

AREA 9 TRUNK ROADS & MOTORWAYS

Asset Support Contract (ASC)

Construction (Design and Management) Regulations 2007

Pre-Construction Information

March 2013

Project : AREA 9 ASSET SUPPORT CONTRACT (ASC)

Client : The Highways Agency
The Cube
199 Wharfside Street
Birmingham
B1 1RN

Document : Pre-Construction Information

Document Revision Record

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1 DESCRIPTION OF THE PROJECT

1.1 Project Title

Asset Support Contract, Highways Agency Area 9.

1.2 Location

The existing road network comprises 2, 3 and 4 lane Motorways with hard-shoulders and dual and single carriageway Trunk Roads of varying characteristics including sections of managed motorway. The Network also incorporates junctions, interchanges, slip roads, link roads and highway structures, all as listed in the Network Information.

The boundaries of Area 9 and the motorways and trunk roads for which the *Client* is responsible are shown on the drawings in Sections 1.1.1 and Section 1.1.2 of the Network Information

A number of Highways Agency maintenance depots are included as part of the Area 9 Asset as detailed in Section 1.18.2 of the Network Information.

1.3 Timescale For The Works and Mobilisation

(All dates are approximate)

DATES TO BE COMPLETED PRIOR TO TENDER ISSUE

The starting date is 14 January 2014	{	Mobilisation period (time allowed between appointment and instruction to commence site works)
The possession date is 1 July 2014		
The contract period is 5 years		
The extension period is up to 3 years		(At the Client's discretion)

1.4 Nature of Project

The works undertaken by the *Provider* should include operation and maintenance of the network comprising incident support, routine and winter service works, renewal schemes, and improvement schemes to be carried out under the Asset Support Contract (ASC) within the Highways Agency's Area 9 Network. The successful Tenderer will be appointed as the ASC Contractor and known under the Contract as the *Provider*.

Excluded schemes are schemes with value exceeding the ASC thresholds and are not executed by the *Provider* but by a third party. The *Provider* may be responsible for the design, preparation, procurement and supervision of these schemes.

The nature of the services required to be undertaken by the *Provider* is defined in the Area 9 ASC Contract Service and Network Information.

The nature of the Contract precludes the use of a single set of Pre-Construction Information or a single Construction Phase Plan. The *Provider* shall also compile appropriate specific documentation as required by the CDM Regulations 2007 for each scheme prepared under the ASC. The HSE shall be notified, using an F10, of each individual scheme that is notifiable under the CDM Regulations 2007.

1.5 Project Participants

The Client: Service Manager (as per Contract Data Part 1)

**The CDM Coordinator
(Pre-contract award):** Arup
Rose Wharf
78 East Street
Leeds
LS9 8EE

**The CDM Coordinator
(Post-contract award):** *The Provider*

Principal Contractor: *The Provider*

Designer: *The Provider*

1.6 Health and Safety Executive:

West Midlands
McLaren Bldg,
2 Masshouse Circus,
Queensway,
Birmingham
B4 7NP

0121 200 2299

1.7 Workplace (Health Safety and Welfare Regulations) 1992

Providers Works may include Area 9 Depot Improvement or Renewal Schemes. The *Provider* must note that a depot constitutes a workplace under the Workplace (Health,

Safety and Welfare) Regulations 1992, and any designs prepared must take account of the requirements of these Regulations.

1.8 Health and Safety File

The Area 9 Health and Safety file is held by the current MAC, Amey. For further details and arrangements to view it, contact the current Area 9 Watchman, at Amey's Quinton Office on 0121 200 5030

The *Provider* shall develop the Health and Safety File throughout the life of the Area 9 ASC commission (see Section 6).

1.9 As Built Drawings

As built drawings are held by the current MAC, Amey. For further details and arrangements to view them, contact the current Area 9 Watchman, at Amey's Quinton Office on 0121 200 5030.

1.10 Design Drawings

There are no design drawings available for this Contract at time of tender. Scheme designs will be developed by the *Provider*. Any design drawings received from the outgoing Provider shall be managed in accordance with the mobilisation requirements in the Service Information.

1.11 Site Surveys and Investigations Commissioned for the Project

Numerous site surveys and investigations have been commissioned throughout previous Area 9 commissions, including specialist asbestos, drainage CCTV, structural condition, asset condition, ecological surveys and geotechnical surveys.

For further details and arrangements to view them, contact the current Area 9 Watchman at Amey's Quinton Office on 0121 200 5030.

1.12 HSE Notification

This project is notifiable in accordance with the Construction (Design and Management) Regulations 2007. After appointment, the *Provider*, in the role of CDM Co-ordinator, is to complete the Form F10 and submit to the *Service Manager* for signature at Section 13 before submitting to the HSE.

If the work constituting construction as defined under regulation 2 undertaken as an individual scheme is expected to last more than 30 days or involve more than 500 person days, the project must be separately notified in accordance with the Construction (Design and Management) Regulations 2007.

1.13 Nearest A&E Hospitals

The following hospitals in close proximity to the Area 9 network possess A&E departments:

City Hospital

Dudley Road
Birmingham
West Midlands
B18 7QH

0121 554 3801

Heartlands Hospital

Bordesley Green East
Birmingham
West Midlands
B9 5SS

0121 424 2000

Queen Elizabeth Hospital Birmingham

Mindelsohn Way
Edgbaston
Birmingham
B15 2WB

0121 627 2000

Sandwell General Hospital

Lyndon
West Bromwich
West Midlands
B71 4HJ

0121 553 1831

Good Hope Hospital

Rectory Road
Sutton Coldfield
West Midlands
B75 7RR

0121 424 2000

Solihull Hospital

Lode Lane
Solihull
West Midlands
B91 2JL

0121 424 2000

Manor Hospital

Moat Road
Walsall
WS2 9PS

01922 721172

Russells Hall Hospital

Pensnett Road
Dudley
West Midlands
DY1 2HQ

01384 456111

New Cross Hospital

Wolverhampton Road
Heath Town
Wolverhampton
West Midlands
WV10 0QP

01902 307999

George Eliot Hospital - Acute Services

College Street
Nuneaton
Warwickshire
CV10 7DJ

02476 351 351

Warwick Hospital

Warwick Hospital
Lakin Road
Warwick
Warwickshire
CV34 5BW

01926 495321

University Hospital (Coventry)

Clifford Bridge Road
Coventry
West Midlands
CV2 2DX

024 76964000

Stafford Hospital

Weston Road
Stafford

Queen's Hospital, Burton Upon Trent

Belvedere Road
Burton -on- Trent

Staffordshire
ST16 3SA

01785 257 731

Royal Shrewsbury Hospital

Mytton Oak Road
Shrewsbury
Shropshire
SY3 8XQ

01743 261000

Leicester Royal Infirmary

Leicester Royal Infirmary
Infirmary Square
Leicester
Leicestershire
LE1 5WW

0300 303 1573

Horton General Hospital

Oxford Road
Banbury
Oxfordshire
OX16 9AL

01295 275500

Gloucestershire Royal Hospital

Great Western Road
Gloucester
Gloucestershire
GL1 3NN

03004 222 222

Cheltenham General Hospital

Sandford Road
Cheltenham
Gloucestershire
GL53 7AN

03004 222 222

John Radcliffe Hospital

John Radcliffe Hospital
Headley Way
Headington
Oxford
Oxfordshire
OX3 9DU

01865 741166

Staffordshire
DE13 0RB

01283 566333

The Princess Royal Hospital

Apley Castle
Grainger Drive
Telford
Shropshire
TF1 6TF

**Northampton General Hospital
(Acute)**

Cliftonville
Cliftonville
Northampton
Northamptonshire
NN1 5BD

01604 634700

**The County Hospital, Wye Valley NHS
Trust**

The County Hospital
Union Walk
Hereford
Herefordshire
HR1 2ER

01432 355 444

Worcestershire Royal Hospital

Charles Hastings Way
Worcester
Worcestershire
WR5 1DD

01905 763 333

Alexandra Hospital

Woodrow Drive
Redditch
Worcestershire
B98 7UB

01527 503 030

1.14 Relevant Fire Authorities

Derbyshire Fire & Rescue Service

DFRS headquarters
The Old Hall
Burton Road
Littleover
Derby
DE23 6EH

01332 771221

Leicestershire Fire and Rescue Service

Leicester Road
Ansty Frith
Leicester
LE3 8HD

0116 2872241
info@lfrs.org

Shropshire Fire and Rescue Service,

Brigade Headquarters,
St Michael's Street,
Shrewsbury,
Shropshire,
SY1 2HJ
01743 260 200

Warwickshire Fire and Rescue Service

Service Headquarters
Warwick Street
Leamington Spa
CV32 5LH

01926 423231
fireandrescue@warwickshire.gov.uk

Northamptonshire Fire and Rescue Service

Fire Service Headquarters
Moulton Way
Northampton
NN3 6XJ

01604 797000
enquiries@northantsfire.org.uk

Gloucestershire Fire & Rescue Service

Fire Service HQ
Waterwells Drive
Quedgeley
Gloucester
GL2 2AX

01452 753333

Hereford & Worcester Fire and Rescue Service Headquarters

2 Kings Court,
Charles Hastings Way,
Worcester.
WR5 1JR

0845 12 24454
info@hwfire.org.uk

Staffordshire Fire and Rescue Service Headquarters

Pirehill
Stone
Staffordshire
ST15 0BS

08451 22 11 55
webmaster@staffordshirefire.gov.uk

West Midlands Fire Service Headquarters

Public Relations Team
99 Vauxhall Road
Birmingham
B7 4HW

0121 380 7404
contact@wmfs.net

1.15 Relevant Police Authorities

Central Motorway Police Group

Thornbridge Avenue
Perry Barr
Birmingham

West Mercia Police

PO Box 55
Worcester
WR3 8SP

B42 2AG

0345 113 5000

Staffordshire Police Headquarters

PO Box 3167
Stafford
ST16 9JZ

01785 236211

Gwent Police Headquarters

Croesyceiliog
Cwmbrân
NP44 2XJ

01633 838111

Derbyshire Police

Derbyshire Constabulary
Butterley Hall
Ripley
DE5 3RS

Dyfed-Powys Police

Police Headquarters
PO BOX 99
Llangunnor
Carmarthen
SA31 2PF

01267 222020

03003333000

**West Midlands Police
Police Headquarters**

Lloyd House
Colmore Circus
Birmingham
B4 6NQ

0121 626 5642

Leicestershire Police

Force Headquarters
St Johns
Enderby
Leicester
LE19 2BX

07624 818 901

Warwickshire Police

Traffic Ops
1-4 Birmingham Road
Coleshill
Birmingham
B46 1DJ

01926 415000

2. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Structure and Organisation

The *Provider* shall include an organogram for H&S and CDM in any Construction Phase Plan(s) to show the intended management structure and organisation (including liaison).

2.2 Safety Goals for the Project and Arrangements for Monitoring and Review

2.2.1 Safety Goals

The Area 9 Performance Management Framework identifies the following three “Levers” for achieving the Highways Agency’s corporate outcome for safer roads:

- Road User Safety Improved;
- Work Site Safety Improved;
- Network Maintained in a Safe and Serviceable Condition.

The Client’s Goals for the Project are set out in the Performance Management Manual and attention is drawn to the Highways Agency Aiming for Zero Health and Safety Strategy.

2.2.2 Arrangements for Monitoring and Review

The Performance Management Framework score sheet will be completed in accordance with the NDD Performance Management Manual based on evidence produced by the *Provider*. Areas of poor performance will be highlighted for corrective action. The score sheet identifies the issues that will be monitored, reviewed and scored.

2.3 Permits and Authorisation Requirements

Any person working on the Motorway network (excluding those working within established traffic management) must have a valid Motorway pass issued by the Highways Agency. The *Provider* shall operate a procedure for the identification of all its own and sub-contract personnel requiring such a pass and liaise with the Highways Agency regarding issue. The procedure is to include for annual renewal and surrender when appropriate.

The *Provider* shall arrange for and obtain the required authorisation from the appropriate organisation(s) before commencing work under any of the following circumstances (this list is not exhaustive):

- Works in the vicinity of overhead and underground services;
- Works with live electrical systems;
- Works on or adjacent to railway lines and waterways;
- Works requiring the imposition of temporary traffic orders;
- Scheduled road works;
- Works that require the diversion of traffic on to local authority highways;

- Works that require temporary closure of local authority highways, bridleways or footpaths;
- Noisy operations;
- Works with the potential for causing pollution;
- Works causing other environmental impacts;
- Works requiring the movement and disposal of waste;
- Works requiring planning consent.

The works may require certain hazardous operations to be carried out for which the *Provider* may wish to operate a permit to work system, including:

- works likely to produce dust or vapour clouds;
- hot works, (including welding, pipe jointing, thermic lance and stud attachment);
- high pressure water jetting;
- concrete saw cutting;
- demolition / dismantling;
- installation, alteration and removal of traffic management systems;
- working adjacent to, or connection to live services;
- working with asbestos;
- repetitive manual handling;
- working at height;
- working within confined spaces;
- lifting operations;
- excavations.

2.4 **Emergency Procedures**

The *Provider* shall incorporate emergency procedures, into the Construction Phase Plan for review by the CDM Co-ordinator. The procedures shall include the immediate actions to be taken in the case of an emergency whether that be on a particular site or during any maintenance activities, whether from fire, explosion or other dangerous incident, or from an individual accident. The provider is required to coordinate with the Highways Agency Traffic Officer Service, Regional Control Centre, the Police and the Emergency Services

Details of the A&E hospitals, relevant Fire Authorities and relevant Police Authorities are in sections 1.13 to 1.15 of this Pre-Construction Information.

2.5 **Site Rules and Other Restrictions on Contractors, Suppliers and Others**

The *Provider* shall incorporate a list of rules into the Construction Phase Plan which shall apply to offices, depots, works vehicles and site works as appropriate. The *Provider's* Rules should, as a minimum, include the following:

- Correct PPE to be worn at all times;
- No alcohol or illegal drugs;
- No smoking;
- Explosives are not be used;
- Procedures for site visitors;
- No unauthorised persons shall enter the site;
- Vehicles to reverse under the control of a Banks Person;
- Construction traffic shall comply with the requirements in Chapter 8 Part 2 of the Traffic Signs Manual.
- Parking in designated areas only
- Comply with site speed limit

The *Provider's* attention is drawn to the following documents and legislation relevant to this project (the list is not exhaustive):

- Environment Agency - Pollution Prevention Guidelines for Works and Maintenance In or Near Water (PPG5);
- Avoiding danger from underground services, (HSG 47);
- Avoidance of danger from overhead electrical lines, (GS6);
- Safe use of vehicles on construction sites (HSG 144);
- Backs for the future; safe manual handling in construction (HSG149);
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH); and
- Traffic Signs Manual Chapter 8.

2.6 **Activities on or Adjacent to the Site During the Works**

Due to the nature of the scheme it is not possible to list the potential constraints on the work to be carried out under the commission. The Client will notify the *Provider* of any works it intends to carry out on or adjacent to the Area 9 Network. The *Provider* should investigate potential clashes with other activities on or adjacent to the Network on a scheme to scheme or day to day basis to ensure work activities in that area remain safe for both workers and the general public.

2.7 **Arrangement for Liaison between Parties**

The Client and *Provider* will hold regular meetings and develop systems to facilitate good communications between the parties. The *Provider* shall ensure that Contractors co-operate with each other so that they can comply with their legal obligations.

2.7.1 **Unforeseen Occurrences**

The *Provider* shall inform the Client upon the occurrence of an event, which creates either a serious health or safety hazard:

- to the health and safety of people;

- to the safe operation of any area of the live network and adjacent premises;
- that could result in major changes to commission and or to resources required to complete the work.

2.7.2 **Change to the Notification Form F10**

The *Provider* shall inform the CDM Co-ordinator of any changes to the following so that additional notification may be submitted to the HSE:

- significantly changed programme details;
- duration of commission;
- scope of the works undertaken under the commission; and
- duty holders.

2.8 **Security Requirements**

The Construction Phase Plan shall include details of the proposed security standards to be implemented across the differing work elements included within the commission.

All sites and working areas shall be left and kept in a safe condition outside working hours. All equipment shall be left secure and immobilised outside working hours.

The *Provider* shall consider that acts of trespass, vandalism and attempted theft can be expected across the network and that these factors should be considered when formulating security measures.

2.8.1 **General Public**

The *Provider* shall ensure that all necessary precautions are in place to protect the general public from coming into contact with any harm from the construction and maintenance activities associated with the commission.

2.9 **Welfare Provision**

Welfare facilities exist within each of the Client's maintenance depots.

The *Provider* shall include details of the proposed welfare facilities to be provided for routine activities in the Area Construction Phase Plan. For discrete scheme details of the proposed welfare facilities shall be provided in the Scheme Specific Construction Phase Plan. As a minimum, these should be as outlined in Schedule 2 of the CDM Regulations 2007.

2.10 **Temporary Compound & Storage Constraints**

Temporary services may or may not be available. The *Provider* shall, for each discrete notifiable scheme, include details in the Scheme Specific Construction Phase Plan, of the proposed site compound and storage facilities.

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety Hazards

3.1.1 Boundaries and Access (Including Temporary Access)

The access and egress for each individual work site will be via signed access/egress points in accordance with the requirements of Chapter 8, Traffic Signs Manual and associated Codes of Practice etc. Provision and maintenance of access/egress points will be the responsibility of the *Provider*.

Part of the network operates as a managed motorway with hard shoulder running. The *Provider* will need develop specific safe working methods for routine and emergency maintenance as well as for individual schemes on these parts of the Area Network. Refer to the Network Information Section 1.5 for details of managed motorway locations.

3.1.2 Existing and Adjacent Land Uses

The works will be performed at a variety of sites over the network. The present adjacent land use of the network is varied but consists of a selection of urban and rural environments with housing, commercial, industrial, agricultural and development areas. A number of rivers cross or run adjacent to the network.

A number of railway lines cross or run adjacent to the network and the *Provider* shall ensure that full consultation with Network Rail takes place before working in the vicinity of any railway line or associated overhead electrical equipment. There are three railway level crossings on the Area 9 Network of which only one is currently operational. Refer to Network Information Section 1.19.2 for details.

3.1.3 Existing Storage of Hazardous Materials

There are no known hazardous materials stored on the Area 9 Network. Many hazardous materials are stored on work sites and in Depots. These include common construction materials such as cement and concrete, plus fuels, adhesives, paints, solvents and cleaning products. A register of hazardous materials for which COSHH assessments have been carried out is maintained.

There is a risk of hazardous material being illegally dumped on the Area Network at any time.

3.1.4 Location of Existing Services

Underground and overhead services may exist within and adjacent to the proposed working sites

The *Provider* shall search and liaise with the appropriate bodies in locating the services prior to commencing any work. Details of the bodies can be found in the Network Information.

All live and redundant services within and adjacent to the works area shall be located, marked and protected.

Where overhead power lines cross the work areas, the *Provider* is advised to conduct a detailed examination of the site(s) to plan the access, manoeuvring and working of construction vehicles, plant and equipment, prior to work commencing on site.

3.1.5 **Ground Conditions**

The ground conditions across the Area 9 network vary widely in nature. Details of these conditions are available in the HAGDMS database – summary data is available in the Network Information section 1.6.

3.1.6 **Existing Structures - Stability or Fragile Materials**

The *Provider* should be aware that existing structures across the Network will be affected by the works and will require due consideration with regard to their inherent Structural Stability during any construction or routine maintenance works. The Highways Agency SMIS database has details of the structures within Area 9 – extracts from this database are included in the Network Information section 1.14.

Stability

The *Provider* shall provide and maintain during the works all associated shoring, strutting and other temporary support systems necessary to protect the existing structures as detailed in the above section. Details of the structures are in Section 1.14 of the Network Information. Attention is drawn to Section 1.14.16 of the Network Information 'Schedule of major structures where particular competencies are required'. This sets out particular competencies of the Provider's Staff which will be required due to the size, complexity or importance of the identified structures to the network.

Fragile Materials

Fragile materials exist on some structures (particularly depot and salt barn roofs). The *Provider* shall carry out a full risk assessment and pre-plan H&S management needs before attempting to gain access to or applying loads to potentially fragile materials.

Electrical Information

Information is contained in the Electrical Inventory database.

3.2 Health Hazards

3.2.1 Asbestos, Including Results of Surveys

For details of Asbestos containing materials on the various site(s) and any site surveys carried out across the Network, contact Area 9 Watchman, at Amey's Quinton Office on 0121 200 5030

A copy of the Area 9 Asbestos Management Plan is in the Network Information. Reference should also be made to the asbestos register.

3.2.2 Contaminated Land

Information on known contamination is contained in the ENVIS database and/or the Area 9 Environmental Management Plan.

3.2.3 Leptospirosis (Weil's Disease) and Other Water Borne Diseases

The *Provider* shall take appropriate measures (including employee training) to ensure that the risk of site personnel contracting water borne diseases such as Leptospirosis is minimised and controlled.

3.2.4 Hazardous Materials Associated with Existing Structures

For details of any structures known to contain hazardous materials across the Network, the information is held by the current *Provider*, contact the Area 9 Watchman at Amey's Quinton Office on 0121 200 5030

3.2.5 Health Risks arising from Client's Activities - Dust, Noise and Vibration

Works may be carried out on or adjacent to the Area 9 network by other contractors employed by the Client. The Client and *Provider* shall coordinate their respective operations to ensure that the effects of dust, noise and vibration do not adversely affect the other party.

3.2.6 Fire Hazards

Fuel storage facilities exist in each of the Highways Agency maintenance depots.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Design Assumptions and Control Measures

No designs are prepared yet for this project. Where any design work is to take place during the term of the ASC then the *Provider* is to list any design information or design assumptions in Scheme Specific Pre-construction Information.

The Client will provide the *Provider* with the following at the start of the Contract:

- the existing Area 9 Health and Safety File
- access to all relevant inventory and information systems (see Service Information Annex 6 – Information Systems)

In preparing the Pre-construction Information for each scheme, the *Provider* will search for and include information which might affect the safe execution of the works taken from the above information.

The *Provider* takes over schemes from the outgoing *Provider* in accordance with the mobilisation requirements as set out in the Service Information.

4.2 Materials Requiring Particular Precautions

Particular care shall be taken whilst handling heavy/large/fragile pieces of debris / pre-cast elements / structural elements. The *Provider* shall use mechanical handling where possible.

Where the use of materials hazardous to health cannot be avoided the *Provider* shall ensure that a full COSHH assessment is carried out as relating not only to the workforce but also to members of the public. Suitable control measures shall be introduced to ensure that exposure levels are properly controlled.

Certain materials may cause damage to adjacent property or passing vehicles if they are not properly contained. The *Provider* shall ensure that adequate precautions are introduced to avoid such damage.

4.3 Traffic

All Temporary Traffic Management shall be in accordance with Chapter 8 of the Traffic Signs Manual.

Particular care and attention shall be paid to traffic safety when placing, altering and removing the traffic management arrangements. Attention shall be paid to traffic safety and management measures and interface with users within the Construction Phase Plan.

4.4 **Additional Considerations**

4.4.1 **Health Hazards**

The *Provider* shall stipulate procedures in the Construction Phase Plan to identify the characteristics of the materials specified or chosen for incorporation and shall ensure these characteristics are clearly understood by those required to handle, store, work with and dispose of such material.

Similarly controls shall be stipulated and exercised to protect other persons at the site or members of the public from accidental contact with any hazardous material.

4.4.2 **Working at Night / Within the Hours of Darkness**

Working at night can introduce certain hazards including:

- poor visibility leading to slips, trips and falls
- tiredness
- dazzling due to traffic headlights
- poor visibility for reversing vehicles

The *Provider* shall identify all suitable measures to mitigate against the above hazards including any lighting requirements.

4.4.3 **Manual Handling Operations**

The *Provider* shall ensure that operatives are fully trained in manual handling procedures and wherever possible, provide mechanical handling aids to avoid such operations. Designs shall wherever practicable specify the use of lightweight materials.

4.4.4 **Personal Protective Equipment (PPE)**

High visibility warning clothing complying with paragraph O6.3 of Chapter 8 Part 2 of the Traffic Signs Regulations 2006 shall be worn at all times by all personnel whilst working on or adjacent to the trunk road and motorway network.

The *Provider* shall comply with the Personal Protective Equipment at Work Regulations 1992 in all other matters. The use of such equipment will be governed by the site rules (see Paragraph 2.5 of this document).

4.4.5 **Confined Spaces**

The *Provider* shall ensure operatives working in confined spaces are fully trained in accordance with the Confined Space Regulations 1997. Designs and working methods shall wherever practicable seek to avoid the need for working in confined spaces.

4.4.6 Temporary Works

The *Provider* shall ensure that all temporary works are suitable for the intended use. The *Provider* shall pay particular attention to the installation and removal of temporary works.

4.4.7 Work at Height

The *Provider* shall wherever practicable develop designs and working methods to avoid the need to work at height. Where working at height is required a protection system suitable for the type of works undertaken shall be used.

5. THE CONSTRUCTION PHASE PLAN

5.1 Construction Phase Plan

The *Provider* shall prepare the Area 9 ASC Construction Phase Plan as required by Regulation 23 of the Construction (Design and Management) Regulations 2007. This Plan shall be submitted to the CDM Co-ordinator, no later than five working days prior to the start of the construction phase, so that the Client may be advised as to its adequacy in accordance with Regulation 20(1)(a).

The recommended minimum content for the Construction Phase Plan is set out in Appendix 3 of the CDM Regulations 2007.

The nature of the Contract precludes the use of a single set of Pre-Construction Information or a single Construction Stage Plan. The *Provider* shall also compile appropriate specific documentation as required by the CDM Regulations 2007 for each scheme prepared under the ASC contract.

6. THE HEALTH AND SAFETY FILE

6.1 Clients Requirements

The Area 9 Health and Safety File shall be developed continuously during the life of the commission in accordance with CDM 2007 Regulation 20(2)(e). Individual scheme Health and Safety Files and other records gathered shall be added to the information already held in the existing File. The Health and Safety File shall be handed to the *Service Manager* at the end of the commission in accordance with CDM 2007 Regulation 20(2)(f).

The format of the Health and Safety File is to be agreed with the Service Manager and shall comply with the guidance given in Paragraph 263 of the Approved Code of Practice to the CDM Regulations 2007.