the completed project.

- All internal screens should be fully dustproofed, securely sealed around all edges, to prevent passage of all dust from the construction area into areas of the existing building.
- Visual panels (red+white) must be applied to hoardings to highlight their presence to visually impaired persons (1.1m height).

#### e) Scaffolding and Safety Netting

- All scaffolding is to be erected, dismantled, and altered in full compliance with all relevant parts of 'The Work at Height Regulations 2005', including Schedule 3 'Requirements for Working Platforms'.
- Ensure that the security of the building is not compromised by erection of scaffolding.
- For the protection of members of the public, and anyone who may come into close proximity with the scaffolding, appropriate chutes shall be used for the discarding of debris.
- All safety netting around scaffolds and chutes shall be white in colour and should be manufactured from renewable sources. Such netting shall enclose the scaffolding and chutes in their entirety, and where the building has particular architectural merit, or a long refurbishment programme, the façade netting may be completed by superimposing an image of the completed building elevation, subject to agreement with the City and County of Swansea Environment Department and also with the Building Enhancement Programme Team.
- Marker tape (red+white) must be erected around the scaffold for the benefit of the visually impaired.

#### f) Contractor/Consultant Site Signboard

- A temporary site signboard shall be installed, which will firstly provide information for the general public regarding the works being undertaken on the site. Secondly, the area

below the works description will be allocated for a co-ordinated layout building contractor and consultant signboards. This area will also include a panel stating “Working in conjunction with Swansea City Centre Strategic Framework”, using lettering style and format to be agreed.

- The signboard should be to an agreed size appropriate to the scale of the designated location for its installation.

#### g) Waste Handling

- To include all rubbish, debris, containers and surplus materials.
- In order to minimise waste handling, all waste materials and debris should be removed from site as it accrues, to enable the site and the works to be kept clean and tidy.
- The discovery of suspected hazardous materials such as asbestos shall be reported to the applicant’s representative on site immediately. Avoid uncontrolled disturbance of such materials.
- Frequently remove and dispose of offsite in a safe and competent manner, the following:-
  - non-hazardous material, in covered bins or skips, and in a manner approved by the Waste Regulation Authority.
  - hazardous material, as directed by the Waste Regulation Authority and in accordance with relevant requirements from the current Waste Regulations.
- Temporary position of skips etc to be agreed with the City of County of Swansea Council’s highways licencing section and to be fully protected from members of the public.

#### h) Noise Control

- Contractors shall comply with the recommendations of BS5228-1, clause 9.3, to minimise noise levels during the execution of the works.
- All compressors, percussion tools and vehicles shall be fitted with effective silencers.

- Pneumatic drills and other noisy equipment shall not be used except by permission and at agreed times.

- The use of radios and other audio equipment is not permitted in ways and at times which may cause nuisance.

#### i) Pollution

- Take all reasonable precautions to protect the site, the Works and the general environment, including watercourses, against pollution.
- If pollution occurs, inform the appropriate Authorities immediately and provide them with all the relevant information.

#### j) Fire Prevention

- Take all necessary precautions to prevent injury or death to any person, or damage to the works or any other property, by fire. Comply with the latest edition of the Joint Code of Practice “Fire Prevention on Construction Sites”. Refer to the Fire Protection Agency (FPA).
- Smoking is not permitted on construction sites.

#### k) Roads and Footpaths

- A survey of all roads, adjacent buildings, footpaths etc is to be undertaken before commencement of work on site.
- Roads and footpaths shall be maintained within, and adjacent to, the site, and shall be kept clear of mud and debris.
- Damage cause by site traffic or otherwise as a consequence of the Works must be made good to the satisfaction of The City and County of Swansea’s highway licensing section.

#### l) Existing Structures on, or Adjacent to, the Site

- Ensure that proposed methods of work will not affect existing or adjacent structures on, or adjacent to, the site.
- Before undertaking such works, carry out a condition survey of all affected premises.

- Provide and maintain, during the execution of the works, all incidental shoring, strutting, needling or other supports as may be necessary to preserve the stability of existing structures, on or adjoining the site, that may be endangered or affected by the works.
- Support existing structures as necessary during the cutting of new openings or replacing of structural elements.
- Monitor existing structures and immediately report any excessive movement to the appropriate authority.
- Do not remove supports until new work is strong enough to support the existing structure.
- Obtain permission from the appropriate person(s) as necessary if requiring to erect scaffolding on, or otherwise use, adjoining property. Remove and make good on completion or when directed, bearing the cost of any damage arising from execution of the works.

#### m) Existing Services

- Notify all service authorities and adjacent property owners regarding the proposed works not less than one month before commencing site operations.
- Before starting work, check positions of all services. Where positions are not shown on contract drawings, ensure that the relevant details are obtained from the service authorities.
- Adequately protect, and prevent damage to, all existing services. Do not interfere with their operation without the consent of the service authorities. Where adjacent properties are affected, notify the property owners in advance.
- If any damage to services results from the execution of the Works, notify the applicant's representative and the appropriate service authority, local authority or property owner without delay. Make arrangements for the work to be made good without delay, to the

satisfaction of the service authority or property owner as appropriate.

- Replace any marker tapes or protective covers disturbed during site operations, to the service authority's requirements.

## 4. Statutory Requirements

### a) Personal Protective Equipment

- Site operatives should use appropriate equipment under Health and Safety legislation as follows:-
  - safety helmets to BS EN 397, neither damaged nor time expired,
  - high visibility waistcoats to BS EN 471 Class 2,
  - safety boots with steel insole and toecap to BS EN ISO 20345,
  - disposable respirators to BS EN 149-FFP1S
  - eye protection to BS EN 166,
  - ear protection; muffs to BS EN 352-1, plugs to BS EN 352-2, and
  - hand protection; to BS EN 388, 407, 420 or 511 as appropriate.
- Responsibility lies with the building contractor to ensure the use of personal protection equipment is worn at all times.

### b) CDM Requirements

All construction work must be carried out in accordance with the requirements set out in the Construction (Design and Management) Regulations 2007 (CDM2007) which came in to force from 6 April 2007.

The aim of CDM2007 is to integrate health and safety into the management of projects and to encourage everyone involved to work together to:

- improve the management and planning of the works from the very start,
- identify any safety risks early on,
- target effort where it can do the most good in terms of health and safety, and

- discourage unnecessary bureaucracy.

The Regulations are intended to focus attention on planning and management throughout construction projects, from design concept onwards, and requires that those responsible for the works to consider health and safety issues as a part of the project – not as an afterthought or bolt-on extra.

#### i) Notification

Except where the project is for a domestic client, the Health & Safety Executive must be notified of projects where construction work is expected to:

- last more than 30 working days; or
- involve more than 500 person days, for example 50 people working for over 10 days.

#### ii) Duties Under the CDM Regulations

The parties normally involved with a project – Client (applicant), Designers, Contractors – have particular duties under the regulations, which may be summarised as follows:-

##### • Client (Applicant)

For all construction projects:

- check the competence of all appointees,
- ensure that there are suitable management arrangements in place for the project including welfare facilities,
- allow sufficient time and resources for all stages, and
- provide information at the pre-construction stage to designers and contractors.

In the case of projects which need to be notified, the Client (applicant) has the following additional duties:

- to appoint a CDM Coordinator (see duties of the CDMC below),
- to appoint a Principal Contractor (see duties of the PC below),
- make sure that the construction phase does not start unless there are suitable

welfare facilities and a construction phase plan in place,

- provide information relating to health and safety, and
- retain a health and safety file relating to the project for use in association with any subsequent works to the property.

##### • Designers and CDM Coordinators

For all construction projects:

- eliminate hazards and reduce risks during design, and
- provide information about the remaining risks.

Additional duties for notifiable projects:

- advise and assist the client with his duties,
- serve notice on the HSE,
- co-ordinate health and safety aspects of design work,
- facilitate good communication,
- liaise with the principal contractor,
- prepare and distribute pre-construction information,
- prepare/update the health and safety file,
- check client is aware of his duties, and
- provide any information needed for the health and safety file.

##### • Contractors

For all construction projects:

- plan, manage and monitor the works,
- check competence of all appointees and workers,
- train own employees,
- provide information to workers, and
- ensure that there are adequate welfare facilities.

Additional duties for notifiable projects:

- prepare, develop and implement a written plan and site rules,

- liaise with the CDM Coordinator, and
- check client is aware of his duties and a CDM Coordinator has been appointed.

NOTE: Further information and practical guidance in complying with the duties set out in the Regulations is provided in the Approved Code of Practice (ACOP).

## 5. Other Information

### a) Equalities Statement

The City and County of Swansea and Welsh Assembly Government as public bodies have a duty to promote equality.

The onus lies on the main contractor to prevent or to deal with any breaches – whether this be verbal, physical or other form.

### b) General Statutory Requirements

It is to be noted that from time to time, modifications are likely to be made to regulations. It is therefore essential that appropriate professional advice be sought, or the relevant regulative body be consulted, to confirm the status of the regulations at the time of application.

### c) Planning Permission and Listed Building Consent

In general, alterations or replacements to shopfronts and building enhancement works i.e facades and other external elevations will normally require planning permission and alterations affecting the character of listed buildings are likely to require Listed Building Consent. Applications for these will be the responsibility of the applicant to ensure such approval is in the place before work commences on site.

For information, planning permission is required for any material change in the external appearance of a shop or facade, which could include alterations to glazing, facing materials, installation of blinds or shutters, or changing a fascia. Planning Permission should be in place prior to commencement of any works.

Contact: Planning Services, Environment Department, City and County of Swansea, SA1 3SA

www.swansea.gov.uk Tel: 01792 635701

### d) Building Regulations Approval

Application for Building Regulations Approval is the responsibility of the client or the client's agent. However, for information, approval is required for new shopfronts where any alterations affect the structural stability of the building, the means of escape, or the position of the entrance approach and/or doorway.

Contact: Building Control, Environment Department, City and County of Swansea, SA1 3SA

www.swansea.gov.uk Tel: 01792 635636

### e) Disability Discrimination Act

The Disability Discrimination Act (DDA) establishes a duty upon employers and service providers, including retailers, to take 'reasonable' measures to ensure that they do not discriminate against disabled customers and employees. Whilst this duty is not directed specifically at building contractors in relation to the construction works covered by this document, it is nevertheless essential that the contractor ensures that the building is constructed in compliance with the requirements of Document M of the Building Regulations which impinges upon, and makes reference to, the DDA.

Contact: Planning Services, Environment Department, City and County of Swansea, SA1 3SA

www.swansea.gov.uk Tel: 01792 635701

### f) Construction (Design & Management) Regulations 2007

Refer to the section 'CDM REQUIREMENTS' elsewhere in this document.



[www.swansea-citycentre.com](http://www.swansea-citycentre.com)

