

PRE-CONSTRUCTION INFORMATION PACKAGE

FOR

New Residential Developments
at
Barnard
Kingswood
Corby

Issue Date:	11 th April 2019
Status:	Issued

CONTROL SHEET

CLIENT: Corby Borough Council
SITE/ADDRESS: Barnard, Kingswood
PROJECT TITLE: Residential Development
REPORT TITLE: Pre-Construction Information

Issue	Date	Status	Description	Prepared By	Approved By
001	3rd April 2019	Pre-Start	Pre-Construction Information Document	Martyn Hill	

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Pre-Construction Health & Safety Information Pack (PCIP)

This is a Pre-Construction Information (PCI), which is based upon information available to the Principal Designer at the time of writing. The Principal Contractor must make all reasonable efforts to obtain any further necessary information from the Principal Designer and/or other Designers to assist them to prepare the Construction Phase Plan for their works and execute the works safely.

This PCI is primarily concerned with the Significant Risks that are not likely to be obvious, are unusual, or likely to be difficult to manage effectively that will be encountered during the construction phase of this project. The Principal Contractor must address these Significant Risks within the Construction Phase Plan and manage them throughout the project.

Project Description and the Nature of Construction Works

The project is briefly described as the conversion of existing garages into 8 residential dwellings with associated landscaping and parking. The proposed scope of works for this project includes: -

Internal:


- Demolition of existing internal walls
- Construction of new internal walls to create the new internal layout
- Installation of new and reconfiguration of existing electrical and mechanical services, inc emergency lighting
- Installation of new plumbing, heating including gas services to the new flats.
- Internal decorations to suit new layout
- Flooring, joinery, plastering, plumbing works as required
- Installation of new kitchen and bathroom

External Work

- Connection to existing foul drainage
- Relocation of external drain pipe and hopper.
- Installation of new glazing and doors to properties
- Hard & soft landscaping.
- External decorations.
- General building works.



























The Principal Contractor should refer to the full specification prior to commencement. Works other than those specified should be reviewed to identify potential hazards and risks during the construction.

All works must be in accordance with current health and safety legislation and client requirements for site safety.

Location and Site Description	
Location / Full Address:	Barnard Kingswood Corby
Site Description:	<p>The Garages are located on Barnard within the Kingswood residential estate. Surrounding properties and flats will remain occupied during the work. The construction work will be conducted at ground level, maintenance of access to the neighboring properties should be maintained.</p> 

Key Dates and Working Hours	
Start Date: TBC	Completion Date: TBC
<p>Working Hours</p> <p>Working hours for the project will be in accordance with the 'permitted hours' for noisy works, which are:</p> <ul style="list-style-type: none"> Monday to Friday – 08:00am to 18:00pm Saturdays – 08:00am to 13:00pm No works will take place on Sundays or Bank Holidays <p>Any works outside these hours will only be undertaken with the express permission of the Client</p>	

Project Directory		
Client: Corby Borough Council	Architect and Principal Designer: MSquare Architects Limited 1 Mstudio Talbot Yard Market Harborough Leicestershire LE16 7NP Contact: Tarquin Millican T: 01858 410915 M: 07944 342510 E: tark@msquarearchitects.com	CDM Advisor: Essential Safety Ltd Corby Enterprise Centre London Road Priors Hall Corby Northamptonshire NN17 5EU Contact: Martyn Hill T: 01536 460171 M: 07415803191 E: martyn@essentialconsult.co.uk
Principal Contractor: TBC		

Existing Drawings / Relevant Documentation	
Drawings and records:	<p>The following drawings have been prepared and made available to Designers and the Principal Contractor:</p> <ul style="list-style-type: none">  CBC-102-WD-001B Proposed Site Layout (Courtyard 1)  CBC-192-SUR-001  CBC-192-SUR-002  CBC-192-SUR-003  CBC-192-SUR-004  CBC-192-WD-002A Proposed Site Layout (Courtyard 2)  CBC-192-WD-003B Proposed Site Layout (Courtyard 3)  CBC-192-WD-004 Proposed Drainage and Services Layout (Courtyard 1)  CBC-192-WD-005 Proposed Drainage and Services Layout (Courtyard 2)  CBC-192-WD-006 Proposed Drainage and Services Layout (Courtyard 3)  CBC-192-WD-010 Proposed Window & Door Schedule  CBC-192-WD-020 Proposed Construction Details (1)  CBC-192-WD-021 Proposed Construction Details (2)  CBC-192-WD-022 Proposed Construction Details (3)  CBC-192-WD-023 Proposed Construction Details (4)  CBC-192-WD-100B Proposed Plans & Elevations (Y2 - A3)  CBC-192-WD-110B Proposed Plans & Elevations (B3 - D3)  CBC-192-WD-120B Proposed Plans & Elevations (H3 - J3)  CBC-192-WD-200A Proposed Plans (K-N & O-S)  CBC-192-WD-201A Proposed Elevations (K-N & O-S)  CBC-192-WD-300A Proposed Plans (T-X)  CBC-192-WD-301A Proposed Elevations (T-X)  CBC-192-WD-310A Proposed Plans (X1 - Z1)  CBC-192-WD-311A Proposed Elevations (X1-Z1)  CBC-192-WD-320A Proposed Plans (F1-I1)  CBC-192-WD-321B Proposed Elevations (F1-I1)
Existing Health & Safety File:	There is no known Health and Safety File for previous works carried out at the site.

Client's Considerations and Management Requirements:	
Client's intentions for safety and health throughout the project.	<p>It is the Client's intention to achieve full compliance with the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and all applicable health & safety legislation.</p> <p>To achieve this, the Client will require full co-operation from all Designers and Contractors, along with their commitment to the Client's Safety and Health Goals and Objectives</p> <p>The safety goals for this project are to protect the health, safety and welfare of people working on the project and others who may be affected by their activities. This will be instigated through the systematic management of the project, with respect to health and safety, from concept to completion. The overriding concept will be to identify and eliminate hazards where possible and to reduce and control any residual risks.</p>
Safety and health goals and objectives for the project	<p>The safety, health and welfare of all relevant persons must be a prime consideration at all times throughout this project.</p> <p>The Client's principal safety and health goals for the project are:</p> <ul style="list-style-type: none"> • The provision of a safe & healthy working environment for all contractors, employees and visitors and all persons likely to be affected by these construction works. • That the construction work is carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project. • That adequate welfare facilities are provided for construction workers throughout the project. • All persons working on the site must be competent to carry out their role and responsibilities safely. • All contractors and visitors to be provided with a suitable induction prior to accessing the site; • Zero reportable accidents / incidents throughout the project; • Regular site inspections to monitor and control safety and health standards on the site; • All accidents and incidents to be investigated, and suitable remedial actions to be implemented where necessary.
Client imposed site requirements	The site is located in a busy area of Corby close to the town centre and is surrounded by Residential properties and public services. The Client requires that the project is delivered with minimal disruption and inconvenience to local residents and occupiers.
Site requirements from statutory bodies or adjacent owners.	There are no known requirements stipulated by the Fire and Rescue Service or other statutory bodies, although the works must comply with the applicable Building Regulations requirements.
Restrictions on works that could cause nuisances	<p>The Principal Contractor will need to take account of the close proximity of the works to residential properties. The contractor must take all necessary measures to avoid unnecessary disturbance to surrounding occupiers from noise, dust, deliveries etc.</p> <p>It is understood that residents in some existing flats will remain in the first floor of the building during the early part of the project. The Principal contractor should ensure that safe access and egress for these residents is maintained and disturbance is minimised as far as is reasonably practicable. The Principal Contractor should also ensure that emergency evacuation routes for occupants of the existing flats are maintained at all times</p>
Site access and egress, including temporary access	<p>The sites are accessible from the front elevation on Barnard.</p> <p>The affect to neighboring properties bordering the site must be minimised, access & egress to all neighboring properties must be maintained un-obstructed at all times.</p>

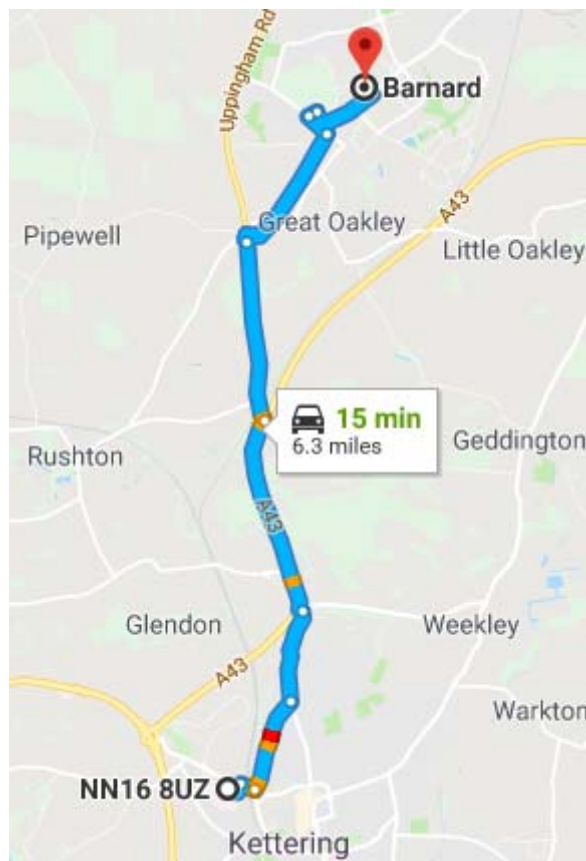
Storage and unloading arrangements and restrictions	<p>It is anticipated that all materials and waste will need to be located within the confines of the site throughout the project.</p> <p>A storage area must be established for materials and equipment that should be convenient to the works access, but positioned so as not to interfere with any means of emergency escape from the site.</p> <p>Particular Considerations:</p> <ul style="list-style-type: none"> • Provision of suitable and sufficient fencing to enclose the storage area. • Protection of the third parties. • The posting of appropriate warning signage. • To plan and phase deliveries to prevent congestion within the works area and access roads. <p>There is sufficient space available at the site to locate a suitable site set up, including any storage areas required. The exact positioning must be agreed and confirmed with the project team prior to set up.</p>
Parking and welfare facilities	<p><u>Parking:</u></p> <p>It is anticipated that vehicles will be parked on the streets close to the site. The number of vehicles attending site should be reduced where possible and access to surrounding properties is to be maintained.</p> <p><u>Welfare Facilities:</u></p> <p>The Principal Contractor must provide adequate welfare facilities for construction workers as defined within Schedule 2 of <i>LI53, Guidance on the Construction (Design and Management) Regulations 2015</i>.</p> <p>The Construction Phase Health and Safety Plan must outline the arrangements that will be put in place for welfare facilities and must be in line with the requirements of the Construction (Design and Management) Regulations 2015 – Regulations 4(2)(b), 13(4)(c) and 15(11)</p> <p>Welfare facilities should be segregated from construction work activities and the provision of segregated walkways to and from considered as far as is reasonably practicable.</p>
Location of Temporary Site Accommodation	<p>It is anticipated that all temporary site accommodation will need to be located within the close to the site throughout the project. Protection of any temporary cabins must be in place.</p> <p>Details, and a site plan of the proposed temporary site accommodation for the site must be contained within the Principal Contractor's Construction Phase Plan.</p>
Activities on or near the site during the works	<p>The garages are surrounded by residential properties.</p> <p>The Principal Contractor must take all necessary measures to protect local occupiers and members of the public from any hazards created by these works. All necessary warning signage must be displayed.</p> <p>As highlighted under <i>site restrictions</i>, some residents will continue to occupy flats during the early stages of the refurbishment.</p>
Communication and liaison between Client and stakeholders	<p>Periodic site/progress meetings will be arranged during the project.</p> <p>The Principal Contractor should keep the Architect and Principal Designer apprised of any design changes or programme changes proposed by means of site/progress meetings and/or direct communications as appropriate.</p>

Security of the site	<p>The site is located within a residential area and it must be presumed that children will be within the local vicinity. It is known that children are attracted to construction sites, and the Principal Contractor must take all necessary measures to deter children from accessing the site, particularly whilst unoccupied.</p> <p>The Construction Phase Health and Safety Plan must include arrangements for the control of people accessing the site and/or any specific work areas during construction (e.g. the vicinity of lifting operations or where works are taking place over-head). This will include a suitable signing in procedure.</p> <p>Suitable fencing and/or hoarding should be erected around the site perimeter to maintain site security. Access gates must be secured and managed to prevent unauthorised access.</p>
Signage	<p>Construction site warning notices signage should be provided at each entry point to the work area.</p> <p>Warning signage must also be displayed on all elevations of the site boundary to deter members of the public from accessing the site. The existing building is split over three, the existing emergency escape routes are likely to change during the construction, additional signage should be put in place and reviewed regularly to direct operators to a suitable escape route.</p>
Permit to work:	<p>The Principal Contractor should ensure that all suitable permit systems are in place during the construction phase including, but not limited to:</p> <ul style="list-style-type: none"> • Hot Works, • Live Electrical Works, • Confined Spaces • Work at height
Fire Safety	<p>Fire Plan</p> <p>A Fire Plan must be prepared and displayed on site; this can be a sketch, marked up drawing or in the form of a written fire instruction notice whichever is appropriate for the site.</p> <p>The Construction Phase Health and Safety Plan should include arrangements for updating the Fire Plan should it become necessary.</p> <p>The plan should consider and identify access routes for emergency vehicles to both the construction site and any adjacent properties. Emergency escape routes, fire points, assembly positions and emergency procedures must be maintained at all times during works.</p> <p>Fire Exits</p> <p>Existing site Fire Exits (and those adjacent) must remain fully operational and must not be obstructed or affected by the work. If it becomes necessary to change emergency exit routes, all affected parties must be informed, redundant signage must be removed and new signage fixed.</p> <p>Fire Points</p> <p>Suitable Fire Points must be established in accordance with the Regulatory Reformed Fire Safety Order and Safety Specification for Construction Works.</p> <p>A risk assessment should be undertaken to identify the number and type of fire points required, their most effective positions and any requirement for the provision of any additional firefighting equipment.</p> <p>Hot Works</p> <p>The Construction Phase Health and Safety Plan must include arrangements for carrying out hot works in a safe manner. The plan should make reference to the issuing of Hot Works Permits.</p>

**Nearest Hospital
with A&E
Facilities**

Kettering General
Hospital
Rothwell Road
Kettering
Northants
NN16 8UZ










Distance: 6.3 miles



Existing Environmental Restrictions and on-Site Risks










Safety Hazards

Existing Building Services and Utilities	<p>No detailed information is available regarding existing services at the premises, or the location of incoming supplies and stopcocks etc.</p> <p>The Principal Contractor is to ascertain the exact location, condition and status of all services by careful and thorough investigation of the site prior to commencement of works. The Principal Contractor should carry out all necessary site investigations to confirm the locations of existing services on the site and take all reasonably practicable measures to ensure that all such services are undisturbed and made safe prior to work in the vicinity.</p> <p>The Principal Contractor should ensure that all services are made safe prior to work in the vicinity, or for connection to services.</p> <p><u>Electrical Isolation/Connection</u></p> <p>The Construction Phase Health and Safety Plan must include arrangements for the safe isolation of electrical services.</p> <p>Services must be identified marked and protected from unauthorised access and accidental re-energising.</p> <p>The Construction Phase Health and Safety Plan must also make reference to temporary site electrical/mains boards supply their location and type. Certification must be issued on completion.</p> <p>Only competent qualified electricians to carry out works to any electrical services.</p> <p><u>Isolation/Connection of Services (Non-Electrical)</u></p> <p>The Construction Phase Health and Safety Plan must include arrangements for safe isolation of other services.</p> <p>Only qualified competent operatives to carry out works on services such as gas, oil fired systems etc.</p>
History of trespass, vandalism or violence	<p>The Kingswood estate has a history of social issues which may increase the risk of trespass, vandalism or violence. The principal contractor must consider site security and protection of the operators employed prior to starting on site.</p>
Safety hazards arising from clients / occupiers' current activities	<p>Not applicable</p>

Health Hazards	
Asbestos	<p>Asbestos refurbishment surveys have been conducted in preparation for the project. A clearance Certificate has been issued to confirm the licensed removal of AIB from garage G1.</p> <p>Asbestos Cement and Asbestos Bitumen have also been identified in a number of the reports. These areas should be reviewed by the Principal Contractor. If materials are likely to be disturbed by the refurbishment works, they will require arrangements for removal.</p> <p>  Garage T - X, Barnard Report 2017V2  Garage X1 - Z1, Barnard Report 2016  Garages B3 - D3, Barnard Report 2017V2  Garages F1 - I1, Barnard Report 2017V2  Garages H3 - J3, Barnard Report 2017V2  Garages K - N, Barnard Report 2017V2  Garages O - S, Barnard Report 2016  Garages Y2 - A3, Barnard Report 2016  Stage 4 Clearance Certificates 27.02.17 </p> <p><i>Operator must be reminded the ubiquitous use of asbestos prior to the prohibition of its use in the UK, it is possible that previously undiscovered ACM's may be present within the fabric of the premises.</i></p> <p><i>Asbestos awareness information should be included in the induction of operators prior to working on site. A "watching brief" should be adopted by all personnel working at the premises throughout the project.</i></p> <p><i>Should any suspected ACM's be discovered, all work which could disturb those materials should be ceased immediately and the matter should be reported to client, Project Manager and Principal designer as soon as practicable.</i></p> <p>The Principal Contractor must indicate within their Construction Phase Plan:</p> <ol style="list-style-type: none"> 1. How the location of all known ACM's will be communicated to site operatives, 2. Arrangements for ensuring that ACM's are not disturbed during the works, 3. Arrangements for remaining vigilant for any previously undiscovered ACM's, 4. Procedures for the discovery of suspected ACM's during the works, 5. Emergency procedures for any accidental or unintended release of asbestos fibres during the works.
Contamination	<p>COSHH assessments must be carried out for hazardous substances and communicated to those likely to be affected, the Construction Phase Health and Safety Plan must confirm the arrangements.</p>
Existing storage of, or presence of materials hazardous to health	<p>At present there have been no significant issues specified that require special or particular precautions, other than those highlighted within the significant risk section of this report. It should be noted however, that as information becomes available it should be raised and discussed with the Principal Designer.</p>
Rot, Dust, decay, vermin etc. and associated health hazards	<p>As the garages has been vacant for some time it should be assumed that there may have previously been vermin activity in some areas of the site.</p> <p>The Principal Contractor should remain vigilant for indications of rot, decay or vermin activity and take appropriate health protection measures as necessary.</p>

Significant Risk	Summary	Sources of Information	Client's Requirements and Information and Required from the Principal Contractor (PC)
Work at height	This project involves elements of working at height, including the replacement of the roof. Contractors risk assessments, and where applicable, safety method statements will be required detailing the control measures to be implemented and emergency procedures necessary to safely manage these works.	Working at Height Regulations 2005	<p>The Construction Phase Health and Safety Plan must include arrangements for safe working at height. Employers must complete a risk assessment for all works conducted at height and must put in place arrangements for:</p> <ul style="list-style-type: none"> • Eliminating or minimising risks from working at height. • Safe systems of work for organising and performing works at height. • Safe systems for selecting suitable work equipment to perform works at height. • Safe systems for protecting people from the consequences of works at height
Work on services	Works are planned to alter, adapt some existing services and install new services as required to suit the new layout.	<p>The Gas Safety (Installation and Use) Regulations 1998</p> <p>The Electricity at Work Regulations 1989</p>	<p>All equipment, pipe work, ducting, cables and electrical mains boards must be clearly identified and systems introduced to prevent unauthorised accessing of these services. Fully trained competent persons must only be employed to carry out this element of the project.</p> <p>The appointed contractor is to produce risk assessments, together with Site Specific safety method statements as part of their Health and Safety Plan detailing any specific arrangements necessary to safely complete these works.</p>
Manual Handling	The nature of the work planned is likely to involve manual handling throughout the project.	Manual Handling Operations Regulations 1992 - Guidance on Regulations	<p>Manual handling assessments must be provided for all bulky, heavy & awkward materials and equipment. Further specific assessments may be required for the proposed work at height.</p> <p>The appointed Site Manager must ensure that these are in place prior to delivery or removal of materials and equipment to/from site.</p> <p>Specific considerations:</p> <ul style="list-style-type: none"> • Mechanical & electrical, pipe work & ducting components. • Plant & equipment. • General building materials. • Demolished/dismantled materials/components. <p>The HSE has produced basic guidance on what it expects HSE inspectors to find when they visit sites; manual handling tasks eliminated by design or mechanisation where practicable; safe handling based on an assessment of the risk from manual handling operations; all workers trained in basic safe handling techniques.</p> <p>Tips – Use mechanical means to deliver materials to the point of use or removal from site into waste collection.</p>
Occupied Premises	Existing residents will remain in place surrounding the construction site.	Principal Contractor to Survey	The Principal Contractor must make suitable arrangements to protect the residents of these properties. Safe access / egress for the residents must be provided; separate entrance points for construction works and residents are to be in place, suitable warning signage is to be placed surrounding the construction areas.

Significant Risk	Summary	Sources of Information	Client's Requirements and Information and Required from the Principal Contractor (PC)
Structural Work	The removal, alteration and erection of steelwork and other structural elements form a significant part of this project.	Principal Contractor to Survey	<p>The Principal Contractor must request the safety method statements for these works at an early stage to enable review and confirmation that the safe systems of work are sufficient.</p> <p>It is important that any assumptions relating to, fabrication, delivery, timescales, provision of equipment, segregation of work areas, and stability of structure during construction/dismantling, are identified at an early stage to allow planning, allocation or resources, sourcing and procurement etc.</p> <p>A Structural Engineer must assess the safety method statements produced before any of the structural works commence.</p> <p>Particular considerations are:</p> <ul style="list-style-type: none"> • Ensuring stability of the structure at all times • Sequence of operations • Fall Arrest • Lifting operations • Access for materials and equipment • Safe access for operatives • Particular weight loadings to specific points • Suspended Plaster / Fibrous Ceiling Structural Surveys (if required). <p>The Construction Phase Health and Safety Plan must confirm arrangements</p>
Needle stick Injuries			<p>The PC must ensure that all operatives are aware of the risks involved and precautions to be taken upon discovery of discarded syringes.</p> <ul style="list-style-type: none"> • All hypodermic needles should be placed in a sharps box. Bring the box to the needle not vice versa • The needle should be handled with extreme care with disposable tongs and rubber gloves • Contents of the sharps box should be handled as clinical waste and removed from site as soon as possible by contacting the Local Authority Refuse Department, unless arrangements have been made with a specialist contractor. <p>In the event of Needlestick injury</p> <ol style="list-style-type: none"> 1. Encourage the puncture injury to bleed, gently squeeze the area effected 2. Wash thoroughly with cold running water without soap and cover with dry dressing 3. Seek urgent medical advice 4. Go immediately to nearest A&E hospital, remember to take sharps box containing hypodermic needle with you.

Significant Risk	Summary	Sources of Information	Client's Requirements and Information and Required from the Principal Contractor (PC)
Scaffolding	Scaffold access equipment is likely to be used to provide safe working platforms on the external areas of the building.	Work at Height Regulations 2005 PASMA Code of practice	The Principal Contractor is to ensure a suitably competent contractor is appointed to erect the scaffold and conduct the required inspections. Details of scaffold inspections are to be recorded and records retained within the site safety file. The Construction Phase Health and Safety Plan should provide detail on the necessary precautions in place to prevent unauthorised access particularly when the site is left unattended.
Asbestos	An asbestos survey has been conducted and known asbestos removed prior to this project.	Asbestos Information  Garage T - X, Barnard Report 2017V2  Garage X1 - Z1, Barnard Report 2016  Garages B3 - D3, Barnard Report 2017V2  Garages F1 - I1, Barnard Report 2017V2  Garages H3 - J3, Barnard Report 2017V2  Garages K - N, Barnard Report 2017V2  Garages O - S, Barnard Report 2016  Garages Y2 - A3, Barnard Report 2016  Stage 4 Clearance Certificates 27.02.17	Asbestos reports have been conducted in preparations for the project. A clearance Certificate has been issued to confirm the licensed removal of AIB from one area. Asbestos Cement and Asbestos Bitumen have been identified in a number of the reports. These areas should be reviewed by the Principal Contractor. If materials are likely to be disturbed by the refurbishment works, they will require arrangements for removal. The Principal Contractor must indicate within their Construction Phase Plan: 1. Arrangements for remaining vigilant for any previously undiscovered ACM's, 2. Procedures for the discovery of suspected ACM's during the works, 3. Emergency procedures for any accidental or unintended release of asbestos fibres during the works
Demolitions	Removal of existing internal walls to form the new properties will form a significant part of this project.	Principal Contractor to Survey	The demolition / dismantling of areas within the existing building are to be included in the Construction Phase Health and Safety Plan and must clearly identify how this element of the work is to be safely managed. This is to include the preparation of all necessary risk assessments, and where applicable, site specific safety method statements

The Health and Safety File

A Health and Safety File must be created or an existing file updated for all project where there is more than one contractor.

It is the Principal Designer's duty, assisted by the CDM Adviser to create the Health and Safety File. If the Principal Designer's appointment ends before the completion of the project, the file created to date is passed to the Principal Contractors to complete and provide the file to the Client. All information regarding residual design risks must also be passed to the Principal Contractor.

The Health and Safety File must contain information about the current project that may be required to ensure health and safety during subsequent works (maintenance, cleaning, refurbishment or demolition).

Designers must ensure appropriate information is included in the health and safety file about the reasonably practicable steps they have taken to reduce or control those risks.

The Principal Contractor must provide the Principal Designer with any relevant information that needs to be included in the Health and Safety File.

The Health and Safety File should be kept and made available to anyone on subsequent projects.

Information contained with the Health and Safety File should include:

- Details of those involved in the project;
- Suppliers and subcontractor details;
- Hazards that have not been eliminated and how they have been addressed;
- Key structural principals and safe working loads for floors and roofs;
- Safety data sheets for all hazardous materials used;
- Information regarding the removal or dismantling of installed plant and equipment;
- H&S information regarding plant installed for cleaning or maintenance;
- Nature, location and markings of significant services;
- As-built drawing;
- Operating and maintenance information of installed plant and equipment;
- Test certificates & approvals.

Designers and the Principal Contractor must gather and retain information for the Health and Safety File, and forward to the Principal Designer in a timely manner.

Procedures for review of pre-construction information

The Principal Designer will periodically check that the project circumstances have not changed significantly since the issue of this Pre-Construction Information Pack, and will inform Designers and the Principal Contractor of any such changes.

Construction Phase Plan (Prepared by the Principal Contractor)

Prior to commencing work on site, the Principal Contractor must prepare Construction Phase Plan for the project, which sets out the health and safety arrangements for the construction phase.

A copy of the Construction Phase Plan should be submitted to the Principal Designer prior to commencing work on site.

Information within the Construction Phase Plan should include:

- A description of the project such as key dates and details of key members of the project team;
- The management of the work including:
 - The health and safety aim for the project;
 - The site rules;
 - Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings;
 - Arrangements for involving workers;
 - Site induction;
 - Welfare facilities;
 - Fire and emergency procedures;
- The measures to control any specific site risks which are relevant to the project.