

# **CDM REGULATIONS 2015**

## **PRE-CONSTRUCTION INFORMATION**

**Partial Internal Remodelling**

**to**

**Hallen Village Hall & Sports Club**

**at**

**Moor House Lane**

**Hallen**

**Bristol**

**BS10 7RU**

**22 March 2018**

## **Contents**

- 1. Introduction**
- 2. Pre-Construction Information**
- 3. Client Considerations**
- 4. Principal Contractor Considerations**
- 5. Significant Hazards and Risks**
- 6. Appendices**
  - 6.1 Appendix 1 – Principal Contractor Emergency Arrangements Drawing**
  - 6.2 Appendix 2 - CDM2015 – Schedule 2 (Welfare Facilities)**
  - 6.3 Appendix 3 - CDM2015 – H&S File**

## 1. Introduction:

1.1 This pre-construction information document has been compiled in accordance with the requirements of CDM2015 by the Principal Designer's team and is intended to provide relevant information about the project which has been obtained from the client and other reliable sources. The information provided here is proportionate to the nature of the health and safety risks involved with the project.

1.2 This document shall be read in conjunction with all other project information including:

- GSH Tender Issue & Schedule of Works for drawings register and full details of the proposed works – date: 15<sup>th</sup> March 2018
- Rise Structural Engineer Report – Structural Report & Drawings Ref: 17074 Hallen Hall Village mr - Dated: 6<sup>th</sup> December 2017
- Asbestos Survey by Allium Environmental Ltd - Ref: No. L-04033 Dated: 28<sup>th</sup> November 2017
- Building specifications and schedules and preliminaries
- Existing plans and records
- Local Planning and Building Regulations approvals (Cook Brown Building Control – Building Regulation Approval Report
- Reports and surveys carried out on behalf of the client
- For example; Site investigations, asbestos surveys, structural surveys and drainage surveys and any other relevant documents

1.3 This pre-construction information document shall be issued prior to the start of the construction period and shall be used by the Principal Contractor to compile the Construction Phase H&S Plan.

1.4 This document may need to be updated, as and when required, when any new information, relevant to the project, becomes available.

1.5 Nearest Hospital with Emergency Services

Bristol Royal Infirmary  
Upper Maudlin St, Bristol, BS2 8HW

Open 24 hours

**IN AN EMERGENCY CALL 999**

## 2. Pre-Construction Information

### 2.1 Description of Project

The project includes the following items of work:

- Asbestos Survey (Completed - No ACM's in building)
- Internal minor remodel to separate main hall and skittle alley
- Create new opening in bar area
- Form new kitchen and bar area
- Form new suspended ceilings
- Lay new flooring to internal areas
- Split electrical supplies to two separate areas for metering purposes
- Form new internal connection to existing drainage
- Minor structural alterations and additions

For further details, refer to the architect's schedule of works and designers' drawings.

#### Address of the Site

Moorhouse Lane  
Hallen  
Bristol  
BS10 7RU

The Property was built in 1994. The property is south west of Almondsbury and just north of the M5 motorway. The property is located on Moorhouse Lane. The entrance to the village hall and sports club is via a double metal gate leading to a long drive up to the main building.

For more details of the shared drive see GSH Architects Access Plan Drawing. No. 1601/15400 Dated Nov 2017.

#### Time Scale for the Project

Start of construction	2 <sup>nd</sup> May 2018
End of Construction	31 <sup>st</sup> July 2018
Mobilisation Period	4 weeks

### 2.2 F10 Notification

The project will probably not exceed the F10 threshold criteria and so will not be notifiable. These details will be checked upon the appointment of the Principal Contractor,

## **2.3 Project Directory**

### **2.3.1 Client**

Almondsbury Parish Council  
Almondsbury Village Hall  
24A Gloucester Road  
Almondsbury  
Bristol  
BS32 4HA

### **2.3.2 Principal Designer**

GSH Architects Ltd  
3 Hollow Road  
Almondsbury  
Bristol BS32 4DP

Contact: Simon Coles – Director  
Tel: 07780 000220  
Email: info@gsharchitects.co.uk

### **2.3.3 CDM Advisor to the Principal Designer**

Lazenby Construction Safety Ltd  
Office 105, Unit C5  
North Road  
Bridgend Industrial Estate  
Bridgend  
CF31 3TP

Contact: Fred Hurr  
Tel: 01656 762270/07773 587219  
Email: fredhurr@yahoo.co.uk

### **2.3.4 Structural Engineer**

Rise Consulting Structural Engineers  
Courtyard House  
26A Oakfield Road  
Bristol  
BS8 2AT

Contact: Marco Rozzi  
Tel: 0117 317 9801

### **2.3.5 M&E Engineers**

To be confirmed

### **2.3.6 Principal Contractor**

To be confirmed.

### **2.3.7 Existing Records and Plans**

For details of all existing services that may affect the works please refer to the Client's contract documents and records and contact Simon Coles of GSH Architects.

In the absence of accurate records relating to the existing site the Client is required under the CDM Regulations to carry out all necessary measures to locate and record any hazardous materials and/or buried services and any other conditions that may impact the contractors working on site with respect to H&S. Under the terms of the Contract the Client may request that the Principal Contractor carries out site investigations to identify any of the above issues prior to the start of the main works.

### 3 Client Considerations

#### 3.1 Health and Safety Goals

The Client is committed to operating the site and provide a working environment, which is both safe and free from health hazards for everybody associated with the construction activity including other users of the sports club facilities and the public who may be affected by the construction activity.

The health and safety goals for the project are to complete the project defect free, within budget and to achieve a zero-accident rating for the project in accordance with the client's policy.

It is therefore essential that all participating employees and appointed contractors use this plan as a guide to achieve the desired result.

#### 3.2 Clients Rules and Procedures

All contractors associated with the project shall be required to comply with the rules and procedures provided by the Client and shall maintain regular contact with the Client's Representative and Principal Designer to discuss all relevant H&S matters relating to the works in progress.

The Principal Contractor shall be required to distribute H&S information to all parties at the appropriate time, during the term of the construction works, by the person in charge of the project.

#### 3.3 Arrangements for Liaison between Parties

Close liaison will also be necessary with the Client's representative and Principal Designer to ensure adequate co-ordination and proper management of the project throughout all stages of the work.

#### 3.4 Arrangements for Welfare

The CDM 2015 regulations makes specific reference to adequate welfare arrangements **MUST** be in place from commencement of the construction period. Arrangements must include the provision of such facilities included within the CDM 2015 Regulations.

The Principal Designer, with advice from the Client, has stated that the existing welfare facilities inside the building, may be used for the Principal Contractor's welfare facilities. The Principal Contractor to agree these arrangements with the Principal Designer.

#### 3.5 Security

Contractor's working areas shall be made secure always to prevent un-authorised persons, including children, from entering working areas.

**The entrance gate at Moorhouse Lane should be kept locked at all times, even when the Principal Contractor is on site.**

This should include: -

- General entry and exit procedure to be implemented

- Arrangements for the security of the work areas
- Arrangements for the security of plant and equipment including the location of temporary storage of plant and equipment.
- General access and egress procedures including accountability of persons on site at any one time.

### **3.6 Surrounding Land Uses**

The property is located on Moorhouse Lane which is a cul-de-sac road. The village hall and sports club facility are entirely fenced off along its boundary and is a therefore a self-contained property.

There is a mobile homes park to the south side outside the boundary fence. The fields surrounding the property are mainly farmland.

For more details see GSH Architects Existing Site Location Plan.

### **3.7 Existing Ground Conditions**

N/A

### **3.8 Traffic Systems and Restrictions**

The property has ample space for parking and storage of Principal Contractor's vehicles, plant and equipment in the village hall car park north of the main building.

All other users of the sports facilities will park their vehicles off the main drive in the old tennis court car park.

The Principal Contractor's compound and working areas shall be fully fenced off with Heras type fencing to keep all other users of the sports facilities from entering the CDM working area. For details see GSH Architect's layout plan.

The Principal Contractor's vehicles, equipment and materials shall be secured always behind suitable and secure fencing to prevent un-authorised access by members of the public, children and third parties. These areas must also be made secure during out-of-hours. The Principal Contractor shall display contact details on the fence, including the site manager's name and telephone number for use during out-of-hours working should any emergency arise.

The Principal Contractor shall take all necessary safety measures to ensure that all vehicles and plant entering and exiting the site do so in a safe manner always. He shall also take care when vehicles and plant move along the drive and existing car parks. If necessary, a banksman shall be used when moving vehicles and plant to ensure safety of all other users at the sports facility, especially children and young people.

### 3.9 Permits and Authorisation Procedures

The appointed Principal Contractor should consider arrangements for the implementation of an appropriate permit to work system to reduce risks to persons or others who may be affected by the following work activities:

- Hot works (if applicable)
- Isolation of electrical supplies and systems and other utilities
- Work at height
- Work activities involving risks to others or members of the public or emergency services personnel.
- Use of mechanical lifting equipment

If a Permit to Work system is used it shall communicate information between parties involved, in order that additional training, instruction or information can be shared to ensure that persons are not exposed to the actions of others outside your control, and should be readily available to those persons undertaking the works

The permit must, as a minimum, contain the following information:

- Name of person issuing the permit
- Date of application is made
- Dates the permit is current
- Description of the works
- Hazards and risks associated with the work activity described above in the description
- Control measures to be implemented throughout the permit duration
- The name of the person receiving the permit
- The name of the person cancelling the permit
- The date and time the cancellation takes effect.

### 3.10 The Workplace (Health Safety and Welfare) Regulations 1992

These regulations impose duties upon duty holders to consider the end user's requirements for the health, safety and welfare of those persons employed within the premises.

During construction consideration, should be given to how those persons employed by the end user (Client) can manage those arrangements for operating, maintaining and repairing the premises, including operation of any plant or equipment within the premises.

Designers should consider issues identified by the client for: -

- Maintaining the premises

- Operation of plant and equipment
- arrangements for the welfare of persons
- accessibility of the premises, plant or equipment

For further information, refer to the regulations at [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.11 Contractors and Visitors Entry Procedures**

All visitors intending to enter work areas shall first visit the site manager's office and sign in and out. The Principal Contractor shall operate sign-in/sign-out procedures for his own workforce and sub-contractors.

---

## 4 Principal Contractor Considerations

### 4.1 Construction Phase Health and Safety Considerations

The Principal Contractor and other Contractors may not be able to complete fully the Construction Phase Health and Safety Plan prior to commencement of the project. However, the Principal Contractor must provide a Health and Safety Plan/Method Statement for each element of the work before it commences.

The Construction Phase Health & Safety Plan is required to be sufficiently developed by the Principal Contractor prior to the construction work commencing, and then, to be fully developed throughout the project.

### 4.2 Emergency Procedures

#### 4.2.1 Fire

**The Principal Contractor shall be required to detail the emergency procedures for fire within the Construction Phase Health and Safety Plan.**

Consideration should be included for the following: -

- Routes of escape from the work areas
- Fire prevention measures when working in confined spaces or areas of restricted natural ventilation within the work areas.
- Means of sounding and raising the alarm
- The surface spread of fire emanating from hot works
- Lone or isolated work activities within confined, restricted or controlled working environments.
- Hot works involving flammable gas and flammable materials.

In addition to the above consideration should also be given to the following

- Responding to alarms activated by others.
- The ability to hear fire alarms within enclosed working environments.
- Means of escape from mobile elevated work platforms in the event of fire.
- Monitoring of the atmosphere within the confines spaces or restricted working environment.

#### 4.2.2 Accident/Injury/Dangerous Occurrence

**The Principal Contractor shall be required to detail his arrangements for the management and control of Accidents, Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Health and Safety Plan.**

The above provides clear information to those persons working within the area the actions to be taken for: -

- The treatment of minor accidents or injuries
- The action to be taken to raise the emergency services

- The action to be taken by whom to record and report the incident or accident
- Where to obtain emergency first aid treatment.

#### **4.2.3 Reporting Procedures**

**The Principal Contractor shall be required to detail his arrangements for the Reporting of Accidents/Personal Injury or Dangerous Occurrence on site during the project within the Construction Phase Health & Safety Plan.**

**Any serious accidents shall be reported to the HSE under the RIDDOR regulations.**

This provides clear information to those persons working within the area, the actions to be taken for: -

- Who to report accidents or incidents to
- Whose responsibility it will be for completing the relevant forms
- Whose responsibility it will be for informing the design team
- Where the forms can be located

#### **4.3 Working Hours**

**The Principal Contractor shall be required to detail the arrangements for working hours within the Construction Phase Health and Safety Plan.**

Consideration should be given to the following adequate timescales for:

- the placement and delivery of external temporary welfare facilities for the project (if applicable)
- the delivery times of large and heavy items of plant and equipment
- the protection of others who may be affected by the hours of work
- safe access and egress to the working area throughout the working hours for the duration of the project
- the delivery and removal of materials within the working hours agreed with the client and Principal Designer
- the control of emissions into the atmosphere including dust, noise and vibration during the construction working hours

#### **4.4 Monitoring and Review of Construction Operations**

This shall include the monitoring and control of direct and sub-contractors engaged to complete various work activities associated with the construction works

This provides clear information and guidance on the following:

1. Frequency of monitoring
2. Carried out by
3. What will be recorded during monitoring

4. What action will be taken in the event of defects noted
5. Who will have the responsibility of rectifying the defects
6. What action will be taken for non-compliance

**The Principal Contractor shall be required to detail his arrangements for the monitoring and review of construction activities though out the project.**

#### **4.5 Consultation with Employees and Others**

Appointed Contractors shall be required to provide a suitable and adequate means to consult with those contractors and others who may be affected by the construction activity, prior to construction operations commencing.

Consultation with others shall include regular meetings, exchange of health and safety information, training, co-ordination and co-operation with those affected by the construction operations.

**The Principal Contractor shall be required to detail the arrangement for consultation, co-ordination and co-operation between parties associated with the construction activity within the construction phase Health & Safety Plan.**

#### **4.6 The Selection and Control of Contractors**

The appointed Principal Contractor shall be required to have adequate resources in place for: -

- The selection of approved and experienced contractors for the tasks to be undertaken.
- Establishing the competence of selected contractors and persons required for construction activities.
- Have appropriate, resources in place for the procurement of resources including the appointment of suitable domestic contractors required for task.
- Adequate timescale in place for the mobilisation of other appointed contractors.

**The Principal Contractor shall be required to detail the arrangements for the selection of competent contractors for the work activities, including mobilisation periods within the Construction Phase Health and Safety Plan for the project.**

#### **4.7 The Selection and Control of Plant and Equipment**

The Principal Contractor shall be required to have adequate resources in place throughout the construction period for the selection and control of plant and equipment required for the project.

Selection and control measures should be based upon suitable and sufficient assessment of risk to persons and others who may be affected by the construction activity.

The Principal Contractor shall be required to co-operate and co-ordinate with others undertaking construction activities and to disseminate site rules and procedures to others regarding the control and selection of plant and equipment required for construction activities.

All plant and equipment selected should be: -

- fit for purpose and free from defect
- properly used as its intended design
- operated by trained and competent persons
- properly and regularly maintained

**The Principal Contractor shall be required to detail the arrangements for the selection and control of plant and equipment for the work activity within the Construction Phase Health and Safety Plan.**

#### **4.8 Site Induction and Training**

The management and control of the general health and safety of employees and others associated with the project falls within the duties of the appointed Principal Contractor to ensure that persons are:

- adequately informed of the site rules and procedures
- suitably experienced and competent to undertake the type of work
- adequately trained and supervised during the works
- provided with safe access and egress to the place of work
- provided with safe and maintained plant, equipment and appropriate PPE
- provided with adequate arrangements for welfare

Training should contain the following information:

- Site rules appertaining to working on the construction site
- Reporting of accidents, injuries, dangerous occurrences
- Emergency procedures for fire and evacuation of the site
- Emergency procedures for the discovery of buried suspect materials or substances.
- general security procedures

**The Principal Contractor shall be required to detail the arrangements for the site safety induction of persons. Induction procedures should clearly identify the names and telephone numbers of those persons with management**

**responsibility actively associated with the project within the Construction Phase Health and Safety Plan.**

#### **4.9 Approval of Risk Assessments and Method Statements**

Work activities associated with the project shall require work to be undertaken in a specific logical sequence to reduce risk to employees and others to a minimum.

**The Principal Contractor shall be required to detail the arrangements for the implementation of suitable and sufficient risk assessments and the production of appropriate method statements for the work to be undertaken within the Construction Phase Health and Safety Plan.**

#### **4.10 Arrangements for Dealing with Design Changes/Unforeseen Eventualities during Construction**

The following procedures must be observed where unforeseen eventualities during project execution result in substantial design changes which might affect the allocation of health and safety resources.

Any substantial design changes shall be examined by the Designers for health and safety implications.

Details of proposed substantial design changes must be submitted to the Principal Designer to ensure compliance with the regulations.

The Principal Contractor and, where applicable, other Contractors, shall re-examine changes and implement all necessary Health and Safety measures to deal with those changes.

Non-design generated works/site developments, which had not or could not have been envisaged, necessitating a revised approach, must be evaluated by the Designer(s) from a health and safety risk assessment before implementation.

The Designer's resolution of any such unforeseen circumstances must be submitted to the CDM Principal Designer to ensure compliance with the regulations before implementation.

**The Principal Contractor shall be required to detail his arrangements for the management and control of design changes within the Construction Phase Health & Safety Plan.**

#### **4.11 Security**

The Principal Contractor shall be required to provide details within the Construction Phase Plan of the arrangements for the securing the premises from trespass or unauthorised entry.

## 5 Significant Hazards and Risks

### 5.1 Potential Health & Safety Risks

#### **RISKS DURING CONSTRUCTION DEMOLITION / DECOMMISSIONING / DISMANTLING / ALTERATIONS**

High levels of noise from plant and machinery – the Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of noise during the works including protecting his workforce and other users of the site from the harmful effects of noise. Principal Contractor may need to employ noise suppression measures to reduce harmful effects of noise.

High levels of dust generated by the construction works – the Principal Contractor shall undertake to carry out suitable risk assessments in relation to the generation of dust during the works including protecting his workforce and other users of the site from the harmful effects of airborne dust. The Principal Contractor may need to employ dust suppression measures to reduce harmful effects of airborne dust.

Working at Height – High level working generating from the works eg. working off ladders, scaffolding, mobile platforms. The Principal Contractor shall undertake to carry out suitable risk assessments in relation to working at height including measures and procedures for checking that all equipment is safe and fit for use for working at height.

**IT IS ASSUMED THAT ALL WORKS WILL BE UNDERTAKEN /CARRIED OUT BY COMPETENT AND ADEQUATELY RESOURCED CONTRACTORS WORKING TO SAFE SYSTEMS OF WORK AND IF NECESSARY A STRUCTURAL ENGINEER SHALL BE CONSULTED IF TEMPORARY WORKS DESIGN IS NEEDED PRIOR TO DEMOLITION BEING CARRIED OUT.**

#### **OPERATIONAL / MAINTENANCE RISKS**

No Abnormal / Significant risks have been identified relating to this design element

### 5.2 Asbestos

Asbestos Survey by Allium Environmental Ltd - Ref: No. L-04033 - Dated: 28th November 2017.

**The survey identified no asbestos carrying materials in the building.**

### 5.3 Services

The Principal Construction Contractor should undertake all necessary investigation to establish the location and the nature of services within the work area which may be affected by the construction works and shall include the following:

- Alteration and isolation of electrical supplies
- Alteration to mechanical services

- Alteration and repair to emergency systems within the premises
- Alteration and isolation of telecommunication supplies

***The Principal Contractor shall be required to detail their arrangements for the identification, protection and isolation of services within the Construction Phase Health and Safety Plan.***

#### **5.4 Underground Services**

Please refer to existing services drawings and statutory records for isolation points prior to undertaking any ground works. The PC shall use all necessary measures including **CATSCAN** equipment to locate buried services. Hand dig procedures shall also be used to locate services if there is any doubt.

Application must be made to the Client's representative and a full permit to work procedure implemented prior to any isolation works to electrical supplies.

***The Principal Contractor shall be required to detail the arrangements to implement and manage live underground services.***

#### **5.5 Demolition/Dismantling**

All demolition and/or dismantling that is required as a part of the works shall be assessed by carrying out suitable site-specific risk assessments and method statements for safe working procedures (RAMS). These RAMS shall be completed by the Principal Contractor and relevant sub-contractor before the works commence.

The project shall involve generation of waste materials throughout the construction period. A suitably developed Waste Management Plan is to be produced to control the quantity and procedures for waste to landfill sites. Waste should be separated at source and transported by licensed carriers to registered waste land fill sites. Waste transfer notes should be kept within site documentation.

Waste generated may be of minimal quantity, but may contain contaminants that will be required for removal from site, or the control of contaminated material.

General control measures may include:

- the separation of waste materials
- the protection of waste materials
- The control of emissions of contaminated material into the atmosphere emanating from dust.
- The control of water run-off or slurry containing possible contaminated substances or heavy metals into existing water courses.
- The transfer of contaminated material by road haulage and subsequent disposal.

The Principal Contractor shall be required to detail the arrangements within the Construction Phase Health and Safety Plan for the control of waste and contaminated materials, or the removal of potentially dangerous materials or substances discovered on the project.

**CDM2015 states - Regulation 20 Demolition or dismantling. The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.**

### **5.6 Delivery of Material**

The Principal Contractor shall be required to detail the general arrangements for the handling and positioning of such equipment and materials associated with the construction works within the Construction Phase Health & Safety Plan.

### **5.7 Work at Height**

The project will involve work at height – all works to comply with Work at Height Regulations.

**The Principal Contractor shall be required to detail the arrangements for the selection and control of all access equipment for Work at Height within the Construction Health and Safety Plan.**

### **5.8 Lifting Operations**

**The Principal Contractor shall be required to detail the management arrangements for lifting operations or lifting devices selected as classified within the LOLER Regulations within the construction Phase Health and Safety Plan.**

This should include full details of:

- (a) The arrangements for carrying out a suitable risk assessment of the lifting operations
- (b) The preparation and provision of a suitable method statement for the lifting operation
- (c) The nominated persons to act as the person in control of the lifting operations

### **5.9 Underground Services**

Refer to Client records. For more details contact Simon Coles of GSH Architects.

### **5.10 Manual Handling**

The project may require the removal/handling of large or heavy items. This should be undertaken by persons suitably experienced in handling and lifting heavy items greater than 25kgs with specialist equipment.

**The Principal Contractor shall be required to detail his arrangements the management of persons exposed to manual lifting or lifting of weights greater than 25 kgs within the Construction phase plan.**

**5.11 Restrictions on Noise, Vibration and other Environmental / Planning Issues**

The Principal Contractor is expected to use his best endeavours to limit the amount of noise and dust emanating from his works. Vibration, noise and dust pollution must be kept to a minimum considering the properties nearby. All reasonable steps must be taken to reduce noise and dust pollution to levels acceptable to the Local Authority Environmental Health Department under the Environmental Protection Act 1990.

**The Principal Contractor shall be required to detail his arrangements for the control and monitoring of emissions into the atmosphere. This shall include noise and dust associated with Construction activities.**

**5.12 Fire Escape Routes**

The Principal Contractor shall prepare a construction fire risk assessment for the duration of the works.

The Principal Contractor shall liaise with the Almondsbury Parish Council regarding the co-ordination of fire risk assessments and procedures.

---

## 6 Appendices

### 6.11 Appendix 1 – Principal Contractor’s Emergency Arrangement Drawing

*The Principal Contractor shall be required to provide with the construction phase plan, a suitable drawing showing the emergency routes, call points, fire alarm systems, and if applicable, the location of waste skips external welfare facilities, traffic routes and storage areas.*

### 6.12 Appendix 2 - CDM 2015 Regulations Schedule 2

#### Sanitary Conveniences

- Suitable and sufficient sanitary conveniences to be provided or made available at readily accessible places, adequately illuminated and ventilated
- Kept clean and in good order and condition
- Separate facilities for both men and women when applicable, or where the facilities can be secured from the inside when in use by a single person.

#### Washing Facilities

- Suitable and sufficient facilities for washing must be provided, within the immediate vicinity of every sanitary convenience
- Washing facilities must be provided with hot and cold or warm running water so far as is reasonably practicable
- Must be provided with suitable means of cleaning and drying including soap and towels
- Must be adequately ventilated and illuminated
- Must be maintained in and clean and tidy order
- Must be capable of being secured if intended of being in use by a single person only

#### Drinking Water

- Adequate supply of clean fresh drinking water to be provided at readily accessible places.
- Must be adequately signed to identify drinking water
- Adequate supply of suitable cups or other drinking vessels unless water is provided by a jet.

#### Drying Room/Changing Facilities

- Suitable and sufficient changing facilities to be provided or made available where persons are expected to wear special clothing for work
- Be provided at readily accessible places
- Provided with adequate seating and lockers

#### Facilities for Rest

Facilities for rest or rest areas must be provided at readily accessible places and include suitable arrangements for:

- The protection of smokers and non-smokers
- Be equipped with adequate number of suitable tables and chairs with backs to support the total number of persons on site at any one time
- Include suitable arrangements to ensure meals can be prepared and eaten
- Including means to heat food and water
- Be maintained at an appropriate temperature

### **6.3 Appendix 3 - The CDM Regulations 2015 H&S File**

The Health and Safety File shall be a project specific document containing all necessary information relating to the construction works. For the required number of copies and mode of presentation refer to the Contract Documents.

**The list below is a guide as to what information shall be required for the H&S File.**

#### **Sub Directories and Files:**

- **Project Description**
- **Project Directory**
- **Residual Hazards**
- **As Built Drawings**
- **Services information**
- **Asbestos Survey**
- **List of materials manufacturers and suppliers**
- **Operation and Maintenance Manuals for Installed Equipment**
- **Cleaning and Maintenance Strategies**