



**PRE-CONSTRUCTION INFORMATION PACK**

**in respect of**

**REFURBISHMENT & FIT OUT WORKS**

**at**

**Rushey Lock House  
Buckland Marsh  
SN7 8RF**

**for and on behalf of**

**Environment Agency**

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## **1.0 INTRODUCTION**

### **1.1 Generally**

The current Construction (Design & Management) Regulations came into force on 6 April 2015. The Regulations are concerned with projects. "Project" means a scheme which includes, or is intended to include, construction work. Health and safety management must now be considered at the planning and design stage of all construction work with the exception of the smallest projects. Even these exempted projects are still subject to Health and Safety Legislation. The Regulations provide details of how the various parties to a project are required to contribute to health and safety management.

This Pre-Construction Information Pack consists of:

Section 1	Introduction
Section 2	Description of the Project
Section 3	Client Considerations and Management Requirements
Section 4	Environmental Restrictions and Existing On-Site Risks
Section 5	Significant Design and Construction Hazards
Section 6	Health and Safety File Details

Appendix 1	Site Location Plan
Appendix 2	Designer's Risk Assessments
Appendix 3	Contractor's Health and Safety Enquiry Form

### **1.2 Definitions**

#### **1.2.1 The Client**

The Client is defined as a person for whom a project is carried out. The Client has an obligation to appoint a Principal Designer and Principal Contractor. The Client has to be satisfied that the persons appointed are competent and that they have allocated, or will allocate, adequate resources to enable them to perform their function and comply with the requirements of the Regulations.

#### **1.2.2 The Principal Designer**

The Principal Designer is required to ensure that the design of any structure comprised in the project includes design considerations adequate to avoid foreseeable risks in the health and safety of any person carrying out the construction work or cleaning work in or on the structure. He is also required to ensure that the design includes adequate information about any aspect of the project or structure or materials which might affect the health or safety of any persons at work carrying out the construction work or cleaning work of or in the structure. The Principal Designer is required to give adequate advice to the Client to enable him to comply with the conditions relating to the appointment of a Contractor and to ensure that the construction phase does not start until a Pre-Construction Information Pack has been prepared. The Principal Designer is also required to give advice to the Client concerning the appointment of other Designers and a Principal Contractor. The Principal Designer must also prepare, review, amend and maintain a Health and Safety File which is returned to the Client on completion of the construction work. It is the Client's responsibility

to ensure that the role is filled at all times until the end of the construction phase. A Principal Designer position can be terminated by the Client, but the Client has to ensure that someone is appointed in his place.

### **1.2.3 The Principal Contractor**

The Principal Contractor is responsible to ensure co-operation between all Contractors working on the site, to enable all Contractors to comply with the requirements and prohibitions imposed under the relevant statutory provisions relating to construction work. He has to ensure that every Contractor and every employee at work in connection with the project complies with any rules contained in the Health and Safety Plan. He must make sure that only authorised persons are allowed into any area where construction work is being carried out. In practice the Principal Contractor will take over and develop the Health and Safety Plan and co-ordinate the activities of other Sub-Contractors working on the construction site.

### **1.2.4 Other Contractors**

Other Contractors or Sub-Contractors are required to co-operate with the Principal Contractor so far as it is necessary to enable each of them to comply with their duties under the relevant statutory provision. This includes complying with directions given by the Principal Contractor to enable the work to be carried out in accordance with Health and Safety Regulations. Contractors and Sub-Contractors must provide information to the Principal Contractor to enable him and the Principal Designer to comply with the Regulations.

### **1.2.5 The Health and Safety File**

On completion of the construction of a project the Principal Designer is required to deliver the Health and Safety File to the Client. The Health and Safety File will be made available to other Designers, Principal Contractors, Contractors and Principal Designers who are responsible for later construction work associated with the project or its maintenance, repair, renovation or demolition. The Principal Contractor must pass on all relevant information promptly to the Principal Designer to compile the Health and Safety file.

## **1.3 Summary of Tasks**

### **1.3.1 Client's Tasks**

- Provide information for the Pre-construction information pack.
- Ensure Pre-construction information pack forms part of the tender documents.
- Appoint the Principal Designer, ensuring competence and provision of adequate resources.
- Appoint other Designers ensuring competence and adequate resourcing, seeking the advice of the Principal Designer if required.
- Check that the Principal Designer has notified the Executive of the project.
- Appoint the Principal Contractor, ensuring adequate competence and resourcing, seeking advice of the Principal Designer if required.
- Check that the Health and Safety Plan is prepared, reviewed, or updated ready for handover at the end of construction work.

- Upon completion receive the Health and Safety file from Principal Designer and pass to any future maintenance and/or construction workers.

### 1.3.2 Principal Designer's Tasks

- Inform client of his duties.
- Ensure he has received formal written notification from the Client of his appointment.
- Give notice to Health and Safety Executive of the project.
- Ensure he has an agreed line of communication with the Client.
- Allocate adequate time and resources to the project.
- Advise on competence and resources of Designers and Contractors.
- Ensure safety considerations are incorporated in the design process.
- Make sure the Designer considers Health and Safety issues.
- Ensure that information on hazards and risks is incorporated in a Health and Safety Plan and if appropriate in the Health and Safety File.
- Prepare Pre-Construction Information Pack and submit to Principal Contractor.
- Prepare and update Health and Safety File.
- Deliver Health and Safety File on completion to Client.
- Ensure that Principal Contractor and Contractors have systems to manage Health and Safety in their works procedures.
- Advise client of the adequacy of the Principal Contractors Construction Phase Health and Safety Plan.
- The Principal Designer does not have any responsibilities to monitor the activities of the Principal Contractor and his Contractors.
- Ensure that any structure designed for use as a workplace has been designed so as to comply with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992.

### 1.3.3 Designer's Tasks

- Take reasonable steps to ensure that the Client is aware of his duties under the Regulations.
- Identify hazards and risks inherent in the design and provide information to Principal Designer and ensure all information relating to the design is promptly provided.
- Co-operate with the Principal Designer, Principal Contractor and other Designers.
- Provide information to Principal Designer for the Health and Safety file.

### 1.3.4 Principal Contractor's Tasks

- Be satisfied that the client is aware of his duties.
- Consider any temporary works which may be required and liaise with Principal Designer and Designer to ensure that such works can be incorporated into the project with due regard to Health and Safety.
- Consider the Pre-Construction Information Pack when compiling tender.
- Do not commence works until satisfied that suitable and adequate welfare facilities are available.
- Ensure that the Principal Designer has notified the Executive of his appointment.

- Ensure he has an agreed line of communication to the Client and Principal Designer.
- Take on responsibility for the Health and Safety Plan.
- Develop Health and Safety Plan to include management of work on site conducting necessary risk assessments.
- Provide a copy of the Health and Safety Plan to the Client and receive written confirmation that the construction phase can start.
- Supply a copy of the Health and Safety Plan to every Sub-Contractor.
- Enlist the co-operation of all Sub-Contractors to ensure they all fulfil the requirements of the Health and Safety Plan.
- Supply necessary information to the Principal Designer for the Health and Safety File.
- Obtain the Principal Designer's agreement to any changes made to the Health and Safety Plan due to design changes.
- Instruct other Sub-Contractors as necessary to ensure compliance with the Health and Safety Plan.
- Provide information to Sub-Contractors on Health and Safety risks.
- Ensure employees and Sub-Contractors' employees are provided with Health and Safety information and training.
- Prevent unauthorised site access.
- Ensure that a notice given under Regulation 7 is displayed in a prominent position on the site.
- Continue to plan, manage and monitor construction work in a way which ensures it is carried out without risks to Health and Safety.

#### **1.3.5 Sub-Contractor's Tasks**

- Co-operate with Principal Contractor to meet the Regulations.
- Meet the requirements of the Health and Safety Plan.
- Provide the Principal Contractor with a risk assessment or other information which may affect the Health and Safety Plan.

## 2.0 DESCRIPTION OF THE PROJECT

### 2.1 Names of the Relevant Parties/Consultants

<b>Client/Employer:</b>  Environment Agency Kings Meadow House Kings Meadow Road Reading RG1 8DQ  Email: <a href="mailto:Patricia.Salbany@environment-agency.gov.uk">Patricia.Salbany@environment-agency.gov.uk</a>  Contact: Patricia Salbany	<b>Contract Administrator:</b>  CS2 Limited Bridgwater House 4 Queensbridge Northampton NN4 7BF  Tel: 01604 603030 Email: <a href="mailto:clane@cs2.co.uk">clane@cs2.co.uk</a> Mobile: 07896 432 543  Contact: Christopher Lane
<b>Principal Designer:</b>  CS2 Limited Bridgwater House 4 Queensbridge Northampton NN4 7BF  Tel: 01604 603030 Email: <a href="mailto:clane@cs2.co.uk">clane@cs2.co.uk</a> Mobile: 07896 432 543  Contact: Christopher Lane	<b>Regional Office of HSE:</b>  Construction Division (Covers all HSE regions)  151 Buckingham Palace Road London <b>SW1W 9SZ</b>
<b>Approved Building Inspector</b>  Salus Primea House Marina Court Maple Drive Hinckley Leicestershire LE10 3BF  Tel: 0333 800 5678 Email: <a href="mailto:Andrew.Wignall@Salusai.co.uk">Andrew.Wignall@Salusai.co.uk</a>  Mobile: 07876 540 511  Contact: Andrew Wignall	<b>Principal Contractor:</b>  Tbc   Tel: Email: Mobile:  Contact:

## **2.2 Location of the Project**

Rushey Lock House, Buckland Marsh, SN7 8RF

## **2.3 The Work**

Repair and refurbishment works to renew decorative finishes internally, and the external appearance of the property in line with the requirements of the schedule of works.

## **2.4 Completion Work by Others**

The following works are proposed to be undertaken by the Environment Agency prior to works commencing:

- Removal of bees nest.
- Removal of floor finishes and previous tenants chattels etc
- First fix electrical works prior to works commencing.

## **2.5 Timescale for Completion of the Work**

Anticipated Start Date: TBA

Anticipated Completion Date: TBA

## **2.6 Tender Procurement and Form of Contract**

JCT Minor Works 2016 Building Contract with Contractor Design.



### **3.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

#### **3.1 Planning for and Managing Construction Work**

The Contractor is to provide the CA with a method statement prior to construction works commencing.

- Structural Stability
- Working in confined spaces
- Working at Height
- Demolition
- Structural works
- Hot works
- Works to be undertaken on ladders
- Manoeuvring large component on site and to their extended position
- Use of chemical or proprietary products
- Lone working
- Heavily lifting
- Electrical work
- Mechanical works
- Working with pressurised gasses
- Others to be identified at the pre-start meeting

#### **3.2 Communications**

Communications between the project team and Contractors is to be through telephone, email and where necessary letters.

See names of the relevant parties/consultants in table 2.1.

#### **3.3 Security of Site**

The Contractor is to undertake all precautions necessary in order to ensure the security of the site throughout the duration of the contract.

The Contractor is to check for breaches of site security on a daily basis.

Do not keep valuable items on site during periods that the site is not occupied.

At the end of the working day leave the works secure with all access locked.

The erection of temporary, palisade heras fencing and hoarding around to be provided at the contractors discretion. The client will not be held responsible for losses occurring as an omission relating to poor security.

### **3.4 Welfare Provision**

Provide adequate temporary sanitary and welfare on site including hot and cold running water, toilet, a supply of clean drinking water, and mess area from commencement of works on site. Advise all operatives of locations accordingly and keep facilities regularly cleaned. Existing on site facilities are to be used and kept clean.

### **3.5 Health and Safety**

The Principal Contractor is to provide a comprehensive set of site rules which shall be clearly displayed on site and brought to the attention of all Contractors and operatives. These should include health and safety procedures and emergency arrangements in case of accidents, injuries or sudden illness of workers on site throughout the construction works; also the location and telephone number of the local Hospital, Police and Fire Services should be displayed.

### **3.6 Site Hoarding Requirements**

Provide all necessary hoarding required with appropriate safety signage.

The Contractor is to install and maintain all required health and safety notices throughout the contract works period.

### **3.7 Site Transport Arrangements**

Area(s) for unloading, materials storage and temporary parking space(s) for construction vehicles should be positioned where they will cause least disruption to the on-going welfare and safety provision of operatives and neighbouring properties. Details of the Principal Contractor's proposals in this respect shall be confirmed to the CA prior to the commencement of works on site.

### **3.8 Vehicle Movement Restrictions**

Public pedestrian routes adjacent to the site must be kept open and safe to the public at all times. Should the Principal Contractor at any time wish to carry out work on the private roadway, they must obtain the permission of both the Environment Agency and the relevant Statutory Authority (and Police if necessary) and erect the necessary safety barriers etc. In either case a carefully prepared method statement will be required to be submitted to the Principal Designer and Contract Administrator to cover the Principal Contractor/Contractors planned intentions for dealing with such hazards, prior to the commencement of the relevant construction activities.

### **3.9 Permit to Work Systems**

A permit to work (PTW) is a formal written safety control system that is implemented to help prevent accident or injury to personnel, prevent damage to plant/machinery and to prevent damage to a product or to a client site. This is, in particular, required when the work has foreseeable high risk content.

The operation of a permit to work system is particularly useful when contractors are on site ie for maintenance or installation purposes.

The aim of a permit to work system is to remove both unsafe conditions and human error by imposing a formal system which requires formal action.

### **3.9.1 Permit to work forms should incorporate the following features:**

- The permit must specify who is to do the work, the time for which it is valid, the work to be done and the necessary precautions.
- During the permit, no person shall work on any plant not covered by the permit.
- No person shall carry out work which is not authorised by the permit. If there is to be a change in the work, the permit must be amended / cancelled. This can only be done by the authorised originator of the permit.
- There must be liaison with other work areas whose activities could be affected by the permit system
- Where the permit to work is to be carried out on part of a site or on specific plant, the limits of the work must be clearly marked.
- Permits must take into account all contractors on site, who should be briefed prior to the commencement of work.

### **3.9.2 Permit to Work - Areas & work activities that should be covered by a permit include:**

- Hot works
- Work in isolated locations, or areas with difficult access or those at high levels.
- Work on scaffold towers, mobile elevated working platforms (MEWPs)
- Work in excavations or digging of trenches

Any person in control of a premises could be required to enforce the use of a Permit to Work.

Permits should only be issued by a competent person who understands the risks and the necessary control measures to put in place (Authorising Person).

A permit should be task specific and the necessary risk assessments and method statements still need to be done. Permits should only be in place for a limited duration and be clearly dated and with specific conditions attached.

The authorising person should only sign and date the permit when they are satisfied that all precautionary measures have been taken.

When operating several permits at once, a Permit Register should be used to prevent conflicts in work activities. Each permit should have a unique reference number.

### **3.9.3 Permit to Work - Permitted Conditions**

Listed below are some examples of control measures that should be considered when issuing a permit (not exhaustive):

#### **3.9.4 Permit to Work - Hot Works**

- Good housekeeping
- Use of PPE
- All 'hot works' equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after the hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works.

#### **3.9.4 Permit to Work- Isolation**

Once the permit comes into operation, where necessary the contractor should assess the requirements for warning signs and often a lookout (e.g. for moving materials/lifting operations) need to be posted around the area where work is being undertaken.

When working on machinery and/or electrical systems, they should be physically isolated ie locked off (possibly with the contractor's own padlock) etc.

When plant is isolated, it should be stated as being such on the permit.

#### **3.9.4 Permit to Work – Training**

All staff should be made aware of the importance of the use and procedure of permit to work systems when they are in place.

#### **3.10 Fire Precautions**

The Principal Contractor is to take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.

Provide First Aid Kits and suitable Fire Extinguishers on site and locate them for access by site managers, operatives or others in case of emergency.

Bonfires to dispose of waste or existing vegetation shall not be permitted on the site.

#### **3.11 Emergency Procedures and Means of Escape**

Site access and egress is by foot from either the front or rear entrances.

The Principal Contractor shall define the precise positions of any temporary site access and egress points to the site (ie for deliveries and emergencies). The Principal Contractor shall take into account the sequence of construction, the area designated for the Principal Contractor's and his Contractors' material storage area, pedestrian awareness and safety generally.

A method statement shall be produced by the Principal Contractor to cover all aspects of means of escape, out of and around the site and the principal proposed routes shall be marked on a site layout plan with a copy passed to the Principal Designer and the Contract Administrator for information. Also include the location of temporary site accommodation and loading/unloading and storage areas.

### **3.12 Smoking and Parking Restrictions**

Parking is available adjacent to the property on the opposite side of the river. Pedestrian access only to the property.

Smoking is not permitted on the island, but can be at the parking location.

## **4.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

### **4.1 Safety Hazards**

A clear and consistent procedure for the recording of all accidents, injuries and emergencies must be set out before the commencement of the construction process ie a site register set up and maintained specifically for this project. This procedure must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1995 (RIDDOR) and be available for inspection by the Health and Safety Executive should such information be required.

#### **i) Boundaries and Access on deliveries**

800m private roadway from the Buckland Road only accessible by a key. The contractor is to provide their own padlock to the chain on the gate and to manage access and egress during the works. The contractor is not to leave the gate open for extended periods of time and is to lock it when not manned.

Deliveries can only be taken by hand to the property across the lock bridge. Excessively heavy items are not to be taken over the lock bridge (150+ kgs). Loading, unloading and storage can be in the parking spaces provided.

#### **ii) Any restrictions on deliveries or waste collection or storage**

The Contractor is to be aware that off road parking is to be utilised in the existing car parking areas by staff and for deliveries.

#### **iii) Adjacent land uses**

footpath, and private farmland.

#### **iv) Existing storage of hazardous materials**

The Control of Substances Hazardous to Health Regulations 2002 requires an employer to ensure that any substances used within the workplace are assessed and control measures implemented to ensure any danger to employees is minimised.

The Contractor is to ensure full compliance with the COSHH Regulations at all times.

#### **v) Existing structures**

No existing structures are in place.

#### **vi) Previous structural modifications**

The existing structure is historic and has been subject to improvement and modification throughout its history. The contractor is to make themselves aware of the form of construction and condition of the property.

**vii) Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure**

The contractor should fully familiarise themselves with the ground conditions prior to development of proposals. None is understood to be present.

It is unknown if the property has suffered from historic fire damage.

**viii) Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access**

The contractor should fully familiarise themselves with the surroundings prior to commencement on site. The lock bridge is not designed for excessively heavy loads. There is no vehicular access to the property.

**ix) Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures**

limited information is available on the property and will be issued within the tender drobox. The contractor should familiarise themselves with all available information.

**4.2 Health Hazards, including:**

**i) Asbestos, including results of surveys**

The contractor is to instruct a pre-demolition and refurbishment intrusive inspection.

**ii) Existing storage of hazardous materials,**

There are currently no hazardous materials kept onsite.

**iii) Contaminated land, including results of surveys,**

Should the contractor become suspicious of contaminated land, works are to stop and the Contract Administrator is to be alerted to the risk.

**iv) Existing structures containing hazardous materials,**

If the Contractor finds any suspicious materials during the course of the work, works are to stop and the Contract Administrator is to be alerted to the risk.

**v) Health risks arising from client's activities**

The Contractor should be aware that the premises will be vacant for the duration of the contractors works. The client is not expected to use the premises during the construction programme.

**vi) Working close to Water**

Care to be taken, and contractors should be able to swim and be familiar, and able to use the local life saving aids.

## **5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **5.1 Design Assumptions and Suggested Work Methods, Sequences or other Control Measures.**

The Contractor is to provide a programme of works to the Contract Administrator. The programme is to highlight the sequencing of works and to be cross referenced with method statements.

### **5.2 Arrangements for Co-ordinating of ongoing Design Work and Handling Design Changes**

Should significant variations be required during the construction works, risk assessments and method statements are to be issued by the Principal Contractor, his Designers and Contractors in respect of any design changes and any updated or supplementary statements produced shall be followed, and any relevant information copied to the Principal Designer.

There shall be a regular monitoring and review of health and safety aspects of the works by the Principal Contractor and Contractors during the construction period. Any significant matters affecting health and safety arising during these meetings shall be reported to the Principal Contractor's Health and Safety Advisor and the Principal Designer as necessary.

### **5.3 Information on significant risks identified during design**

The Principal Contractor's Design Sub-Contractors must produce appropriate written risk assessments, prior to commencing their construction activities on site, to address any significant hazards that they have identified from their design and specification proposals. Where these risks cannot be significantly reduced, method statements shall be produced by the Principal Contractor or Contractors to indicate the precautions that should be taken for dealing with them.

The Principal Contractor and his Contractors must obtain the relevant COSHH information from manufacturers and/or suppliers for materials prior to their use or incorporation into the works; retain relevant copies on site for reference purposes; and observe/comply with the relevant safety and health precautions required or recommended to be taken in handling and applying such materials.



## **6.0 THE HEALTH AND SAFETY FILE**

### **6.1 The Health and Safety File to include:**

The Health and Safety File is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.

- a brief description of the work carried out;
- any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos contaminated land, water bearing strata, buried services etc);
- key structural principles (for example, bracing, sources of substantial stored energy – including pre – or post – tensioned members) and safe working loads for floor and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- hazardous materials used (for example lead paint, pesticides, special coatings which should not be burnt off, etc);
- information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting order or other special instructions for dismantling etc);
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services, etc;
- information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

## APPENDIX 1

### SITE LOCATION PLAN

