

Description of project	Details
1. Project description and intended use of final structure/building.	
2. Project description and programme details including:	
a) important dates (including planned start and finish of the construction phase)	
b) client's brief.	
3. Extent and location of existing records and plans (such as relevant information from existing health and safety file and asbestos surveys).	
4. Details of:	
a) principal designer	
b) designer(s)	
c) principal contractor	
d) contractor(s)	
e) consultant/others.	
Client's considerations and management requirements	
1. Arrangements for:	
a) planning and managing the construction work, including any health and safety goals for the project	
b) communication and liaison between client and others	
c) time allocated for each stage of the project.	
2. Requirements relating to the health and safety of the client's employees or customers, or other people involved in the project, such as:	
a) security of the site	
b) the requirement for site hoardings	
c) site transport arrangements or restriction on vehicle movements	
d) client permit-to-work systems	
e) fire precautions	
f) emergency procedures and means of escape	
g) 'no-go' areas or other authorisation requirements	
h) any areas designated as a confined space by the client	
i) smoking and parking restrictions	
j) welfare provision.	

Environmental restrictions and existing on-site risks	
1. Safety hazards, including:	
a) boundaries and access, including temporary access (for example, narrow streets, lack of parking, turning or storage space)	
b) any restrictions on deliveries, waste collection or storage	
c) adjacent land uses (such as schools, railway lines or busy roads)	
d) existing storage of hazardous materials	
e) location of existing services particularly those that are concealed – water, electricity, gas, and so on	
f) ground conditions, underground structures or water courses where this might affect the safe use of plant (such as cranes, or the safety of groundworks)	
g) information on existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall-arrest systems (particularly where demolition is involved)	
h) previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)	
i) fire damage, ground shrinkage, movement or poor maintenance, which may have adversely affected the structure	
j) any difficulties relating to plant and equipment in the premises (such as overhead gantries whose height restricts access)	
k) health and safety information contained in earlier design, construction or 'as-built' drawings (such as details of pre-stressed or post-tensioned structures).	
2. Health hazards, including:	
a) asbestos, including results of surveys (particularly where refurbishment and/or demolition is involved)	
b) existing storage of hazardous materials	
c) existing structures containing hazardous materials	
d) health risks arising from the client's work.	
Significant design and construction hazards	
1. Significant design assumptions and suggested work methods, sequences or other control measures.	
2. Arrangements for co-ordination of ongoing design work and handling design changes.	
3. Information on significant risks identified during design.	
4. Materials requiring particular precautions.	
Comments	
Name	Position
Signature	Date