

PRE CONSTRUCTION HEALTH & SAFETY INFORMATION PACK

PROJECT TITLE: Resurfacing and Drainage Works at Bradwell Fire Station

SITE ADDRESS: Bradwell Fire Station Main Street Bradwell, Derbyshire S33 9JG



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

Derbyshire Fire & Rescue Service
Property Department
Joint Police & Fire Headquarters
Butterley
Ripley
Derbyshire DE5 3RS

Tel: 0300 122 8934

Property@derbys-fire.gov.uk

Property Department

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

Contents

I.	PRE CONSTRUCTION INFORMATION DEVELOPMENT HISTORY	5
II.	PRE CONSTRUCTION INFORMATION PACK REVISIONS	5
III.	PRE CONSTRUCTION INFORMATION PACK OUTSTANDING	5
1.0	DESCRIPTION OF PROJECT	6
1.1	Project.....	6
1.2	Site Location	7
1.2.1	Contact Details	7
1.2.2	Location Map	8
1.3	Description of Works	9
1.4	Key Dates.....	9
1.5	Property Directory	9
1.5.1	Client	9
1.5.2	Principal Designer.....	9
1.5.3	Project Manager	10
1.5.4	Structural Engineer	10
1.5.5	Clerk of Works	10
1.5.6	Principal Contractor	11
1.5.7	Mechanical Designer	11
1.5.8	Electrical Designer.....	11
1.6	Existing Drawings & Documents.....	12
1.6.1	Existing Drawings	12
1.6.2	Existing Documents	12
2.0	CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS	13
2.1	Arrangements for.....	13
2.1.1	Health and safety goals	13
2.1.2	Arrangements for Monitoring and Review of Health and Safety Performance	13
2.2.2.1	Monitoring.....	13
2.1.2.2	Review.....	13
2.1.3	Communication and liaison between client and others.....	14
2.1.4	Client construction site rules	14
2.1.5	Security of the site	15

2.1.6	Welfare provision	15
2.2	Requirements relating to the health and safety of the client's employees or customers or those involved in the project such as	15
2.2.1.1	Site hoarding requirements	15
2.2.1.2	Site transport arrangements or vehicle movement restrictions	15
2.2.1.3	Client permit-to-work-systems.....	16
2.2.1.4	Fire precautions	16
2.2.1.5	Emergency procedures and means of escape	16
2.2.1.6	'No-go' areas or other authorisation requirements for those involved in the project	16
2.2.1.7	Any areas the client has designated as confined spaces	16
2.2.1.8	Smoking and Parking Restrictions	16
3.0	ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS.....	17
3.1	Safety Hazards.....	17
3.1.1.1	Boundaries and access, including temporary access	17
3.1.1.2	Restrictions on deliveries or waste collection or storage	17
3.1.1.3	Adjacent / Previous land issues	17
3.1.1.4	Existing storage of hazardous materials.....	17
3.1.1.5	Location of existing services gas, water, sewage, electricity and telecommunications servicing/crossing the site	18
3.1.1.6	Existing ground conditions, underground structures or water courses	18
3.1.1.7	Difficulties relating to plant and equipment in the premises.....	18
3.1.1.8	Health and safety information contained in earlier design, construction or 'as-built' drawings	18
3.2	Health hazards, including	19
3.2.1.1	Asbestos removal work associated with the proposed construction works	19
3.2.1.2	Existing storage of hazardous materials.....	19
3.2.1.3	Contaminated land, including results of surveys	19
3.2.1.4	Existing structures containing hazardous materials.....	19
3.2.1.5	Health risks arising from client's activities	19
4.0	SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS	20
4.1	Significant design assumptions and suggested work methods, sequences or other control methods	20
4.2	Arrangements for co-ordination for on-going design work and handling design changes	20
4.2.1	Procedures for dealing with design change.....	20
4.2.1.1	Design Changes	20

4.2.1.2	Notification to the Principal Contractor	20
4.2.1.3	Design Changes Risk Assessment	20
4.2.1.4	Design Changes Relating to Construction Documentation	20
4.3	Information on significant risks identified during design	21
4.3.1	Site set-up and enabling works	21
4.3.2	Traffic Management Plan	21
4.4	Materials requiring particular precautions	22
4.5	Other significant health and safety hazards	22
5.0	HEALTH AND SAFETY FILE (NOTIFIABLE PROJECTS ONLY)	23
5.1	Health and Safety File Content and Information Sources	23
5.2	Operating and Maintenance Manuals for	25
5.3	As fitted drawings/information for.....	25
ANY RELEVANT AS FITTED DRAWINGS OR INFORMATION FROM SUB- CONTRACTORS		26
APPENDIX A – DESIGN RISK MANAGEMENT		27
APPENDIX B – FORM F10 – NOTIFICATION OF CONSTRUCTION PROJECT (IF APPLICABLE).....		28
APPENDIX C – STATUTORY SERVICE INFORMATION.....		29
APPENDIX D – DRAWINGS.....		30

I. PRE CONSTRUCTION INFORMATION DEVELOPMENT HISTORY

Pre-Construction Information Pack Commenced:	Site Visit Undertaken	Designers Risk Assessments Incorporated	Surveys / Investigations Incorporated	Pre-Construction Information Pack Issued:
22 May 2018	15 May 2018	22 May 2018	22 May 2018	22 May 2018
Authorised for issue by:		Sean Heenan		22 May 2018
Compiled by:		Sean Heenan		22 May 2018

II. PRE CONSTRUCTION INFORMATION PACK REVISIONS

Amendments	Reviewed By:	Authorised By:	Date
None			

III. PRE CONSTRUCTION INFORMATION PACK OUTSTANDING INFORMATION LIST

Reference Number:	Subject:	Detail Requirement:	Date:	Date Information Received:
None				

1.0 DESCRIPTION OF PROJECT

1.1 Project

Insert photos with description of relevance



A – View of main entrance



B – View of front forecourt



C – Side elevation



D – View of rear yard



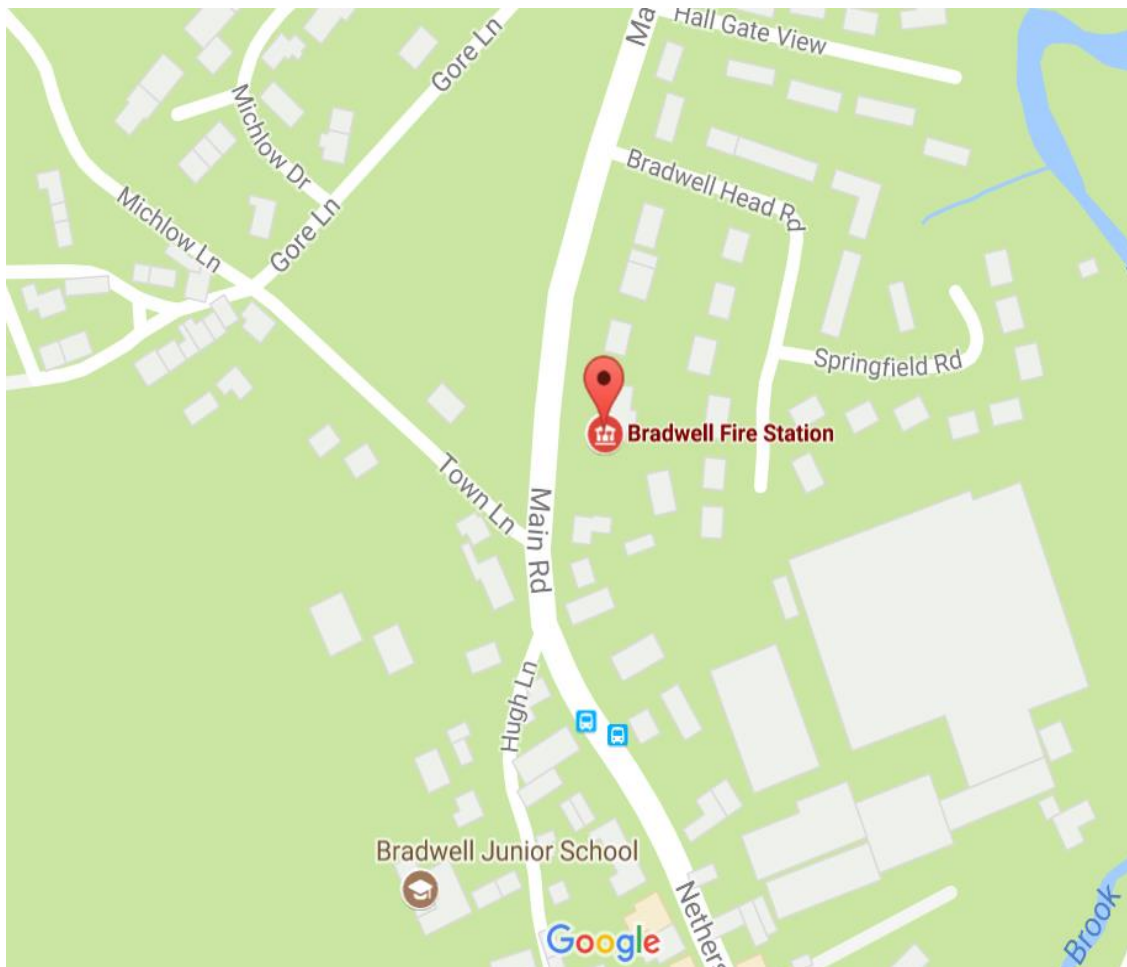
E – View of footpath to rear

1.2 Site Location

1.2.1 Contact Details

Address:	Telephone No.:	0300 122 8934
Bradwell Fire Station Main Street Bradwell Derbyshire S33 9JG	Contact Name:	Sean Heenan
	Email:	sheenan@derbys-fire.gov.uk

1.2.2 Location Map



1.3 Description of Works

Will the structure / adaptation be part of / used as a workplace? (Tick as appropriate)	Yes	√
	No	
NB: If Yes: design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Have these requirements been taken into account?	Yes	√
	No	

1.4 Key Dates

Planned start and finish date of construction phase:

Start date: - 2 July 2018

Duration: - 4 weeks

Minimum time (days) allowed between principal contractor appointment and instruction to commence work on site:

14 days

1.5 Property Directory

1.5.1 Client

Address:	Telephone No.:	01332 771221
Derbyshire Fire & Rescue Service Joint Police & Fire Headquarters Butterley Ripley Derbyshire DE5 3RS	Contact Name:	Rob Wood
	Email:	rawood@derbys-fire.gov.uk

1.5.2 Principal Designer

Address:	Telephone No.:	0300 122 8934
Property Department Derbyshire Fire & Rescue Service Joint Police & Fire Headquarters Butterley Ripley Derbyshire DE5 3RS	Contact Name:	Sean Heenan
	Email:	sheenan@derbys-fire.gov.uk

1.5.3 Project Manager

Address:	Telephone No.:	0300 122 8934
Property Department Derbyshire Fire & Rescue Service Joint Police & Fire Headquarters Butterley Ripley Derbyshire DE5 3RS	Contact Name:	Sean Heenan
	Email:	sheenan@derbys-fire.gov.uk

1.5.4 Structural Engineer

Address:	Telephone No.:	N/A
N/A	Contact Name:	N/A
	Email:	N/A

1.5.5 Clerk of Works

Address:	Telephone No.:	0300 122 8934
Property Department Derbyshire Fire & Rescue Service Joint Police & Fire Headquarters Butterley Ripley Derbyshire DE5 3RS	Contact Name:	Sean Heenan
	Email:	sheenan@derbys-fire.gov.uk

1.5.6 Principal Contractor

Address:	Telephone No.:	TBC
TBC	Contact Name:	TBC
	Email:	TBC

1.5.7 Mechanical Designer

Address:	Telephone No.:	N/A
N/A	Contact Name:	N/A
	Email:	N/A

1.5.8 Electrical Designer

Address:	Telephone No.:	N/A
N/A	Contact Name:	N/A
	Email:	N/A

1.6 Existing Drawings & Documents

1.6.1 Existing Drawings

List of plans/drawings included with this pre construction information:

DRAWING TITLE	DRAWING NUMBER	LOCATION WITHIN DOCUMENT
Existing Plan	DFRA163.1	Separately enclosed with tender documents
Proposed Plan	DFRA163.2	Separately enclosed with tender documents
Line Marking Plan	DFRA163.3	Separately enclosed with tender documents

1.6.2 Existing Documents

List of relevant Health & Safety documents included with this pre-construction info:

DOCUMENT TITLE	DOCUMENT NUMBER	LOCATION WITHIN DOCUMENT
Specification	DFRA163.SPEC	Separately enclosed with tender documents
Principal Designer's Risk Assessment	N/A	Appendices

2.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements for

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

2.1.1 Health and safety goals

- To complete the project free of any accidents
- To constantly raise awareness of Health and Safety issues both with construction site personnel and all other persons likely to be affected by the construction process, e.g. other site users, members of public etc.
- To seek improvements on all Health and Safety matters
- To investigate any incident that results in a "near miss" so that the cause(s) may be identified and appropriate action taken to prevent any reoccurrence
- To constantly focus on high risk activities highlighted in HSE accident statistics, e.g. falls from heights, to prevent injuries
- To identify the on-going training and development needs of all employees to maintain high levels of competency

2.1.2 Arrangements for Monitoring and Review of Health and Safety Performance

2.2.2.1 Monitoring

- Daily checks by the Principal Contractor with regard to general health and safety standards
- Principal and sub-contractor's supervisors will be expected to undertake daily checks of the work area under their control
- The statutory weekly inspections will be undertaken and recorded in the file located in the Site Principal Contractor's office

OR

- If sub-contractors are recording their own inspections in their own registers, these must be kept on site and readily available for checking and auditing
- Periodic inspections undertaken by Derbyshire Fire & Rescue Service Property Department

2.1.2.2 Review

- The project will be assessed on completion for overall health and safety performance. Should the performance fall short of the goals, Derbyshire Fire & Rescue Service will review Health & Safety arrangements

2.1.3

Communication and liaison between client and others

- All members of the project team shall co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work. Regular contract meetings shall be held throughout the duration of the project to promote communication and liaison
- The Principal Designer shall ensure that the right information will be passed to the right people at the right time
- All those in control of construction work are required to provide workers (including the self-employed) under their control with any information they require to carry out the construction work safely and without risk to health
- The Principal Contractor shall ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings from risk assessment and risks arising from others undertakings taking place nearby. Site rules should be explained along with the procedures to be followed in the event of any workers finding themselves in a position and imminent danger
- The Principal Contractor has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, sub-contractors and all workers. Arrangements made in respect of co-operation and consultation with works on site should be recorded by the Principal Contractor and included in their Construction Phase Health and Safety Plan. Such arrangements will require regular review and updating as circumstances on site change

2.1.4

Client construction site rules

- All visitors to the site must report to the Principal Contractor, wear appropriate PPE, and be booked in and out
- The Health and Safety Plan, together with all drawings, documents and information shall be kept together on site in a safe secure place. It shall be readily available for inspection and up to date at all times
- Noise and dust shall be kept to a minimum
- The work site is to be kept in a clean and tidy condition at all times
- No offensive language will be tolerated at any time from site staff or operatives
- All deliveries are to be supervised by contractor's banksman
- Smoking is NOT allowed on Derbyshire Fire & Rescue sites. There is a restriction on radios
- All waste to be disposed of appropriately off site
- Under the Environmental Protection Act 1990 no bonfires will be permitted
- Storage of waste materials (skips etc.) to be kept a minimum of 5m away from structures if in a lockable container, 10m if in an open container. Non Hazardous waste going to landfill must be treated (Landfill (England and Wales) Regs 2002)

2.1.5 Security of the site

The Fire Station site does have a secure perimeter. Due to the specific nature of the works the secure perimeter will act as the secure working compound for construction activities. All visitors entering the fire station premise site must report to the station office via the main entrance lobby.

2.1.6 Welfare provision

The Principal Contractor shall ensure suitable welfare facilities are available from the start of the construction phase.

Will the existing client's premises be used to provide suitable welfare facilities?

√	Yes (Detail) :- Site operative will be able to use the sanitary facilities within the fire station building on condition that they are kept clean and tidy at all times.
<input type="checkbox"/>	No (describe alternative provisions) :-

2.2 Requirements relating to the health and safety of the client's employees or customers or those involved in the project such as

2.2.1.1 Site hoarding requirements

The construction site area will require a secure perimeter to define working areas and discourage trespass. The secure site perimeter will be used to achieve this.

2.2.1.2 Site transport arrangements or vehicle movement restrictions

The site is an active fire station and must be maintained as such at all times throughout the duration of the works. Therefore, the principal contractor must programme the works, and put suitable arrangements in place to ensure the movement of emergency response vehicles is not impeded.

2.2.1.3 Client permit-to-work-systems

All work operatives must sign in at the station office before commencing any work; or; the principal contractor must maintain a separate signing in/out procedure for all work operatives for the duration of the works.

An asbestos permit to work system is in operation at all Derbyshire Fire & Rescue sites. An asbestos management survey is kept at all sites and all work operatives must check this document before they commence any work. If a Refurbishment/Demolition (Type 3) asbestos survey has been undertaken and issued covering the scope of the work of the contract this will satisfy the DFRS asbestos policy. Asbestos containing products are not believed to be present in the work area for this project.

2.2.1.4 Fire precautions

The fire alarm is raised by a continuous bell. The fire assembly point for this establishment is the external area to the rear of the fire station.

The Principal Contractor and all subcontractors are required to make themselves familiar with the existing establishment's fire precautions. The Principal Contractor is required to develop the construction sites precautions to take into account the establishments requirements where applicable.

2.2.1.5 Emergency procedures and means of escape

Procedure: Refer to fire precautions

2.2.1.6 'No-go' areas or other authorisation requirements for those involved in the project

No access is permitted to the fire station without prior consent to the Project Manager and/or client.

2.2.1.7 Any areas the client has designated as confined spaces

Inspection chambers if accessible may constitute confined spaces. An underground static water tank accessed via inspection chamber is located in the rear yard. This may also constitute a confirmed space if accessed.

2.2.1.8 Smoking and Parking Restrictions

Smoking is NOT allowed on any Derbyshire Fire & Rescue Service site.

Parking is to be allowed in designated areas agreed with the Project Manager prior to commencement on site. Parking is to be agreed so as to maintain access for DFRS personnel at all times to attend fire calls.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS

3.1 Safety Hazards

3.1.1.1 Boundaries and access, including temporary access

Restrictions: A secure site will be established with prior consent of the Project Manager or Client. Access to site will be via the fire station drive which is access/egress for fire appliances and personnel and therefore on no account will be impeded.

Parking: Construction parking will be within the site compound area as agreed with the project manager or client.

Turning area: Construction vehicle movements will be within the site compound area under the direction of a vehicle marshal.

Storage space: Within the construction site area, as agreed with the project manager.

3.1.1.2 Restrictions on deliveries or waste collection or storage

Suitable times for waste collection are to be agreed with the project manager or client.

All waste to be disposed of offsite.

Under the Environmental Protection Act 1990 no bonfires will be permitted.

Storage of waste materials (skips etc.) to be kept to a minimum of 5m away from structures if in a lockable container, 10m if in an open container.

3.1.1.3 Adjacent / Previous land issues

The fire station is bordered on three sides. The sides are bordered by domestic premises and the rear is bordered by a vacant plot of waste land.

3.1.1.4 Existing storage of hazardous materials

An external cupboard is located in the work area for the storage of petrol and diesel cans. This cupboard is constructed from masonry with a robust locked timber door. The principal contractor must ensure this cupboard is protected from damage by plant and equipment.

3.1.1.5 Location of existing services gas, water, sewage, electricity and telecommunications servicing/crossing the site

No drawings are available.

The Principal contractor must take all reasonable steps to identify all services in the area affected by the works.

Before commencing any work the Principal Contractor shall ascertain the position of all known underground services in the vicinity of the works using safe digging methods, C.A.T. and genni scanners etc. as detailed in HSG47. The Principal Contractor must put in place control measures for preventing contact with overhead power lines Ref. GS6.

3.1.1.6 Existing ground conditions, underground structures or water courses

(Where this might affect the safe use of plant, for example cranes or the safety of ground works)

No ground investigations undertaken. Safe digging practices should be applied.

3.1.1.7 Difficulties relating to plant and equipment in the premises

(Such as overhead gantries whose height restrictions access)

The proposed working area is adjacent the fire station tower. Consideration shall be given to this structure during the construction works being undertaken and potential siting of construction plant.

3.1.1.8 Health and safety information contained in earlier design, construction or 'as-built' drawings

(Such as details of pre-stressed or post-tensioned structures)

No pre-existing Health and Safety File Exists for this project.

3.2 Health hazards, including

3.2.1.1 Asbestos removal work associated with the proposed construction works

(Particularly where demolition is involved)

A refurbishment/demolition (type 3) asbestos survey has not been undertaken for this project as it does not affect an existing structure. Asbestos containing materials are present in the existing fire station as detailed by the asbestos management (type 2) survey. However these ACM are not within the work area for this project.

3.2.1.2 Existing storage of hazardous materials

Pressurised oxygen gas storage areas for breathing apparatus is located in the main premise building away from the proposed working area.

3.2.1.3 Contaminated land, including results of surveys

No survey undertaken.

3.2.1.4 Existing structures containing hazardous materials

There are asbestos containing materials (ACMs) in the existing premises; refer to premises Management (Type 2) Asbestos Survey. Should any unplanned work be undertaken in these areas of the existing premise, the Premises Asbestos Permit to Work System must be followed where the work is within the scope of the Management (Type 2) Survey.

3.2.1.5 Health risks arising from client's activities

Site security could be an issue due to a possibility of some members of the local population gaining unauthorised access. Strict site security procedures will be required to maintain security during working and out of hours.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

The work involved in this project is routinely carried out, the hazards and associated risks are familiar to the competent principal contractor. No attempt has been made to detail these hazards which are regarded as inherent in construction activities.

Special care needs to be taken to the items listed below which have been identified as being activities that are specific to this project that pose a significant hazard to health and safety.

4.1 Significant design assumptions and suggested work methods, sequences or other control methods

- Working on an active fire station site where firefighters are required to respond immediately to emergency calls

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

4.2.1 Procedures for dealing with design change

4.2.1.1 Design Changes

Any design changes will be made by the Principal Designer.

4.2.1.2 Notification to the Principal Contractor

As soon as it becomes known that a design element is to be modified the Principal Contractor shall be notified by the Principal Designer.

4.2.1.3 Design Changes Risk Assessment

Each design change shall be developed on the basis of risk assessment regarding execution, maintenance and repair.

4.2.1.4 Design Changes Relating to Construction Documentation

The Principal Contractor shall be required to update, amend and modify as necessary the detailed construction phase Health and Safety Plan to address any health and safety risks associated with individual design elements, modified during the works.

4.3 Information on significant risks identified during design

4.3.1 Site set-up and enabling works

Detail of management arrangements:-

- Site supervision arrangements during the works
- Site security – exclusion of unauthorised persons from the work / site area
- Traffic management of the works, including deliveries to site
- Welfare arrangements
- Liaison with existing / adjacent building / premises users

4.3.2 Traffic Management Plan

A traffic management plan will need to be developed prior to any work starting on site. The plan will be checked for adequacy by the design team, existing site management and other interested parties.

The plan should take into account:-

- Maintaining segregation of pedestrian and vehicular traffic
- Maintaining clean, clear access routes. Adequate signage
- Managing the interaction between the construction process and existing adjacent site users
- Material deliveries/traffic movements through the existing premises site required to gain access to the construction site
- Account to be taken of the building location in a residential area and the impact site traffic movements will have
- Maintaining the segregation of members of the public and the construction process
- Maintaining access for firefighters responding to an emergency call
- Maintaining suitable exit and entrance routes for emergency response vehicles

4.4 Materials requiring particular precautions

HAZARDOUS CONSTRUCTION MATERIALS		
<i>The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and/or safety hazards during the project. Appropriate measures will need to be specified for their control.</i>		
ITEM Tick as appropriate	YES	NO
Solvents	✓	<input type="checkbox"/>
Wood Dust	<input type="checkbox"/>	✓
Treated Timber	<input type="checkbox"/>	✓
Adhesives	<input type="checkbox"/>	✓
Cement	✓	<input type="checkbox"/>
L.P.G.	✓	<input type="checkbox"/>
Paints/Varnish	<input type="checkbox"/>	✓
Man Made Mineral Fibres	<input type="checkbox"/>	✓
Plasters	<input type="checkbox"/>	✓
Lime	<input type="checkbox"/>	✓
Sand Aggregates	✓	<input type="checkbox"/>
Oils	✓	<input type="checkbox"/>
Bitumen products	✓	<input type="checkbox"/>
Hazardous Dusts i.e. cutting blocks, bricks, roof tiles etc.	✓	<input type="checkbox"/>
Lead	<input type="checkbox"/>	✓
Others – list below		

4.5 Other significant health and safety hazards

None identified.

5.0 HEALTH AND SAFETY FILE (NOTIFIABLE PROJECTS ONLY)

To: Principal Contractor

The information listed below is required by the Principal Designer for inclusion in the Health and Safety File [Regulation 22(1) (j)]. This information will be required at least two weeks prior to handover.

5.1 Health and Safety File Content and Information Sources

Section	Description	Information source
1.0	THE HEALTH AND SAFETY FILE	
1.1	Introductory Statement	Principal Designer
1.2	File Maintenance	Principal Designer
2.0	THE PROJECT	
2.1	Project Description and Key Dates	Principal Designer
2.2	Project Team Directory	Principal Designer
2.3	Contractors Directory	Principal Contractor
2.4	Suppliers and Construction Materials Used	Principal Contractor
3.0	RESIDUAL HAZARDS AND HAZARDOUS MATERIALS	
3.1	Residual Hazards	All CDM Duty Holders
3.2	Hazardous Materials	All Designers
4.0	BUILDING SERVICES AND OTHER KEY INFORMATION	
4.1	External Works Plan	All Designers & PC
4.2	Fire Precautions	N/A
4.3	Design Floor & Roof Loadings	N/A
4.4	Internal Finishes Schedule/Drawing	N/a
5.0	BUILDING FABRIC	
5.1	Principal Designer Design Statement	Principal Designer
5.2	Access, Cleaning and Maintenance Statements	Principal Designer
6.0	STRUCTURAL	
6.1	Structural Engineer Design Statement	N/A
6.2	Sources of stored energy	N/A
6.3	Safe working loads	N/A
6.4	Special arrangements for plant access / lifting	N/A
6.5	Demolition Statement	N/A
7.0	MECHANICAL	
7.1	Mechanical Engineer Design Statement	N/A
7.2	Access and Maintenance Statement	N/A
7.3	Plant Replacement Strategy	N/A
8.0	ELECTRICAL	
8.1	Mechanical Engineering Design Statement	N/A
8.2	Access and Maintenance Statement	N/A
8.3	Plant Replacement Strategy	N/A
9.0	LANDSCAPE	
9.1	Landscape Design Statement	N/A
9.2	Access and Maintenance Statement	N/A

10.0	OTHER DESIGNERS	
10.1	Designers Design Statement	Identified Designer
10.2	Access and Maintenance Statement	Identified Designer
10.3	Plant Replacement Strategy	N/A
11.0	AS BUILT INFORMATION	
11.1	As Built Drawing Registers	All Designers
11.2	Schedule of Surveys and investigation Reports	All CDM Duty holders
11.3	Schedule of Operation and Maintenance info	Principal Contractor
12.0	CERTIFICATES REQUIRED FOR THE SAFE OCCUPATION OF THE BUILDING	
12.1	Test, Commissioning and Completion Certificates	Principal Contractor (sub-contractors) Building Control
13.0	FORMAT AND SCHEDULE OF THE HEALTH & SAFETY FILE CONTENTS	
14.0	OPERATING BUILDING AND MAINTENANCE MANUALS	
14.1	M&E and other specialist contractors	N/A
15.0	PREMISES FIRE RISK ASSESSMENT	
15.1	Documents to be included in both the Premises Fire Risk Assessment and H&S Files	N/A
16.0	HEALTH AND SAFETY FILE	
16.1	Handover of the File to the Client	Principal Designer

5.2 Operating and Maintenance Manuals for

Electrical and mechanical installations, also any manuals from specialist contractors e.g. lift installation contractors, kitchen equipment manufacturers/installers etc.

These manuals to include as a minimum

As fitted drawings of external and internal service/system routes etc.

Test/commissioning certificates			
Select check box where appropriate	Copies		
	Hard	Electronic	N/A
Gas soundness test	<input type="checkbox"/>	<input type="checkbox"/>	✓
Mechanical plant commissioning, boilers, water heaters, controls	<input type="checkbox"/>	<input type="checkbox"/>	✓
Kitchen equipment cookers/fryers etc.	<input type="checkbox"/>	<input type="checkbox"/>	✓
Kitchen ventilation/gas system	<input type="checkbox"/>	<input type="checkbox"/>	✓
Water chlorination	<input type="checkbox"/>	<input type="checkbox"/>	✓
Mechanical Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	✓
Mechanical pipe work pressure testing	<input type="checkbox"/>	<input type="checkbox"/>	✓
Electrical installation power/lighting	<input type="checkbox"/>	<input type="checkbox"/>	✓
Lightning conductor	<input type="checkbox"/>	<input type="checkbox"/>	✓
Fire alarm	<input type="checkbox"/>	<input type="checkbox"/>	✓
Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	✓
Passenger/platform lift	<input type="checkbox"/>	<input type="checkbox"/>	✓
Fire Doors	<input type="checkbox"/>	<input type="checkbox"/>	✓
All warranties, maintenance instructions/schedules etc.	<input type="checkbox"/>	<input type="checkbox"/>	✓

5.3 As fitted drawings/information for

Installation of underground services, gas water, electric, telecom and drainage etc. This information passed with agreement to the Principal Designer so it can be overlaid on the external works drawing.

ANY RELEVANT AS FITTED DRAWINGS OR INFORMATION FROM SUB-CONTRACTORS

For example, details of new drainage gullies and inspection chambers; location of underground drainage pipe work and service ducts.

SUPPLIERS AND MANUFACTURER'S PRODUCT INFORMATION

Operating/maintenance, cleaning, COSHH, guarantees, etc.

A list Main Sub-Contractors: [alphabetically by element]

Sub Contractor		Tel No:	
Address:	<i>To be completed by Principal Contractor</i>	Contact:	
		Email:	

List of Suppliers and Manufacturers: [alphabetical by element]

Materials		Tel No:	
Address:	<i>To be completed by Principal Contractor</i>	Contact:	
		Email:	

NB – two copies of the above are required

1 hard copy format

All documentation to be provided in a white A4 presentation folder divided into the relevant sections as per the above provided folder structure/layout.

All drawings to be provided as a full size version and included within the document.

1 electronic format

All documentation to be provided in PDF format (unlocked / unprotected) and be a full mirror image of the hard copy information provided.

All drawings to be supplied in CAD and PDF format.

APPENDIX A – DESIGN RISK MANAGEMENT

Insert Designers Risk Assessments



CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 PRINCIPAL DESIGNER'S RISK ASSESSMENT

Client: Derbyshire Fire & Rescue Service Job title: Resurfacing and Drainage Works at Bradwell Fire Station Revision: DFRA 163 Date: May 2018		Designer: Sean Heenan Design Practice: Property Department, Derbyshire Fire & Rescue Building Surveying Design Development Stage of work:				
Design element / Construction process	Hazard/Risk Assessment		Design mitigation measures taken to eliminate/reduce the risk from the identified hazard	Information provided about any remaining residual hazards/risks	Date Identified	Consult/ Notify
	Hazard Identified	Risk – potential harm caused as a result of the hazard				
Placing of Tarmacadam surface	Existing underground services	Electrocution/ explosion	Require scan undertaken	Contractors to confirm location of services on site		Contractor
Placing of Tarmacadam surface	Heavy plant and machinery	Crushing	Banks man with machine drivers	Contractor to provide supervision on site		"
Carrying and compacting of hardcore	"	"	"	"		"
Laying of Tarmacadam	Hot work	Burns	Workforce to wear PPE AAT	Contractors first aid facility and risk assessments		"
Drainage	Contaminated Water	Water borne diseases	No foul drains required surface water only	Contractors Method Statement		"
Drainage	Deep Lift Tank	Drowning	When changing inspection chamber lids supervision required	Contractor Method Statement		"
Driving around site	Collision	Impact/Crushing	Drivers awareness of surroundings and visual awareness	Contractor Method Statement		"
Site to remain operational fire station	Collision	Impact/Crushing	Access routes and clear access to be agreed			

APPENDIX B – FORM F10 – NOTIFICATION OF CONSTRUCTION PROJECT (IF APPLICABLE)

This project will not exceed 30 working days; will not have more than 20 workers on site at any one time; and will not exceed 500 individual worker days. Therefore the project is not notifiable.

APPENDIX C – STATUTORY SERVICE INFORMATION

None available

APPENDIX D – DRAWINGS

