

BRAMCOTE CREMATORIUM REFLECTION CHAPEL EXTENSION

2016

Pre-construction information



Directorate of Environment

Broxtowe Borough Council
Council Offices, Foster Avenue, Beeston, Nottingham NG9 1AB
Director M. Taylor

INTRODUCTION

CDM GUIDANCE AND HEALTH AND SAFETY EXECUTIVE NOTIFICATION (Form F10)

The Construction (Design and Management) Regulations 2007 apply in full to this project. Industry guidance documents for each duty holder under the Construction (Design and Management) Regulations 2007 can be found at the following web page. Each duty holder has a separate guide which is downloaded by clicking on the list on the left hand side of the home page.

The Principal Contractor and all contractors are required to consult and comply with their respective industry guide.

<http://www.hse.gov.uk/construction/cdm/responsibilities.htm>

Initial and further notification of the project will be sent to the Health & Safety Executive by the CDM Co-ordinator. A copy of the F10 will be provided to the Principal Contractor once their appointment has been confirmed and prior to commencement of activities on site. The Principal Contractor is required to display the F10 on site in accordance with Construction (Design and Management) Regulations 2007.

The Principal Contractor will:

- (a) Assume responsibility for the health and safety of all aspects of the works.
- (b) Fully manage all sub contractors, including full assessment of their competence and ability to manage their workforce with respect to work activities to be undertaken.
- (c) Incorporate full health and safety hierarchy of control into all aspects the construction activities both for their own work and the work of the subcontractor.
- (d) Work in accordance with all health and safety legal requirements.
- (e) Recognise, risk assessment and management of all work activities in the vicinity of the high voltage overhead power lines. Control of all elevating and crane plant in the vicinity of the overhead lines, without exception.
- (f) Provide training to staff for “working at height”, fire prevention, manual handling, abrasive wheels plus basic health and safety training.
- (g) Maintain the security of the perimeter of the site against trespass, including control of the existing gates.
- (h) Clearly identify of all existing services.
- (i) Undertake identification and isolation of **all** existing services to the overall site works, including proving that they are dead.
- (j) Working in the vicinity of existing live services. Identification of all services.

This Pre Construction Information is to be read in conjunction with the contract specification and drawings.

Risks which should be resourced or controlled by good management and site practice are not listed but are deemed to have been considered by the contractor and taken into account in his tender.

1.1 **HEALTH, SAFETY & WELFARE OBJECTIVES**

This project is to be implemented within the proposed timescale, to the specified design criteria and in accordance with the project specifications, whilst at all times giving due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project.

All Contractors shall at all times ensure:

- Full compliance with health and safety legislation and in particular the full requirements of the Construction (Design and Management) Regulations 2007.
- A competent person is employed to manage health, safety and welfare throughout all stages of the project. The site manager will have a minimum of a CSCS Platinum card or equivalent.
- Risk assessments are undertaken where appropriate and method statements containing safe systems of work are produced.
- Method statements are complied with and communicated to all those affected by the activity.
- Working at height is fully assessed in accordance with the Work at Height regulations 2005 and the hierarchy of control contained within.
- Those persons employed on the site, either directly or indirectly are competent and appropriately trained for the tasks they are undertaking. All site employees must hold a CSCS card or equivalent.
- All persons affected are made aware of potential hazards and risks that may exist on the site.
- Control of Substances Hazardous to Health Regulations (CSOHH) assessments are undertaken where appropriate and Method Statements containing safe systems of work are produced.
- That Health, Safety and Welfare issues remain a top priority and consequently that all persons employed on and/or visiting the site are made aware of potential hazards and the site rules as contained in section 11.8 of this plan.

At all times the ALL Contractors shall adopt safe methods of working through the adoption of best practice. All Contractors' attention is therefore drawn to guidance that is given in publications such as the health and Safety Executive web page at www.hs.gov.uk.

All permanent and temporary site operations shall comply with all appropriate Acts and Regulations, including but not limited to the following:

- A. Health and Safety at Work etc Act 1974.
- B. The Construction (Design and Management) Regulations 2007.
- C. Management of Health and Safety at Work (Amendment) Regulations 2006.
- D. Management of health and Safety at Work Regulations 1999.
- E. Workplace (Health, Safety and Welfare) Regulations 1993.
- F. The Working at Height Regulations 2005.
- G. The Working at Height (Amendment) Regulations 2007.
- H. The Personal Protective Equipment at Work Regulations 1993.

- I. The Provision and Use of Work Equipment Regulations 1999.
- J. The Lifting Operations and Lifting Equipment Regulations 1999.
- K. The Manual Handling Operations Regulations 1992.
- L. The Control of Noise at Work Regulations 2006.
- M. The Confined Space Regulations 1999.
- N. The Control of Substances Hazardous to Health Regulations 2003.
- O. The Control of Substances Hazardous to Health (Amendment) Regulations 2005.
- P. The Chemical (Hazard Information and Packaging for Supply) (Amendment) Regulations 2005.
- Q. The Control of Lead at Work Regulations 2003.
- R. The Control of Vibration Work Regulations 2005.
- S. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997.
- T. Electricity at Work Regulations 1991.
- U. Health and Safety Executive Guidance Notes.

A list of Health and Safety Legislation applicable can be found at the Health and Safety Executive web page on www.hse.gov.uk

2.0 NATURE OF THE PROJECT

- 2.1 Project Name:** Bramcote Crematorium Reflection Chapel Extension
- 2.2 Project Location:** Bramcote Crematorium
Coventry Lane
Bramcote
NG9 3GJ
- 2.3 Nature of Works:** The works will comprise of the following:-

Extending the Reflection Chapel standing area into the waiting room and subsequently extending the waiting area as well.
- 2.4 Timescale for Completion:** See Preliminaries – Project Particulars.
- 2.5 Minimum time allowed between appointment of Principal Contractor and instruction to start work on site.** 4 Weeks
- 2.6 Project Team**
- 2.6.1 Client** Broxtowe Borough Council
Directorate of Housing, Leisure and Property Services
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB

On behalf of:
Bramcote Crematorium Joint Committee
- 2.6.2 Designer** Directorate of Housing, Leisure and Property Services
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB
- 2.6.3 CDM Coordinator** David Wadsley
Directorate of Housing, Leisure and Property Services
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB
- 2.6.4 Contract Administrator** Marvin Rukweza
Construction Projects Officer
Directorate of Housing, Leisure and Property Services
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB

- 2.6.5 Structural Consultant** Rommel Calampany
Michael Evans & Associates Ltd
Consulting Structural & Civil Engineers
34 Station Road, Draycott, Derbyshire DE72 3QB
Tel : 01332 871 840
- 2.6.6 Bramcote Crematorium** Andy Hands
Senior Bereavement Services Attendant
Bramcote Crematorium
Coventry Lane
Bramcote
Nottingham
Nottinghamshire
NG9 3GJ

3.0 THE EXISTING ENVIRONMENT

3.1 Surrounding Land Uses and Related Restrictions

Bramcote Crematorium was built in 1979 in a joint venture by Broxtowe and Erewash Borough Councils. The crematorium is of contemporary design and set in 18 acres of natural woodland.

The Crematorium is to remain open throughout the works. Services will however be limited in the Serenity Chapel. The contractor is to make all their operatives aware of the sensitive nature of the site and impress on them the need for respectful and discreet behaviour at all times. No loud or lewd behaviour, the use of radios or whistling will not be permitted on site.

3.2 Existing Traffic Systems

Bramcote Crematorium is located on Coventry Lane, Bramcote, just off the busy A6002. The roads located in the grounds of the crematorium are narrow and a one way system is in operation.

All necessary signage and barriers are to be put in place to protect pedestrians at the construction site entrance and access and egress points.

The Crematorium is open to the public Monday – Friday from 8 AM to 6 PM and on weekends and Bank Holidays from 11 AM to 4 PM. The Crematorium is to remain open throughout the Works. The roads around the crematorium are used by the public and in use constantly.

The contractor will be allocated site storage, compound and parking within the area of car parking on site. The contractor is to ensure these areas are maintained in a reasonable and safe condition throughout the Works.

3.3 Existing Structures

The Crematorium was built in 1979 as a joint venture between Broxtowe and Erewash Councils. The construction is predominately traditional brick and block external cavity wall with a timber flat roof covered with a single ply membrane. Both the Serenity Chapel and Reflection Chapel roofs are octagonal on plan rising to a central apex with glazed lantern lights to the base. The roof of the Chapels and the Porte Cocheres both utilise exposed timber Glulam beams for support.

The existing structure will be used as a work place and the finished design shall take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

If found the Principal Contractor must ensure that all works with regard the removal of asbestos are carried out in full accordance with the asbestos regulations.

3.4 Ground Conditions

The site was previously a landfill site for ex-mining waste. There are however no adverse ground conditions to the site, the previous building employed traditional strip foundations.

4.0 EXISTING DRAWINGS

All existing drawings of the building have been made available within the Tender documentation or the Pre-Construction Information. These drawings are only indicative and all information to be confirmed on site.

5.0 THE DESIGN

5.1 Hazardous work sequences identified by the Designer

The need to keep the Crematorium operational throughout the Works will inevitably cause logistical difficulties; however, the following steps have been taken to avoid difficulty:

5.1.1 It is important however that the contractor maintain safe and unobstructed fire exit routes through the site as necessary.

5.1.2 The Contractor will be allocated car parking space, storage and a site compound to separate the construction operation from the public.

5.1.3 Noisy and disruptive operations are confined to hours before 12 noon and all services to the Serenity Chapel are to be reduced to those after this time to allow the contractor uninterrupted working hours. Protect against noise and vibration by controlling it at source by fitting silencers and dampers where possible. Machinery is not to be left running unnecessarily.

5.2 Principles of Structural Design

The structural engineer has specified timber rafters and Glulams to match the existing construction where possible and used standard sized steel members where more appropriate.

5.3 Specific Problems requiring explanation by the Contractor

The Principal Contractor is required to produce a method statement which is to be incorporated within the Principal Contractor's Construction Phase Plan and should deal with localised workplace isolation, dust and noise suppression techniques.

The following list also includes other areas to be considered and deemed hazardous which may exist or which may be encountered. This list is not exhaustive and further discussion will be required with the CDM Co-ordinator should they arise to resolve methods and proposals to deal with them agreeing appropriate legislative guidance and advice notes.

1. Prevent of structural brickwork collapse over openings
2. Asbestos
3. Working at height (scaffolding) on pitched / flat roofs where access is difficult
4. Control of Substances Hazardous to Health (COSHH)
5. Disposal of Hazardous Substances
6. Drilling
7. Handling materials – manually/mechanically
8. Mechanical/Electrical plant
9. Portable tools
10. Working/Storage from the Highway
11. Protection of public and all users from all construction hazards
12. Noise from construction activities
13. Dust from construction activities
14. Fragile roof lights

Subsequently the Principal Contractor must demonstrate by reference to their Health and Safety Policy his awareness of the said hazards and produce method statements to ensure adequate health and safety respective to each hazard.

N.B. to be read in conjunction with all other sections.

6.0 CONSTRUCTION MATERIALS

6.1 Potentially hazardous materials

The following potentially hazardous materials have been identified:

- a) Cement/Lime based plasters and cement products
- b) Solvents, Paints and Protective Coatings
- c) Silicone based sealants

Where the Principal Contractor intends to use these materials and any other hazardous materials found to be required for the work, they are to provide the CDM Coordinator with full health and safety data sheets, COSHH assessments **before** the materials are incorporated in the works. Suitable protective clothing appropriate to the task and material being used should be made available to all personnel.

Should a material be used which may pose a danger/hazard to the occupants of the dwelling, during the progress of the works, this must be brought to their attention and its use progressed in line with COSHH and other appropriate legislation.

7.0 SITE WIDE ELEMENTS

7.1 Site access and egress

Site access and egress will be via the public highway. No road closures will be permitted. See also Item 3.3

7.2 Temporary accommodation/loading and storage area

All site accommodation, storage and parking to be allocated. These areas to be suitably secured where required and the surrounding area to be kept tidy at all times. **Deliveries and all unloading of materials to be carried out prior to 12 noon.** Long-base delivery vehicles will be unable to access the site due to width restriction, in this event the deliveries to be off loaded in the loading bay adjacent to the Main Entrance gate and transported to the storage area.

All hazardous materials should be stored in a lockable unit and clearly identified externally as to the contents.

All skips must be kept locked and removed immediately when full.

7.3 Traffic/Pedestrian Routes

Hazards may arise as a result of operatives, plant and materials, accessing, egressing and being delivered and taken off site respectively. During these actions due care and attention should be employed to reduce the potential for hazardous situations arising.

7.4 Provision of welfare facilities and First Aid

The Principal Contractor shall make full provision of welfare facilities for the project and shall accommodate / manage all sub contractors. Welfare facilities shall be in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2007.

The client under CDM 2007 now has a duty to ensure that adequate welfare facilities are provided, thus the Principal Contractor shall not comprise the client's responsibility.

Details of what is required are available in Schedule 2 of the CDM Regulations.

Currently it is necessary to provide:

- Toilet facilities clean, ventilated and properly lit.
- Washbasins with hot and cold or warm running water soap and towels or other drying facilities.
- Facilities to change into different clothes, to dry wet clothing and store clothing.
- Clean drinking water.
- A site canteen.

The Principal Contractor shall provide First Aid cover to the site at all times.

8.0 OVERLAP WITH CLIENT'S UNDERTAKING

Most areas have been previously discussed with respect to consideration of the health and safety issues which may arise from carrying out work within an operational Crematorium, however, the need for due respect and sensitivity must be reiterated. Bramcote Crematorium has a deserved reputation for providing a professional and sensitive service this reputation must not be compromised.

9.0 SITE RULES

The Principal Contractor is to ensure all operatives possess the appropriate permits and certificates to operate plant and equipment necessary for carrying out the said work throughout the duration of the works.

The Principal Contractor must make all operatives aware of the need for sensitivity when working at the Crematorium, the following rules must be adhered to at all times:

- No radios to be played.
- Shirts to be worn under high visibility gilets / jackets at all times.
- No unnecessary shouting, singing or whistling on site.
- The site accommodation only to be used for meal breaks ie no picnics on the grounds.

The Principal Contractor is required to issue 'Site Rules' identifying any rules specific to this Contract which are not addressed in his Health and Safety Policy and to make these rules known to all workers.

Site Rules shall be clearly displayed at all entrances to the site works.

10.0 CONTINUING LIAISON

10.1 Design elements of contractor's proposals

Full details of the Contractor's design proposals for the scheme will be required for consideration by the CDM Co-ordinator before work commences on site, if any. Details of any subsequent design change are to be notified to the CDM Co-ordinator before implementation.

10.2 Procedure for dealing with unforeseen eventualities

Any changes affecting the agreed Construction Phase Plan must be notified to and agreed by the CDM Co-ordinator before implementation.

THE CONTRACTOR IS REMINDED THAT AN AGREED CONSTRUCTION PHASE PLAN, BASED ON THIS PRE CONSTRUCTION INFORMATION, MUST BE SUBMITTED TO THE CDM CO-ORDINATOR AND AGREED BEFORE WORKS COMMENCE ON SITE AND THAT PRACTICAL COMPLETION WILL NOT BE ISSUED UNTIL COMPLIANCE WITH DUTIES AS PRINCIPAL CONTRACTOR DESIGNER IN RELATION TO THE HEALTH AND SAFETY FILE ARE COMPLETE AND APPROVED.

10.3 Liaison

Monthly progress meetings will be arranged with the project team and daily / weekly site visits will be carried out by the Councils Projects Officer.

11.0 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

11.1 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 Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the CA for delivery to the Employer.
- The Manual is to consist of the following three parts, sub sectioned as appropriate:

PART 1: GENERAL: Content as clause 11.2, the information being provided to the contractor by the CA.
PART 2: BUILDING FABRIC: Content as clause 11.3, plus certain as-built drawings and other information provided to the contractor by the CA.
PART 3: BUILDING SERVICES: Content as clause 11.4.
- The presentation of the Manual is to be as clause 11.5.
- A complete draft of the Manual must be submitted not less than four weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the CA. Do not proceed with production of the final copies of the Manual until authorised to do so by the CA.
- Final copies of the Manual: Provide the CA with two copies not less than four weeks before Practical Completion.
- As-built drawings: Provide two copies.

11.2 The Building Manual Part 1: General must include:

- A description of the building.
- Details of all consultants and designers.
- Copies of all consents and approvals obtained.
- Drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut-off valves, switches, etc.

11.3 The Building Manual Part 2: Building Fabric:

Provide such information as is reasonably required by the CDM Coordinator including

- As-built drawings recording details of construction for all Contractor designed work and performance specified work. (Where applicable)
- Copies of manufacturer's current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers/recommendations for cleaning and maintenance.
- Names, addresses, telephone and fax numbers of all subcontractors, suppliers and manufacturers.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

11.4 The Building Manual Part 3: Building Services must include:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- A photo-reduction of all record drawings to A3 size together with an index.
- Legend for all colour-coded services.
- Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturer's 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, type tests, works tests, start and commissioning tests) for the installations and plant, equipment, valves etc., used in the installations.
- A copy of all manufacturer's 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.

- Schedules of all fixed and variable equipment settings established during commissioning.
- Procedures for seasonable changeovers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of normal consumable items.
- Emergency procedures, including telephone numbers for emergency services.

11.5 Presentation of Building Manual:

The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual, where larger than A4, are to be fold and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings will form annex(es) to the Manual.

11.6 Training of Employer's Staff:

Before Practical Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual, include for not less than one operating day for this purpose.

11.7 Health and Safety Information:

A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and illness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

11.8 An Outline Construction Phase Plan must be submitted at least two weeks prior to commencement, and is to include the following:

- Method statements related to the hazards identified in the pre-construction health and safety plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for welfare facilities.

- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.
- Management of Contractors.
- Ensuring competence and training of all operatives including all contractors on site. Details of training of all employees training shall be included with the Health and Safety Plan, including a training matrix with details of all
 - Construction Skills Certification Scheme (CSCS) training or equivalent
 - Work at height training
 - All other training including that of site foreman and supervisory training should also be identified.
- Liaison with any Contractors and ensuring that they work in compliance with the Health and Safety Plan and current Health and Safety Legislation.
- Dealing with accidents and emergencies (e.g. first-aid facilities and fire precautions).
- Procedures for the detection and isolation of existing services.
- Permit to work procedures for hot work, excavations, electrical connections and working at height.
- Ensuring that all accidents, illness and dangerous occurrences are recorded and reported.
- Procedures for compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) – statutory inspections of all lifting plant, equipment and tackle.
- Procedures for compliance with the Provision and User of Work Equipment Regulations (PUWER) – procedures for inspection of all site plant and equipment on a regular basis.
- Statutory inspections of all scaffoldings, ladders and working at height equipment, including harnesses.

Developing the Health and Safety Plan

After appointment, the Principal Contractor must develop this pre-construction Information into the Construction Health and Safety Plan and submit it to the CDM Coordinator sufficiently in advance of the proposed start date to allow adequate consideration, discussion and approval. Additional detailed proposals will be required for each stage of the work and each high-risk operation.

The work must not start until the CDM Coordinator has confirmed, on behalf of the client that in his view the Principal Contractor's Plan meets the requirements of the CDM Regulations 2007.

Prior to commencing on site, the contractor will clearly outline the employee rules for use of the client's site welfare facilities.

Suggested Format of Construction Health and Safety Plan

- Sections 1 and 2 of this Pre-construction Information.
- Details of the management structure and their responsibilities for the Contract.
- Details of phasing of the construction works to enable ongoing safe use of the adjacent areas and public areas, i.e. minimal disruption to the use of the Crematorium and the maintenance of safe passage and emergency egress/access for all.
- Method Statements addressing the hazards identified in this Pre-construction Information Pack and the procedure for conducting further risk assessments to ensure significant hazards arising from any amendments are identified and addressed.
- Selection Procedures for ensuring competency of Contractors.
- Arrangements for ensuring co-operation and co-ordination among Contractors and that they work in compliance with the Health, Safety and Welfare Plan and current Health and Safety Legislation. Such arrangements to include consultation with employees and other personnel on site.
- Arrangements for ensuring that all persons on site have received relevant health and safety information and training.
- Proposed site rules and means of drawing them to the attention of all working on or visiting the site and for informing all affected of health and safety hazards.
- Arrangements for welfare facilities from day one of the project and ongoing provision of welfare facilities throughout the construction of the project.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Reviewing procedures to obtain feedback and effective communication to ALL levels of staff.
- Copies of the company's inspection pro forma for all plant, machinery and statutory compliance.
- Arrangements for dealing with accidents and emergencies (including first-aid facilities and fire precautions).
- Arrangements for ensuring that all accidents, illnesses and dangerous occurrences are recorded.
- Copy of the Principal Contractor's health and safety policy.

HEALTH AND SAFETY FILE

As the Project progresses the Principal Contractor is required to collect all information, which could be beneficial to those who will be involved in future construction work to the facility and to pass this information to the CDM Co-ordinator. This will include:

- Marked up site drawings showing the routes and termination of all services.
- All manuals for any installed equipment and hardware.
- All test certificates for all items of electrical and mechanical installations.
- All certificates for emergency lighting and signage, plus certification for fire doors etc.
- All clearance certificates for the removal of any hazardous materials.

The requirement for the collection and collation of information for the health and safety file shall cover the entire project.

As the Project progresses the Principal Contractor is required to collect all information, which could be beneficial to those who will be involved in the maintenance of the properties and all equipment and installations contained within and to pass this to the CDM Coordinator. He may be required to assist the CDM Coordinator in the compilation of this information.

Before the issue of the Practical Completion Certificate the Principal Contractor must ensure that all such information has been supplied, by themselves and their Contractors, to the satisfaction of the CDM Coordinator.

11.9 The Construction Phase Plan, developed from the Outline Construction Phase Plan (see Section 11.8) must be submitted to the CDM Co-ordinator not less than two weeks before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that in his view the Construction Phase Plan includes the procedures and arrangements required by CDM Regulation 15(4).

11.10

Any queries arising from the Construction Phase Plan should be referred to the CDM Co-ordinator:

**David Wadsley
Directorate of Housing and Leisure Services
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston
Nottingham NG9 1AB**

Telephone: Mr David Wadsley 0115 9173659 Fax: 0115 9173600

APPENDIX A - INFORMATION REQUIRED IN A TYPICAL CONSTRUCTION PHASE PLAN

The Construction Phase Health and Safety Plan (CPHSP) should have a short relevant project specific section (paragraph) on each of the following. The majority of the items requested should be readily available in the company's health and safety management system.

Please state in your plan,

- Who does what, when and how?
- Who is responsible for doing the various health and safety roles, e.g. method statements, site inspections, plant inspections and the frequency?
- What are the significant hazards on the project and how they will be approached, managed and controlled by you as principal contractor?

Large amounts of irrelevant paper work are not required and will be considered detrimental to the plan. A short document, focused on what will be actually implemented on site is required.

A single copy of each pro forma (company form) requested will be sufficient, most of which should be immediately available in the company's health and safety management system.

Possible breakdown of Construction Phase Health and Safety Plan

Description of Projects

1. Project details, e.g. name, location, duration.
2. Project Team, Client, Design Team Members, QS and CDM Co-ordinator.
3. Programme / sequence of work for the duration of project.
4. List of particular hazards (major to medium) associated with the project.

Site Management Structure

5. Proposed Principal Contractor's Management Structure from MD to site operatives.
6. Name of site foreman and a copy of his CSCS Gold card or equivalent.
7. Name of first aid officer on site and a copy of his training certificate.

Site Set Up

8. Details of proposed site security / fencing, presented on a marked up drawing if possible.
9. Details of proposed welfare facilities on site (or sections) of the site from day one and date of any proposed development when water and sewer connections become available.
10. Details of hand cleaning / hygiene measures to be provided for employees on site.
11. Details of proposed site compound, storage huts, canteens etc. as applicable.
12. A copy of the Site Rules for the site.
13. Details of Emergency Procedures.

14. Details of any site crane requirements (if applicable).

Risk Assessment and Method Statements

15. Copy site specific risk assessment procedures and a copy of record pro forma.
16. Copy of relevant generic risk assessment procedures and a copy of record pro forma.
17. Copy of site method statement procedures and a copy of record pro forma.

Training

18. A summary training matrix for all proposed site employees, highlighting all CSR Card or Safe Pass holders. Also any other training undertaken applicable to this project.
19. Site Induction procedures and copy of record pro forma.
20. Tool box talk procedures, frequency and a copy of record pro forma.

Subcontractor Assessment and External Communication

21. Procedures for selection of sub contractors and a copy of record pro forma.
22. Procedures for passing information to other contractors.
23. Procedures for ongoing liaison with design team and identification of ongoing design risk assessment.
24. Near miss / incident / accident reporting procedures.
25. Inspection procedures for all major plant and a copy of legal test certificate. Please provide details of plant inspection frequency, by whom and a copy of record pro forma.

Inspections and Monitoring

26. Details of frequency for statutory inspections as outlined by the HSE, where applicable.
- Excavation register and a copy of record pro forma.
 - Scaffold register and a copy of record pro forma.
 - Mobile Working Platform register and a copy of record pro forma.
 - Ladder register and a copy of record pro forma.
27. A copy of the weekly site inspection form and any other site inspections / audit forms undertaken by others.

Significant Risks and Site Specific Arrangement

28. Arrangements for controlling significant site risks including a copy of the risk assessment and method statement as / if applicable to this project.
- a) Services in structures.
 - b) Underground services.
 - c) Overhead cables.
 - d) Demolitions.
 - e) Asbestos.
 - f) Removal of waste.
 - g) Excavations.

- h) Avoidance of working at height.
- i) Falls.
- j) Falling materials.
- k) Storage of materials on site.
- l) Protection of the public.
- m) Control of lifting operations.
- n) Poor ground conditions.
- o) Managing temporary works.
- p) Traffic management and segregation of vehicles and pedestrians.
- q) Manual handling.
- r) COSHH.
- s) PPE / Noise / Vibration.
- t) Environmental impact due to spills of fuel etc.
- u) Working near water.
- v) Biological diseases, for rats and other sources.
- w) Accommodating adjacent land use.