

# Pre-Construction Information

## Internal remodelling and refurbishment

Saltash Library Callington Road PL12 6DX

**Client:** Saltash Town Council

**Job No.:** 371310

**Reference:** 37310-BPG-XX-XX-HS-PD-004

**Issue Date:** 01 December 2025

**Latest Revision:** P01

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**Suitability:** S2 for Information



Document Revision History

Revision	Date	Issue/Revision Details	Prepared by	Checked by	Approved by
1	01 Dec 2025	First Issue	JMB	JB	JB

Document Validation (Latest Issue)

Revision	Date		Prepared by	Checked by	Approved by
1	01 Dec 2025	Name	JMB	JB	JB
		Signature	JMB	JB	JB

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## 1 Introduction

This document has been prepared by Bailey Partnership (Group) Ltd to provide the Client, Principal Contractor, Contractors and Designers with key health and safety; and building information to assist them in planning their work so that construction works may be carried out and designs presented minimising health and safety risk.

It contains information about health and safety risks that are considered to be unusual; not foreseeable by competent contractors or designers; or requiring significant effort and/or resources to manage effectively. It does not mention risks that are commonplace, obvious to contractors and designers who are competent in the proposed work, or that can be managed easily.

The Principal Contractor is required by the Construction (Design and Management) Regulations 2015 to use the information given here to develop the Construction Phase Plan as required by Reg. 12(1) and 12(2): As required by Reg. 9(2) and Reg. 11(3) Designers must take into account the general principles of preventing and any pre-constructs information, and develop their designs to eliminate, so far as its reasonably practicable foreseeable risks to health and safety.

Reg 4(4), Construction (Design and Management) Regulations states "A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project."

Reg 11A(4), The Building Regulations' 2010 states "A client must provide building information as soon as it is practicable to every designer and contractor on the project."

Pre-construction information provides the health and safety information needed by:

- (a) designers and contractors who are bidding for work on the project, or who have already been appointed to enable them to carry out their duties;
- (b) Principal Designers and Principal Contractors in planning, managing, monitoring and coordinating the work of the project. Pre-construction information provides a basis for the preparation of the Construction Phase Plan. Some material may also be relevant to the preparation of the Health and Safety File.

Pre-construction information is defined as information about the project that is already in the client's possession or which is

reasonably obtainable by or on behalf of the client. The information must:

- (a) be relevant to the particular project;
- (b) have an appropriate level of detail; and
- (c) be proportionate to the risks involved.

Pre-construction information should be gathered and added to as the design process progresses and reflect new information about the health and safety risks and how they should be managed. Basic preliminary information gathered early in the project is unlikely to be sufficient.

When pre-construction information is complete, it must include proportionate information about:

- (a) the project, such as the client brief and key dates of the construction phase;
- (b) the planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between dutyholders and the work is coordinated;
- (c) the health and safety hazards of the site, including design and construction hazards and how they will be addressed;
- (d) any relevant information in an existing Health and Safety File.

The information should be in a convenient form and be clear, concise and easily understandable to help other duty holders involved in the project to carry out their duties.

## 2 Project Overview and Site Information

### 2.1 Scope and Notification

#### 2.1.1 Site Description

Saltash Library Callington Road Saltash

#### 2.1.2 Building Description

Library

#### 2.1.3 Notification

An F10 Notification of Construction Project is not deemed necessary.  
Contractor to confirm.

### 2.2 Design Programme

	Start	Finish
Design Period	October 2025	November 2025
Duration	3 weeks	

### 2.3 Construction Programme

	Start	Finish
Construction Period	TBC	TBC
Duration	12 Weeks	

### 2.4 Lead-in

The client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources, in

accordance with Reg 4, Construction (Design and Management) Regulations 2015; and must make suitable arrangements for planning managing and monitoring a project, (including allocation of sufficient time and other resources) So as to ensure compliance with all relevant requirements, in accordance with Reg.11A, The Building Regulations 2010.

The client has allowed at least 4 weeks for planning and preparation for construction work. This will allow the Principal Contractor to prepare a Construction Phase Plan in accordance with the Construction (Design and Management) Regulations 2015.

## **2.5 Project Directory**

### **2.5.1 Client Details**

Name: Saltash Town Council  
Address: The Guildhall Lower Fore Street Saltash  
Contact: Sinead Burrows  
Telephone: 01752 844846  
Email: enquiries@saltash.gov.uk

### **2.5.2 CDM Principal Designer Details**

Name: Bailey Partnership (Group) Ltd  
Address: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB  
Contact: Josh Butler  
Telephone: 01752 229259  
Email: j.butler@baileyp.co.uk

### **2.5.3 BR Principal Designer Details**

Name: Bailey Partnership (Group) Ltd  
Address: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB  
Contact: Josh Butler  
Telephone: 01752 229259  
Email: j.butler@baileyp.co.uk

### **2.5.4 CDM Principal Contractor Details**

Name: TBC  
Address:

Contact:

Telephone:

Email:

#### **2.5.5 BR Principal Contractor Details**

Name: TBC

Address:

Contact:

Telephone:

Email:

#### **2.5.6 Architect's Details**

Name: Bailey Partnership (Group) Ltd

Address: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB

Contact:

Telephone: 01752 229259

Email:

#### **2.5.7 Structural Engineer's Details**

Name: N/A

Address:

Contact:

Telephone:

Email:

#### **2.5.8 Quantity Surveyors Details**

Name: Bailey Partnership (Group) Ltd

Address: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB

Contact: Josh Butler

Telephone: 01752 229259

Email: j.butler@baileyp.co.uk

### 3 Client Requirements and Management Arrangements

#### 3.1 Appointment dates for all parties

Regulation 5 of the Construction (Design & Management) Regulations 2015 states:

- (1) Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—
  - (a) a designer with control over the pre-construction phase as principal designer; and
  - (b) a contractor as principal contractor.
- (2) The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.
- (3) If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.
- (4) If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.

#### Principal Designer

The client has appointed Bailey Partnership (Group) Ltd to fulfil the role of Principal Designer (refer to Item 1.10) for this project in accordance with Regulation 5(1)(a) of the Construction (Design & Management) Regulations. Bailey Partnership to fulfil the relevant duties set out in;

- Regulation 8 (General duties)
- Regulation 9 (Duties of designers)
- Regulation 10 (Designs prepared or modified outside Great Britain)
- Regulation 11 (Duties of a principal designer in relation to health and safety at the pre-construction phase)
- Regulation 12 (Construction phase plan and health and safety file).

#### Principal Contractor

The appointed Principal Contractor (refer to Item 1.15) will be required to fulfil all relevant duties set out in;

- Regulation 8 (General duties)
- Regulation 9 (Duties of designers) – where there are Contractors design portions allocated within the works
- Regulation 12 (Construction phase plan and health and safety file)

- Regulation 13 (Duties of a principal contractor in relation to health and safety at the construction phase)
- Regulation 14 (Principal Contractor's duties to consult and engage with workers)

There are other requirements set out within the Construction (Design & Management) Regulations 2015 (S.I. 2015/51 Health and Safety).

### 3.2 Competency Checks

There is no requirement in the Construction (Design & Management) Regulations 2015 to competency check designers and contractors appointed to work on a project.

However, Regulation 8(1) of the Construction (Design & Management) Regulations 2015 states: A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience, and if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Furthermore, Regulation 8(3) of the Construction (Design & Management) Regulations 2015 states: A person responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).

#### **Building Safety Act 2022**

Where appointed as Principal Designer under the Building Regulations 2010, Bailey Partnership (Group) Ltd appointed Principal Designer will review the design team members to ensure they have appropriate management systems, processes, policies and resources to carry out its functions under these Regulations and ensuring that individuals who carry out the work for them have the appropriate skills, knowledge, experience and behaviours for their roles.

Details can be found on the Check Registers listed below, located in Appendix C:

37310-BPG-XX-XX-HS-PD-0007\_Design Company Competency Check Register

37310-BPG-XX-XX-HS-PD-0008\_Individual Designer Competency Check Register

37310-BPG-XX-XX-HS-PD-0009\_Contractor Company Competency Check Register

### **Skills, Knowledge and Experience**

Bailey Partnership (Group) Ltd has been appointed in writing as the Principal Designer and is CHAS registered and registered as a Designer and Principal Designer by the Association for Project Safety (APS).

### **3.3 Programme of Work**

A detailed programme of works is to be compiled by the Principal Contractor. The programme is to be in the form of a bar chart showing in detail the duration of all the principal building operations in proper sequence. It must also include all work to be done. The program is issued to all members of the design team. The program will be in Appendix D.

### **3.4 Client's Requirements for Cooperation**

The Architect currently arranges Project Review Meetings between relevant designers and consultants. The Architect chairs these and minutes are issued to all relevant designers and consultants.

Moving forward with the project, should any specific design team meetings between designers and consultants etc. be required these can be arranged ad-hoc, and should be minuted, or at the very least a salient points email be issued.

The Principal Contractor is to arrange for formal, minuted site progress meetings and necessary sub-contractors meetings to be held on site. All relevant designers / Contractors are to be present at these meetings; and the Client, Contract Administrator / Project Manager and Principal Designer are to be invited. Minutes are to be published.

Notwithstanding any works detailed as out of hours, the works shall only take place between 8:00am and 5:00pm Monday to Friday, unless otherwise agreed with the Contract Administrator / Project Manager. Note: Due consideration is to be given to any restrictions imposed through the local authority planning development services.

### **3.5 Client's Requirements for Management Arrangements**

All Designers and Contractors are to comply with all Health, Safety and Welfare Legislation relating to Health & Safety at Work Act 1974, The Building Act 1984, The Building Regulations 2010, and Construction (Design and Management) Regulations 2015, and others as relevant.

Furthermore a Construction Phase Plan is to be prepared prior to the commencement of works. Although the requirement under the

regulations is to ensure a plan is in place and there is no explicit duty upon any dutyholder to review it, the Construction Phase Plan will be reviewed by the Principal Designer, Client and any relevant designers in line with the Association for Project Safety guidelines.

The client requires formal Health and Safety goals of nil accidents or near misses. The Contractor appointed a safety representative to be on site at all times.

Formal induction procedures are to be agreed and briefed prior to any employees starting work on the site.

The Principal Contractor is to issue a formal progress report including Health and Safety matters, including incidents and Construction Phase Plan development.

### **3.6 Welfare Provision**

Welfare facilities are to be provided for the full duration of the construction phase and are to be maintained in accordance with Schedule 2, Construction (Design and Management) Regulations 2015.

The Principal Contractor will provide a drawing, indicating the location and type of facilities, to the Contract Administrator / Project Manager for comment prior to the commencement of works on site..

### **3.7 Site Security/Hoarding Arrangements**

Contractors are to submit a list of ALL workers prior to the commencement of works on site.

All workers must sign in and out of the site and wear ID at all times during normal working hours. Consider if DBS checking is a client requirement, if so state here the requirements.

The site is to be secured to prevent access to ALL when the Principal Contractor is not on site. The Principal Contractor is to provide a drawing indicating access / egress points and provide details of security fencing prior to commencement of works.

The site hoarding is to be such that dust and other pollution is controlled and not allowed to disperse to the detriment of adjoining buildings and neighbouring properties.

### **3.8 Temporary Works**

Any temporary structure including scaffold, site hoarding, propping etc. must be designed, installed and maintained in accordance with BS5975 to withstand any foreseeable loads which may be imposed on it and that

it be only used for the purposes for which it was designed, installed and maintained. **Temporary works need to be planned and managed, and must be inspected by a competent person on a regular basis.**

It is suggested that an effective way of managing temporary works is to appoint a Temporary Works Coordinator (TWC) to ensure suitable designs are prepared, checked and correctly erected on site. The TWC should be formally appointed and have adequate authority to carry out the role, including stopping the work if it is not satisfactory.

Possible temporary works identified are as follows, note this list may not be exhaustive:

Scaffolding and/or mobile tower scaffolds;  
Site hoarding;  
Propping of existing structures.

### 3.9 Party Wall Considerations

There are no apparent Party Wall considerations for these works

### 3.10 Utility Information

By Contractor

#### 3.10.1 Electric Utility Search Information

Name: By Contractor  
Address: -  
Contact: -  
Telephone: -  
Email: -

#### 3.10.2 Gas Utility Search Information

Name: By Contractor  
Address: -  
Contact: -  
Telephone: -  
Email: -

**3.10.3 Water Utility Search Information**

Name: By Contractor  
Address: -  
Contact: -  
Telephone: -  
Email: -

**3.10.4 Sewer Utility Search Information**

Name: By Contractor  
Address: -  
Contact: -  
Telephone: -  
Email: -

**3.10.5 Telecommunications Search Information**

Name: By Contractor  
Address: -  
Contact: -  
Telephone: -  
Email: -

**3.11 Site Transport/Car Parking**

Limited parking will be made available within the site. Client to confirm.

However, where this is impossible and the only option is to utilise roadside parking the Contractor must satisfy themselves that they are complying with all police and traffic regulations and Department of Transport signs. Where no signs are indicated on public roads the Contractors must obey the Highway Code for a road of that type.

The road is to be cleaned at both the site entrance and where contractor's vehicles are parked to maintain a clean environment for both the site works and neighbouring/adjoining properties.

**3.12 Vehicle and Pedestrian Movement**

The Principal Contractor's proposals are to include a vehicle / pedestrian management plan to be forwarded for comment prior to the commencement of works.

All Contractors are to ascertain and comply with all police and traffic regulations and speed limits indicated by client or Department of Transport signs. Where no signs are indicated on public roads the Contractors must obey the Highway Code for a road of that type.

The site access/egress could be very busy with public traffic and pedestrian movements. A significant number of properties are only accessible on foot. The contractor should make allowances for this and carefully consider routes to site and moving of materials. Safe access to properties by residents and the public should be maintained at all times.

### **3.13 Client Permit-to-Work Systems**

The client may operate permit to work systems, for the following:

1. Penetrating ground
2. Permit to breach fire compartmentation
3. Confined space works
4. Access / maintenance to sewers / drains
5. Demolition
6. Working at height / MEWP operations
7. Hot works
8. Temporary Works
9. Non-licensed asbestos removal
10. Work on or adjacent to live building services including HV services; Fire Alarms etc.
11. Use of disc cutters
12. Scaffolding
13. Use of ladders
14. Drilling of holes

Should this be the case, this will mean the issue of a permit to work from the client

### **3.14 Fire Precautions**

The Principal Contractor is to review any existing fire strategy, and prepare and forward proposals, prior to commencement of works, for evacuation from the site in case of fire or other emergency.

Consider:

Fire exit routes - do they need to be altered during the works?

Fire signage (green and blue types)

Fire alarm

Emergency lighting

Will a temporary strategy be required? How will this be conveyed to building users?

This is to be reviewed along with the Client's responsible person to ensure that the Client is aware of any effects to their current fire strategy.

The proposals may be in the form of a drawing and must be kept up to date as the project progresses and furthermore be displayed on site in a prominent location.

Notwithstanding the rules defined in Item 2.16, the Principal Contractor must consider the need for hot work permits (refer to Item 2.13) prior to any welding, hot cutting or other hot work being carried out. Any hot work must stop no later than 1 hour before the end of the working day, and a fire check carried out by the Principal Contractor before the site is vacated. Furthermore, Contractors must provide & maintain their own extinguishers near to the working area during any work with a fire risk.

Waste materials must be disposed of properly in locations identified by the Principal Contractor. Rubbish skips must be emptied regularly.

All solvents & inflammable materials must be kept in suitable closed containers &, unless in use, must be stored in the areas allocated by the Principal Contractor.

No waste burning will be permitted on site.

The Principal Contractor is to comply with relevant fire safety guidance at the time of the works including, but not limited to:

- Fire Safety in Construction (HSG168 Third Edition).
- The Joint Code of Practice: Fire Prevention on Construction Sites and Buildings Undergoing Renovation (10<sup>th</sup> Edition, Incorporating Amendments 1 & 2).
- 16 Steps to Fire Safety (v4.3 October 2017)

The Principal Contractor should notify the local Fire Services of their intention to start works and ensure that all parties have fully liaised with the neighbouring properties.

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

The Principal Contractor must employ sufficient qualified first aiders to ensure that at least one is present at all times that work is being

undertaken by 5 or more personnel, and must maintain adequate first aid equipment in a secure location on site.

### **3.16 Confined Space Register**

No work within confined spaces is anticipated. Contractor to notify the Contract Administrator / Project Manager if this is not the case.

### **3.17 Site Rules**

Notwithstanding the Principal Contractor's Site Rules the following rules should also be considered:

#### **Mobile Phones**

Cellphones are permitted for use while working. However, they will only be permitted to be used in appropriate designated areas of the works site, so as to avoid causing a nuisance to the normal day to day operation of the building. The Principal Contractor is to forward proposals for review. A clear sign should indicate these areas.

#### **Smoking**

In accordance with the Smoke-free (Premises and Enforcement) Regulations 2006, Smoking is not permitted on site.

#### **Catering**

Generally, there is to be no food or drink consumed in work areas. The Principal Contractor is to provide appropriate welfare facilities as Item 2.6.

#### **Alcohol**

Alcohol consumption on the premises is strictly prohibited.

#### **Radios, music players etc.**

The playing of radios is to be confirmed with the Client team. If they are permitted, they are to be kept at a low volume, so as not to cause a nuisance to adjoining businesses.

Any device (eg. MP3 Players, iPods, mobile phones etc.) which requires the need to place headphones within or over ears are not permitted in the works areas.

#### **Conduct**

All workers are to behave in a responsible manner at all times. Clean overalls or uniforms are to be worn with the contractor's name displayed discreetly, however this does not absolve the need for the correct personal protective equipment (PPE) to be worn, in accordance with the Personal Protective Equipment at Work Regulations 1992 + Amendment

Regulations 2022 & The Construction (Head Protection) Regulations 1989, etc.

### **Language**

Foul, abusive and racist language is strictly prohibited.

### **Protection**

The Principal Contractor is to ensure that the correct PPE is being worn for the appropriate task, in accordance with the Personal Protective Equipment at Work Regulations 1992 + Amendment Regulations 2022 & The Construction (Head Protection) Regulations 1989, etc..

## **3.18 Health and Safety File**

### **3.18.1 Presentation of the Health & Safety File Documentation**

The format of the Health and Safety File will be electronic, unless agreed otherwise.

The Principal Designer will arrange for all information for the Health & Safety File to be as follows:

1. A list of contents complete with the Project name and address should be included in the front of each binder.
2. Drawings should be suitably titled to show Project name, drawing title, number and revision.
3. Drawings should be marked to indicate that they are "As-Built-Drawings" or "Record Drawings".
4. The information for the Health and Safety File should be obtained and collated by the Principal Contractor as the work proceeds, section by section as each work element is completed on site.
5. The Principal Designer should obtain and pass to the Client all information reasonably requested of him.

The Principal Designer will coordinate and prepare information as required for the Health and Safety File and will ensure it is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred Unless the Client has any specific requirements, the Health and Safety File will be set out in accordance with the Guidance Notes set out below:

1. The Principal Contractor should submit to the Principal Designer within an agreed period, a programme for the submission of the information for the Health & Safety File. The programme shall indicate all elements of the File and must meet the Principal

Designer's requirements and the requirements of the Code of Practice Managing Health and Safety in Construction.

2. On handover, one set of all operating and maintenance manuals must be handed to the Client through the Principal Designer for immediate site use. These copies are in addition to those required for the File.
3. The Principal Contractor should fully cooperate with the Principal Designer to achieve submission to the Client of the completed File at Practical Completion of the Project to the Client, (or in stages if Project subject to Sectional Completion, the details for which are to be agreed).
4. The Principal Designer should call Health and Safety File Tracking Meetings with all 'contributors to the File' in attendance if required.

The format of the File may comprise the following:

**Volume 1** - Prepared by the Principal Designer, an index and guide to information to act as a first point of reference for any person needing to use the File.

**Volume 2** - Onwards - These to comprise the various files / binders containing the information for the Health and Safety File submitted to the Principal Designer.

### **3.18.2 Information to be considered for inclusion in the health and safety file**

Note: Separate information should ideally be provided for each structure so that in the event of one or more structures being demolished the file for the remaining structure(s) will be complete.

1. Descriptions of the Project Design and Design Criteria - from all Professional Disciplines, and any other Designers.
2. Project Directory, including the Client, all Consultants, the Principal Contractor, Contractors and Client's Direct Suppliers and Contractors.
3. Residual Risks, including hazards that have not been designed out and that need attention drawn to them by the Client of any person who is carrying out work on the premises.
4. 'Record' and 'As-Built' drawings and plans from all Consultants and Contractors, including any from the Client and his Direct Suppliers and Contractors. (It is sufficient for CDM purposes to

note any changes in pencil / pen on prints. The modification records should be kept in the Construction Phase Plan).

5. A copy of the key to any symbols and coding used for services or for Health and Safety related issues should be provided.
6. All Soil, Ground, Structural Reports and Investigations, Asbestos Registers and Reports and the like including records of hazardous materials or substances and removals of same.
7. General details of the Construction Methods and Materials used, including:-
  - a. construction methodology where dismantling or maintenance procedures need to recognise the methodology for health & safety reasons
  - b. hazardous materials incorporated or left in the premises, including recommendations of how they should be dealt with.
  - c. Manufacturers information, details of any maintenance requirements / procedures, cleaning recommendations, Hazard Data Sheets and COSHH Assessments.
8. Details of the Equipment and Maintenance Facilities provided for safely operating and maintaining the building, its plant and equipment (e.g.; roof and plant access, access ladders, roof plant edge protection, eye-bolts, cherry-picker access and the like.) This should include statements indicating purpose, location identity, constraints, arrangements for use, supervision requirements, etc and operating and maintenance manuals of the equipment and facilities provided where applicable.
9. Locations of access points and recommended access procedures (e.g. positions and identification of unclipped suspended ceiling tiles).
10. Maintenance Procedures and Requirements for the structure. These will include, inter alia, manufacturers' recommendations and precautions to be taken, including health & safety measures, when carrying out maintenance, cleaning and alterations and dismantling activities, complete with operating manuals, inspection periods, precautions to be taken and maintenance of procedures and qualities and training of operatives required to carry out the tasks.

11. Operating and Maintenance Manuals for plant, equipment, accessories, etc. as part of the structure, installed by all specialist supplies and contractors, including health & safety measures, when carrying out maintenance, cleaning and alterations and dismantling activities, complete with operating manuals, inspection periods, precautions to be taken and maintenance of procedures required and qualities and training of operatives required to carry out the tasks, complete with testing and commissioning certificates, including Water Quality Test Certificates.
12. Utilities and Services: information describing and recording details of:
  - a. Contact numbers for the relevant service undertakers, if required; Gas, Water, Electricity, Telecommunications etc.
  - b. location of disused and disconnected services, identifying termination points.
  - c. location of redundant pipework, especially where below ground or hidden if likely to cause a risk to health and safety of any person in or near the area or working in the area.
  - d. description of all installed services
13. Emergency Systems: information describing location, nature and maintenance details of:
  - a. means of escape routes, assembly areas and emergency holding areas
  - b. location of all fire-fighting equipment (hose-reels and extinguishers)
  - c. emergency escape equipment
  - d. sprinkler system layout and plant
  - e. location of fire alarms and call points
  - f. location of smoke / heat detectors
  - g. emergency lighting
  - h. location of wet and dry risers
  - i. location of control panels for all systems
14. Fire Brigade access and turning area locations.

15. Signage details and locations, drawing attention to any of the above.

Should the Principal Designer's appointment conclude before the end of the project, the Principal Designer will pass the Health and Safety File to the Principal Contractor. The Principal Contractor must then ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred. At substantial completion of the works the Principal Contractor must pass the file to the Client.

## **4 Significant Design and Construction Hazards**

### **4.1 Initial Site Appraisal**

All properties are assumed to be occupied.

Hazards identified during the visit included:

- Conflict with pedestrians and public in car park outside

### **4.2 Boundaries and Access to Site**

The property is detached

There are no visible overhead cables or wires that are readily apparent on the vehicular routes around the properties. Contractor to confirm.

The nearest fire station is Saltash fire station

The nearest hospital with full accident and emergency facilities is Derriford Hospital

### **4.3 Restrictions to Deliveries and Waste Collection**

#### **Deliveries**

During construction works the Principal Contractor is to liaise with the Contract Administrator / Project Manager and Client's representative regarding the best times for delivery of materials.

#### **Waste / Salvage**

Other than vehicular access as noted in Items 4.1-4.3 above, there are no known restrictions to the collection of waste / salvage.

The Principal Contractor shall ensure that waste collection is managed regularly to prevent a build-up of waste on site. All skips and potentially waste compounds to be appropriately secured and protected, with heras fencing to protect from unauthorised access.

#### **4.4 Information on Adjacent Land Use**

Commercial buildings. Works to not prevent access / egress along various surrounding pathways. Alternative access provision to be provided if access is affected by the works.

#### **4.5 Existing Storage of Hazardous Materials**

There is no known storage of hazardous materials on the site.

#### **4.6 Ground / Contamination Investigations**

At this stage of the project a ground investigation has not been instructed.

#### **4.7 Site Investigations**

The existing drainage has not been surveyed, and no access is anticipated to be required to any underground drainage.

It is not expected the works will require access to roof spaces. However, if necessary we would suggest that at this stage that caution be exercised when accessing any roof spaces for nesting birds and the potential for Psittacosis (also known as Ornithosis) Human infection can result from brief, passing exposure to infected birds or their dried contaminated droppings or feather dust.

#### **4.8 Information of Existing Structures / Site**

Existing library facility

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No Tree, Ecology, Habitat and Reptile surveys are considered necessary for these works.

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No backlog maintenance is being considered in this project.

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For Asbestos information refer to Item 3.14.

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The following surveys have not been undertaken as they are not considered essential to facilitate the works:

- Additional topographical survey information
- Full measured building survey
- Drainage Survey
- Condition Survey
- Ground investigation
- Ecology Survey
- Buried services survey
- Legionella assessment
- UXO desktop survey
- Lead paint survey - BY CONTRACTOR

Refer to 37310-BPG-XX-XX-HS-PD-0002\_CDMPDSurveyChecklist located in Appendix H.

#### **4.9 Previous Structural Modifications**

Confirm any previous structural modifications. This could be in the form of referencing the existing Health and Safety File OR indicated on drawings as located in Appendix K.

#### **4.10 Issues Relating to Existing Plant**

We have not been made aware of any issues relating to the existing plant installed at any premises.

#### **4.11 Existing Drawings / Health & Safety File / Operating and Maintenance Manuals**

The client has provided no existing information. Any information received will be distributed and contained within Appendix K.

#### 4.12 Asbestos Register and Surveys

The client has provided no asbestos registers for any of the properties requiring work to the gable walls.

#### 4.13 Health Risks From Client Activities

There are no known health risks from current Client activities at the site which could affect the health of any designers / contractors / visitors to the site.

### 5 Arrangements for Managing Design and Construction Risks

#### 5.1 Significant Design Assumptions

Generally, it is presumed that the appointed Principal Contractor / Contractor(s) carrying out the works will be fully conversant with ordinary risks associated with construction items of a normal nature. Furthermore the appointed Principal Contractor / Contractor(s) is expected to have the appropriate level of Skills, Knowledge, Training and Experience specific to the tasks to be undertaken. All works are to be carried out in accordance with an approved risk assessment and method statement (RAMS).

Where site specific and / or residual risks associated with the building works have not been able to be designed out these are to be highlighted on drawings utilising a standard hazard symbol as noted below.



Designers are then to prepare Designer's Hazard Identification and Control Forms (sometimes called Designer's Risk Assessments) to assist in informing the Design Risk Management strategy for the works. Items to be designed out at later stages are to be highlighted, and in particular, those that cannot be designed out are to be highlighted with proposed mitigation measures provided.

Refer to attached 37310-BPG-XX-XX-HS-PD-00 05\_Designers Hazard Identification and Control Forms, contained within Appendix L.

#### 5.2 Suggested Work Methods / Sequences / Phasing

The works are to be carried out as one continuous phase of works.

### 5.3 Arrangements for On-Going Design Coordination

As noted in Item 2.4, the Client has set their requirements for cooperation between designers, consultants and contractors, which will also involve effective communication and coordination of design work ensuring that the right information is given to the right person at the right time. No ongoing design is currently taking place anticipated to be required at any stage.

### 5.4 Significant Risks Identified During Design

Refer to 37310-BPG-XX-XX-HS-PD-00 06\_CDM PCI Risk Register, contained with Appendix N.

This is a document which considers outstanding items at detailed design stage, and which will need to be addressed as works progress.

All members of the design team, the client and the principal contractor will have an input into this document. It acts as an aide memoire to ensure that certain duties of CDM 2015 are addressed.

When reviewing the document please note that, where an item is highlighted by a black rectangle, then it is considered that the person working in that discipline would, most likely, be able to provide details to answer that query.

Where an item has a grey rectangle, the person working in that discipline may be able to assist in providing details to answer that query.

### 5.5 Materials / Construction Form Requiring Particular Precautions

None Known

### 5.6 Change Control

A change control mechanism is to be agreed at the outset of the project, and with reference to the type of contract, where possible. The change control procedure is to include consideration of the following:

- Time, cost and quality
- Product performance
- Statutory approvals
- Other designer / consultants information and designs
- Client engagement
- Stakeholder engagement
- Dutyholder engagement

- Construction (Design and Management) Regulations 2015
- Relevant Health and Safety legislation



FOR:		(1) Saltash Town Council												
CDM Survey Checklist RELATING TO: AT:		Saltash Library Saltash Library										bailey partnership		
Document Number:		37310-BPG-XX-XX-HS-PD-0002-CDMSurveyChecklist												
Purpose of Issue:		For Review												
					Revision	Description			Prepared by	Checked By	Date			
					P01	CDM Survey checklist		JMB	JB		1/12/2025			
Purpose:														
Serial	Issue	Organisation best placed to provide survey information												
		Client	Architect (Bailey Partnership (Group) Ltd)	Structural / Civil Engineer (Bailey Partnership (Group) Ltd)	M&E Engineer Bailey Partnership (Group) Ltd	Principal Designer Bailey Partnership (Group) Ltd	Principal Contractor	M&E Contractor	Other (Describe)	Other (Describe)	Other (Describe)	Obtained	File Location	Comments
Existing Information														
	Existing health and safety file	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE				N		
	Existing O&Ms	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE				N		
	Asbestos Register	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE				Y		
	- Management Plan	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE				Y		
	- R&D Survey	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE				Y		
Initial Surveys														
	Access	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	Parking	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	Public areas and access	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	Restricted areas and access	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	separation	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	areas	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	Storage areas	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	Tenant information	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	Survey	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
Fire														
	Fire Risk Assessment	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	Fire Safety information	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	Fire Safety systems	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	Fire Safety routes	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	Evacuation policy	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	points	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	procedures	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
	access	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						
Statutory and related issues														
	Insurance details	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE						
	1996	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE						
Environmental														
	Assessment (Basic)	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE						Not applicable.
	Assessment (Detailed)	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE						Not applicable.

[illegible]

FOR:	(1) Saltash Town Council												
CDM Designer's Hazard Identification and Control Form													
RELATING TO:	Internal Library Remodelling												
AT:	Saltash Library												
Document Number:													
Purpose of Issue:				P01	Initial Issue			JMB	JB	1/12/2025			
				Revision	Description			Prepared by	Checked By	Date			

The Construction (Design and Management) Regulations 2015 places the onus for complying with Regulation 9 upon the designer and not the Principal Designer. However, the Principal Designer, also has statutory obligations under the regulations. The Principal Designer is pivotal in

Item	Activity / Element	Potential Hazards	Population at Risk		Alternatives Considered	Reasons for Rejection	Mitigation Options	Control Option Applied
			During Works	Post Contract				
1	Working with hazardous materials :ASBESTOS	Exposure to Asbestos	Construction Operatives Staff / Building occupants Visitors	Building Maintenance Operatives Staff / Building occupants Visitors	None	An R&D Survey is available	Review report	
2	Working in noisy environments	Noise, causing nuisance Noise, resulting in hearing damage / loss	Construction Operatives Staff / Building occupants Visitors	n/a	No alternatives considered		Contractor to notify in advance the occupant of building programmed into the works, neighbouring properties should also be notified to reduce disruption due to the works.	
3	Tripping hazards	Tripping/slipping on floor finishes / differences in level.	Construction Operatives Staff / Building occupants Visitors	n/a	None	n/a	Work areas around buildings being worked upon to be kept clear of obstructions	
4	Working close to plant machinery and vehicles	Struck / trapped by moving plant machinery / vehicles	Construction Operatives Staff / Building occupants Visitors	Building Maintenance Operatives	Position contractors compound and facilities to allow:  1. Safe access and egress onto public roads / access ways.  2. Segregation of pedestrians and vehicle egress		Contractor to control site access / egress routes  Contractor to provide site safety and warning signage	
5	Work on restricted sites	Maintaining safe pedestrian access around the works area.	Construction Operatives Staff / Building occupants Visitors	n/a	If alternative pedestrian routes are available cordon off the work area to prevent access from the public		Contractor to plan delivery route and protect	
6	Working at height	Fall from ladder	Construction Operatives	n/a	None		Scaffold design to include access arrangements	
8	Conflict with pedestrians	Injury to persons below	Public	n/a	None		Contractor to ensure that	
9	Working with electricity	Electrocution	Construction Operatives	Staff / Public	None		Skilled and qualified contractors	



Job Number			37310							
Project			Internal Library Remodelling							
Client			Saltash Town Council							
Document Number			37310-BPG-XX-XX-HS-PD-0001							
Document Title			DESIGNER COMPANY COMPETENCY CHECK REGISTER		Revision	Description	By	Checked	Approved	Date
PCI Ref.	Company	Letter Issued (Date)	Design Function	Registrations / Accreditations	HSW Policy	HSW Procedure		Relevant Experience	Example Experience	Overall Rating
1.6	Bailey Partnership (Group) Ltd		Principal Designer (delete row if not applicable)		TRUE	TRUE		TRUE	TRUE	Pass
1.10	Bailey Partnership (Group) Ltd		Architecture		TRUE	TRUE		TRUE	TRUE	Pass
1.11			Structural Engineer	TBC	FALSE	FALSE		FALSE	FALSE	
1.12			Civil Engineer		FALSE	FALSE		FALSE	FALSE	
1.13			Mechanical Engineer		FALSE	FALSE		FALSE	FALSE	
1.14			Electrical Engineer		FALSE	FALSE		FALSE	FALSE	
1.15			SAP Assessor		FALSE	FALSE		FALSE	FALSE	
1.16			Landscape Consultant		FALSE	FALSE		FALSE	FALSE	
1.17			Project Manager		FALSE	FALSE		FALSE	FALSE	
1.18			Building Surveyor		FALSE	FALSE		FALSE	FALSE	
1.19			Quantity Surveyor		FALSE	FALSE		FALSE	FALSE	
1.20			Design Manager		FALSE	FALSE		FALSE	FALSE	
1.21			Fire Engineer		FALSE	FALSE		FALSE	FALSE	
1.22			Ecologist		FALSE	FALSE		FALSE	FALSE	
1.23			Arboriculturalist		FALSE	FALSE		FALSE	FALSE	
1.24			Acoustician		FALSE	FALSE		FALSE	FALSE	
1.25			Transport Consultant		FALSE	FALSE		FALSE	FALSE	

[illegible]