

## CDM 2015: Pre-Construction Health and Safety Information

**Project name**            Didcot Town Council Outdoor Services Depot  
                                 Edmonds Park  
                                 Didcot  
                                 Oxfordshire

### 1. Project Description

- a) The project involves the demolition of the existing depot building and construction of a new storage building with staff facilities and related external areas.
- b) The works entail demolition therefore notice must be given by the contractor to the Local Authority under section 80 of the Building Act 1984, giving six weeks notice and a section 81 notice must be issued by the Local Authority in response.

### 2. Project Directory

- a) Details of the client, designers and other consultants are attached.

### 3. Project Records

- a) A site plan showing the location of underground utilities is available. No Operating and Maintenance Manuals are available.

### 4. Communication and liaison

- a) Regular progress meetings will be held for the duration of the project.
- b) The principal contractor will be expected to maintain regular communication with the Architect (Principal Designer) and the Design Team.

5. Security of the site

- a) The principal contractor is to ensure the security of the designated site area in accordance with Regulations 18 of the Construction (Design and Management) Regulations 2015.
- b) Hoarding and site containment are to be depicted on a simple site logistics plan for inclusion in the construction phase health and safety plan.

6. Welfare Provision

- a) The principal contractor is to ensure the provision of appropriate welfare facilities in accordance with Regs 4, 13, 14, 15 and Schedule 2 of the Construction (Design and Management) Regulations 2015.
- b) Welfare facilities must be made available in advance of the commencement of works on site and maintained for the duration of the works. It is envisaged that welfare facilities will be located within the site demise.

7. Health and Safety requirements for client representatives, those using the building and others involved in the construction process

- a) Prevent unauthorized access to working areas.
- b) Develop a site logistics plan for inclusion in the construction phase health and safety plan.
- c) The means of detecting fire, raising alarms and fire-fighting during the work is to be detailed in the construction phase plan in accordance with CDM 2015 Reg 32. Means of escape and fire precautions are to be identified under Regs 29-32.
- d) Any emergency procedures should include a process for communicating alarms and emergencies to and from the architect.
- e) The principal contractor should confine their activities and their operatives within the designated site.
- f) Smoking is to be forbidden in accordance with the Health Act 2006.

#### 8. Environmental restrictions and existing on-site risks

- a) The Outdoor Service Depot is located along the boundary of Edmonds Park behind the Didcot Early Intervention Hub. Access is from Park Road via a track leading from the Edmonds Park car park past the tennis courts.
- b) Adjacent properties on Queensway are residential. Contractors must be aware that they are working in this environment and act accordingly.
- c) No hazardous materials are stored on the site by the client.
- d) Notwithstanding the plan identifying below ground utilities, the principal contractor is to carry out usual site checks including CAT scans to check for unknown buried services prior to any works likely to expose workers to any risk.
- e) The existing depot has not been surveyed for stability.
- f) An asbestos report is available.

#### 9. Significant Design and Construction Hazards

- a) See Architects', Structural Engineers' and mechanical/Electrical Services Engineers' Hazard Identification documents attached.
- b) This record of 'Pre-construction Information' has been prepared during the outline design stages. The Principal Designer must be notified by the Principal Contractor of any Contractor Designers appointed as part of their team who will be responsible for evolving a co-ordinated design solution for construction.
- c) A programme of key project milestones must be prepared by the principal contractor to enable the evolution of the Construction Phase Health and Safety Plan in advance of the progress of works onsite.
- d) The Principal Designer is to be advised of any proposed variations which may have health and safety implications prior to them being actioned.

#### 10. The Health and Safety File

- a) The Principal Contractor will be required to produce one hard copy and one electronic copy of a Combined Operating and Maintenance Manual and Health and Safety File (the Building Manual). The electronic copy shall be a full electronic version of the hard copy

documents in Adobe Acrobat .pdf format, with scanned or electronic copies of all original documents provided.

11. Design Record for the Health and Safety File

- a) RPA Architects as Principal Designer will obtain a hard copy and an electronic copy of the information required from the client's Design Team for inclusion in the Health and Safety File by the principal contractor.
- b) Design Team information will include a set of reduced design drawings (to A3, marked 'not necessarily as built' or 'last construction issue' where appropriate) showing the overall scope of the design, a brief statement of any residual hazards on site at practical completion and details concerning the provision/assumptions made in the design for safe access for future cleaning and maintenance to all parts of the scheme requiring periodic maintenance including a strategy for plant replacement.

12. Content of the Health and Safety File

- a) A brief description of the work carried out.
- b) Residual hazards and how they have been dealt with (for example surveys or other information concerning contaminated land, water bearing strata or buried services).
- c) Key structural principals incorporated in the design (eg bracing, pre or post tensioned members, safe working loads for floors or roofs, particularly where these might preclude placing scaffolding or heavy machinery).
- d) Any hazards associated with the materials used (for example special coatings which should not be burnt off).
- e) Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements).
- f) Health and safety information about equipment provided for cleaning or maintaining the structure.
- g) The nature, location and markings of significant services, including underground services, gas supply equipment, fire-fighting services etc.
- h) Copies of the waste transfer notes for all controlled waste leaving the site.