



Pre-Construction Information
for
Folkestone Town Council
Fire Escape Staircase
Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY

Date of Issue: February 2025

Project No: 3314 – Fire Escape Staircase

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1. INTRODUCTION

1.1 Construction (Design & Management) Regulations 2015

The Construction (Design & Management) Regulations 2015 apply to the External Fire Escape works at Folkestone Town Hall and as such place duties upon the Client, Principal Designer, Designers, Principal Contractor and Contractors regarding their approach to health and safety so that it is taken into account, co-ordinated and managed effectively throughout all stages of the project. The client has instigated appropriate CDM arrangements to ensure that the construction works at Folkestone Town Hall is properly managed at all stages and to satisfy the requirements of the Construction (Design and Management) Regulations (CDM Regulations).

1.2 CDM Pre-Construction Information – CDM Regulation 4, 9 & 11

This CDM Pre-Construction Information provides relevant project information to assist with the development of the CDM Construction Plan. In particular, the CDM Pre-Construction Information contains information to satisfy the requirements of CDM Regulation 4, “Client duties in relation to managing projects”, CDM Regulation 9, “Duties of Designers” and CDM Regulation 11, “Duties of a principal designer in relation to health and safety at the pre-construction phase” and associated Approved Code of Practice, Managing Health and Safety in Construction, by providing relevant project information including details of any residual significant or unusual health and safety hazards inherent within the site/adjacent areas or the design/specification for the works.

1.3 CDM Construction Phase Plan – CDM Regulation 4, 12, 13 & 15

The appointed Principal Contractor are required to develop this information and their own health and safety policy and procedures into a control and management strategy for ensuring the required standards for health and safety are achieved on site. These details are to be formulated into a CDM Construction Phase Plan complying with the requirements of CDM Regulation 12, prior to construction work (as defined in CDM Regulation 2) commencing on site. The CDM Construction Phase Plan requires containing **as a minimum, prior to work commencing** the following:

1. Principal Contractor’s site standards for health and safety.
2. Project management structure for personnel in charge of the works, including proof of competence and relevant health and safety management experience.
3. Procedures for liaison with the Employer and the Employers Agent
4. Site set up/welfare facilities to satisfy the requirements of CDM Regulation 4(2)(b), 13(4)(c) and 15(11)
5. Risk Assessments and method statements/safety system of work for:
 - Works undertaken adjacent to areas occupied by large numbers of the general public (safe separation of the works);
 - Works to potentially unstable structure;

- Works undertaken at height/within roof spaces (prevention of falls);
 - Handling large/heavy items;
 - Scaffolding operations.
6. COSHH data sheets and assessments.
 7. Induction procedures
 8. Fire Prevention and Emergency Plan/Procedures to include arrangements for ensuring the continuous integrity of emergency escape routes from the existing building and emergency services access.
 9. Traffic Management Plan.
 10. A programme of works.

It is the Contractors' duty to develop the Construction Phase Plan into a safe method of working taking into account all known hazards and their proposed working practices. The Contractors' plan must be prepared using the headings therein (and as indicated) and submitted to the Employer/Principal Designer for approval using the acceptance herein.

It should be noted that proposed Safety Plans must be fully acceptable to the Employer/Principal Designer and meet the overall requirements of the Health and Safety at Work Act 1974 and relevant associated legislation and Regulations. No claim will be accepted for additional costs for measures necessary to achieve a safe method of operation.

It will be the Principal Contractor's or Contractors' duty to ensure that the accepted method statements and risk assessments are followed by their staff and operatives and Sub-Contractors at all times.

The Construction Phase Plan (CPP) or method statements and risk assessments will be submitted to the Employer / Principal Designer for comment and approval prior to work commencing and afterwards be developed throughout construction phase of the project. The Principal Contractor or Contractors are to issue to the Principal Designer / Employer a copy of the Employers and Public Liability Insurance certification prior to the commencement of works.

1.4 Temporary Works Design – CDM Regulation 8, 9 & 11

The CDM Regulation 8, “**General duties**”, CDM Regulation 9, “**Duties of Designers**” and CDM Regulation 11, “**Duties of a principal designer in relation to health and safety at the pre-construction phase**” apply to the design of temporary works such as false work, formwork, temporary propping, façade retention schemes, scaffolding/special scaffolds, temporary roofs. As such, the Principal Contractor, utilising temporary works designers, is required to provide to the Principal Designer, appropriate design information relating to the temporary works design prior to the associated temporary works commencing. This includes temporary works design drawings where required and details of the relevant Regulations, Codes of Practice, British Standards that the design complies with.

2. GENERAL INSTRUCTIONS

The Principal Contractor or Contractors shall assume all relevant duties and responsibilities of the CDM Regulations 2015 throughout the works. In particular to any requirements of the conditions of contract and specification, the contractor shall;

- Assist with developing the Health & Safety Plan provided herein.
- Provide detailed risk assessments and method statements for approval prior to work commencing. Where detailed information is not available, this may be submitted at the appropriate stage of the construction phase if necessary.
- Develop the information for the Health & Safety File and submit the same to the Principal Designer.
- The enclosed information includes all known information that can be reasonably ascertained by the Employer and Principal Designer from enquiries and previous safety files. Please note some information is held on site and we will note for the Principal Contractor or Contractors' information which we will detail within the Pre-Construction information pack.
- One of the purposes of this document is to enable the Contractor to be fully aware of the project's health, safety and welfare requirements from which they can develop their own risk assessments and method statements.
- In the following text of Pre-Construction Information, where the word 'will' occurs it is expected of the Contractor that they indicate the means by which the action required is achieved.
- When considering this document every contractor will, in relation to the project, and as far as is reasonably practicable, promptly provide the Principal Designer with all the information (including any relevant part of any Risk Assessment, in their possession or control, made by virtue of, and in accordance with, The Management of Health and Safety at Work Regulations of 1999 and in compliance with any other legislation) which might affect the health and safety of any person carrying out the work, or of any such person who may be affected, either directly or indirectly, by the work of such a person at work, or which might justify a review of the Health and Safety plan.

3. DESCRIPTION OF THE PROJECT

Project Details
Project Name: External Fire Escape
Site Location: The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY
Description of Works: Replacement of external fire escape staircase, canopy over, electric cupboard, flooring beneath staircase and associated works
Programme of Works: <ul style="list-style-type: none"> a) Key dates (including planned start and finish of construction phase): TBC b) Minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site: 4 weeks
Client Representative: Toni Brenchley Organisation Name: Folkestone Town Council Address: Folkestone Town Council, The Town Hall, 1-2 Guildhall Street, Folkestone, Kent, CT20 1DY Tel: 01303 257946
Principal Designer Name: Andrew Cruttenden Organisation: Martello Building Consultancy Address: Studio 9, 2 South Street, Folkestone, Kent, CT20 1RW Tel: 01303 856469
Designers: TBC Architect: Address: Tel:
Consultants: TBC
Health & Safety Executive Address: International House, Dover Place, Ashford, Kent TN23 1HU Tel: 01233 653900

HSE Notification – CDM 2015 Regulation 6

The project is not notifiable but CDM regulations still apply.

Local Authority: Folkestone and Hythe District Council

Address: Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY

Whether the structure will be used as a workplace?

The proposed structure is a Town Hall and a cinema and will be used as a workplace.

4. EXISTING ENVIRONMENT

Adjacent / Previous Land Use

Folkestone Town Hall is at the junction of Guildhall Street, Sandgate Road, and Rendezvous Street. The Silverscreen cinema entrance is to the left of the main building entrance.

The site sits opposite Sandgate Road which consists of Folkestone Town Centre shops, Rendezvous Street is to the right of the building with commercial properties such as a nail and beauty salon and a betting shop adjacent to it, there is a public footpath running down the side elevation to the right of the building leading to the rear of the building along Market Place. To the left of the building is Guildhall Street, with commercial properties such as Zen Café located adjacent to the building. There are residential apartments on the first floor of the commercial properties to both sides.

Folkestone's Town Hall was completed in 1861, replacing the smaller Cistern House building which had been demolished in 1858. Over three levels, it contained offices, a large assembly hall with a public gallery, a magistrates room, and a covered market place at the rear of the building.

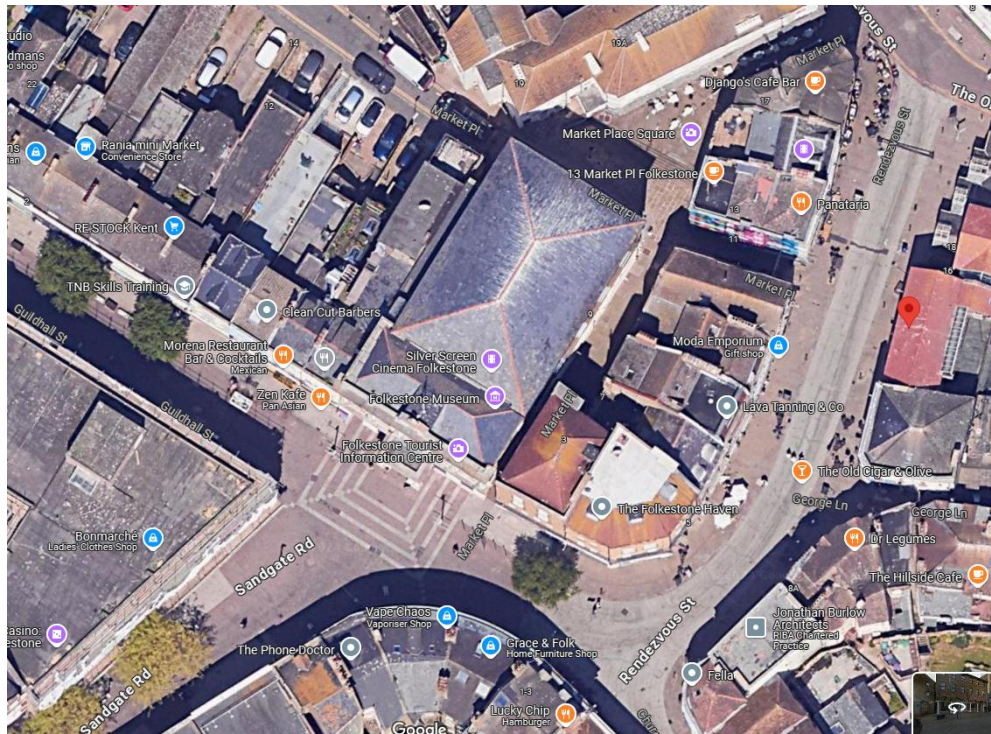
Originally a site of Kent's first film screenings in 1896 and then a 'Cinema De Luxe' until 1912, occasional film shows continued at the Town Hall throughout the early 20th century. After closing in the 1970s, the upper levels finally re-opened as the Silver Screen Cinema in 1990.

Existing Structures & Services:

The existing structures on the site is a Grade II listed building know as 'The Guildhall' and was listed by 'Historic England' on 11th March 1975 under list entry reference 1061218 with a location reference of TR 22906 36019. The site is located within and more specifically on the western edge of the conservation area within the town centre of Folkestone and currently consists of the Folkestone Town Hall and Folkestone Museum and information centre at ground floor and the Silverscreen cinema to the first floor.

The structure consists of 2 storeys made of Portland stone with a hipped slate roof. There is a stone balustraded parapet with clock and curved pediment flanked by console brackets upended, a Modillion cornice, 5 Roman Corinthian Halt columns, 5 windows to the 1st floor with verticals only, moulded architraves, alternate curved and triangular pediments and brackets with balustrading beneath. The ground floor is rusticated and has 3 round-headed windows with keystones over. Left side entrance similar. Round-headed doorcase. Tuscan portico with coupled columns. Brick side elevation. Band between ground and 1st floor with dentils.

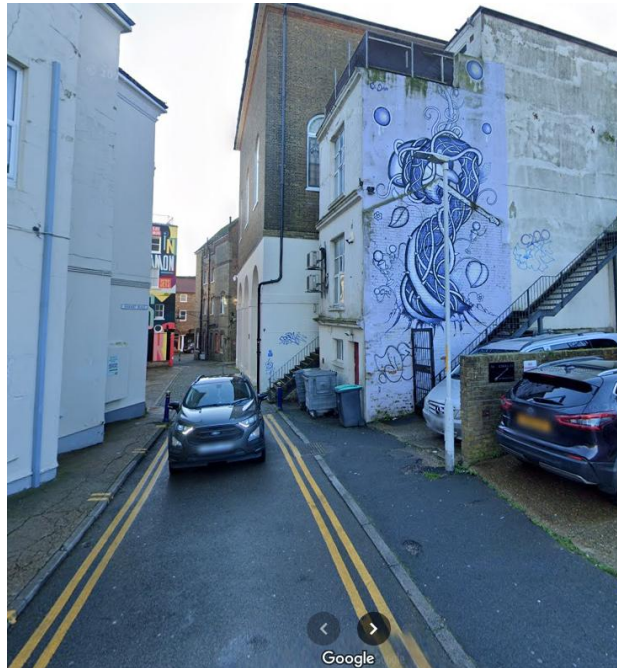
Photographs:



Site location



Front elevation



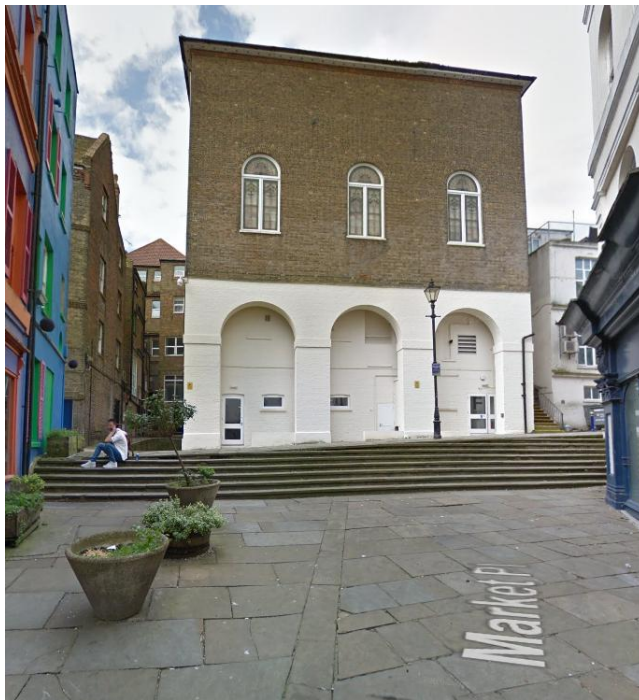
St Eanswythes Way leading to rear of building



Rear existing metal fire escape staircase that serves the cinema at first floor



Rear entrance



Rear of building

5. INFORMATION REVIEWED BY THE PRINCIPAL DESIGNER

The following information has been reviewed by the Principal Designer:

Please refer to the full set of Employer's Requirements, which has been provided to the CDM Principal Designer for the project by the client.

- MBC Drawings –
 - 3252-100 Proposed floor plans and elevations
 - 3252-101 Proposed sections A-A and B-B
 - 3252-102 Proposed sections C-C

6. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

a) Arrangements for

i) Planning for and managing the construction work including any health and safety goals for the project

The Health and Safety objectives of the work are to carry out the work on time to the specified quality standards without putting to unacceptable risk the health and safety of those carrying out the work and others who may be affected, directly or indirectly, by the work.

ii) Communication and liaison between the client and others

Continuing regular design stage and construction stage progress meetings are to be held throughout the project.

iii) Security of the site

Unauthorised access to the site must be prevented with the Contractor erecting, and maintaining, security fencing with lockable gates, at a minimum 2000mm in height. Any deep excavation should be securely cordoned off or covered, especially when off site in public footpaths / roadways and adequate warning signs shall be posted.

iv) Welfare provisions

The Principal Contractor is to provide adequate welfare and toilet/washing facilities in accordance with the Construction (Design & Management) Regulations 2015 Regulation 4(2)(b), 13(4)(c) and 15(11) and Schedule 2 and maintain the welfare facilities in a suitable condition for the duration of the project.

b) Requirements relating to the health and safety of the client's employees or customers or those involved in the project, such as

i) Site hoarding requirements

The Principal Contractor shall provide all temporary fencing, hoardings, screens, fans, gantries, guardrails, planked footways, lighting and the like for the proper execution of the works and for

the protection of the Public and for meeting the requirements of Local or other relevant Authorities.

ii) Site transport arrangements or vehicle movement restrictions

Speed Limit on Site: 10MPH

The Principal Contractor should take all steps necessary to protect the public including particularly the control of construction vehicles entering and leaving the site.

Rendezvous Street is a pedestrian zone between 10am and 6pm and there is no loading allowed between these hours.

iii) Client permit-to-work systems

The Following Permits to Work Will Apply:

Hot work permits for any grinding, welding etc.

The Principal Contractor is to operate a Hot Work Permit regime for any works producing flame, heat or sparks. Generally hot works should be avoided unless there is no practical alternative.

v) Fire precautions

Fire Plan

A fire plan must be prepared. The Health and Safety Plan must outline the arrangements for updating the fire plan during the works if required.

Fire Risk/ Fire Prevention/Emergency Procedures

The risk of fire occurring during the works should be minimal if the Principal Contractor adopts a proactive approach in respect of fire prevention especially applying on site, the requirements of;

Construction (Design & Management) Regulations 2015:

Regulation 29 - Prevention of risk from fire, flooding or asphyxiation

Regulation 30 - Emergency Procedures.

Regulation 31 - Emergency routes & Exits

Regulation 32 - Fire detection & fire-fighting

Regulation 36 - Enforcement in respect of fire

'Fire Prevention on Construction Sites' Joint Code of Practice, 9th Edition September 2015, on the 'Protection from Fire of Construction Sites and Buildings Undergoing Renovation' including regular assessment/review of fire risk and the development, implementation and regular updating of the *'Site Fire Safety Plan'* as construction proceeds or significant design changes occur.

The **'Site Fire Safety Plan'** which is to form part of the **Construction Phase Plan** is to detail, as a minimum: the organisation of, and responsibilities for fire safety and arrangements for recording all training given to site operatives; general site precautions, fire detection and alarm systems, temporary emergency lighting and fire points; the locations of designated smoking areas where they are provided in compliance with no smoking legislation; the requirements for a Hot Work Permit regime where hot work cannot be avoided by other means; temporary buildings and temporary accommodation, including location, fire protection, construction and maintenance; fire escape and communications (including an effective evacuation plan and procedures for calling the

fire and rescue service); fire and rescue access, facilities and co-ordination; instructions given to those on site of the required actions in case of fire; security measures to minimise the risk of arson; a materials storage and waste control regime, with particular reference to flammable and highly flammable materials; and the maintenance of temporary electrical installations.

‘Fire Safety in Construction Work’ – HSE Guidance Note HSG168

The Principal Contractor or Contractors should comply with the HSE’s current Guide 168 Fire Safety in Construction, which has recently been revised to highlight the risks posed.

vi) Emergency procedures and means of escape

Prior to commencement of the works, the Principal Contractor or Contractors are to ensure that all site operatives are aware of the means of escape procedures and any instructions referring to site evacuations. The Principal Contractor’s or Contractors’ working methods, including storage of materials and equipment, must not impinge upon or restrict emergency escape routes from the building or fire brigade access.

The Health & Safety plan must include arrangements for first aid and should identify who the first aiders will be and where the first aid kit is to be kept, a brief outline of procedures for administering first aid and calling for paramedical services.

The Health & Safety Plan must include confirmation of procedures for reporting accidents. You can report incidents by any of the following routes:

- a) Telephone – 0845 3009923.
- b) Internet – www.riddor.gov.uk
- c) Form – by completing the relevant hard copy form and sending by fax – 08453009924 or by post to Instant Contact Centre, Caerphilly Business Park. CF83 3GG

Emergency Procedures:

Liaison between the Principal Contractor and Contractors and Employer/Principal Designer must be ongoing regarding fire and other emergency procedures. The procedures will require reviewing and communicating on a regular basis at the monthly site meetings.

Nearest A&E Hospital is:

William Harvey Hospital
Kennington Road
Willesborough
Ashford
Kent
TN24 0LZ

T: 01233 633331

vii) “No go” areas or other authorisation requirements for those involved in the project

None identified

viii) Any areas that the client has designated as confined spaces

None identified	
ix) Smoking and Parking Restrictions	No smoking anywhere on site.
x) Employer Rules and Other Restrictions:	<p>Site Rules generally will be as indicated in the Preliminaries and as formulated for this project by the Principal Contractor, and will include the following items:</p> <p>The Principal Contractor must make due allowance for any resultant restricted working arrangements, and in particular the works must be undertaken in accordance with the respective requirements contained in the following guidance documentation:</p> <p>HSE Guidance Note HS(G)151 – ‘Protecting the Public – Your Next Move’. In particular, the Principal Contractor is to implement liaison arrangements with the premises manager and the requirements for protection from the works including access arrangements for any staff or visitors on the premises.</p> <p>Control of Noise · Dust · Disruption</p> <p>Operations identified to create high noise levels should be programmed to normal working hours and at periods when the least number of people would be affected.</p>
xi) The Principal Contractor and Contractors Rules and Procedures For Inclusion into the CPP:	<ul style="list-style-type: none"> • Training • Induction • Equipment • PPE • Permits to work • Accident reporting • Noisy works • Site set-up and isolation of works area from Employer undertaking
xii) The client's workplace details	<p>The Following Operations will Continue During Works:</p> <p>i) The Town Hall (including visitor centre and museum)– Open Tuesday – Saturday between 10am and 4pm</p> <p>ii) Silverscreen cinema – Hours change weekly but is open 7 days a week.</p> <p>iii) Restrictions on Times:</p> <p>Working hours are 8am – 5pm, Monday – Friday.</p>

7. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

a) Safety hazards

Residual significant or unusual site/design hazards;

The details within this section represent residual, significant or unusual health and safety hazards related to the project which the Principal Contractor or Contractors will be required to manage. Procedures for achieving a safe and healthy working environment including health and safety method statements formulated from the Principal Contractor's or Contractors' risk assessment processes should be incorporated into the Construction Phase Plan. These control procedures are to be implemented on site by the Principal Contractor or Contractors.

Significant Health and Safety Hazards:

- Working at height.
- Falling objects
- Vehicle movements.
- Working with power cables.
- Demolition and structural works.

The Principal Contractor or Contractors are to produce risk assessments and where necessary safety method statements detailing how this element of the works will be safely managed.

Existing services are to be located and clearly marked prior to any excavation. Particular considerations should be taken for;

- Provision of a safe place of work within or adjacent to excavations
- Protection of the public
- Protection of public utility services

The majority of these works are industry standard and should not present any significant or unusual hazards to a competent Principal Contractor or Contractors familiar with this type of work. However, the following issues will require appropriate site management by the Principal Contractor or Contractors:

- Management of traffic/plant.
- Safe separation/ segregation/ control arrangements.
- Prevention of unauthorised access to the site and in particular to scaffolding.
- Falls from height (work on roofs/adjacent to roof lights).
- Falling materials from height.
- Potential for asbestos containing materials.
- Identification/isolation/protection of existing services.
- Maintenance of structural integrity during conservation/repair works.
- Maintenance of existing fire detection/alarm systems and emergency escape routes.
- Control of noise/dust/disruption.

Method Statements Required:

Covering the H&S hazards listed above.

- i) **Boundaries and access, including temporary access (e.g. narrow streets, or lack of parking, turning or storage)**

The Principal Contractor or Contractors should take all steps necessary to protect the public including particularly the control of construction vehicles entering and leaving the site.

The site can be reached by vehicles from A2033 onto Rendezvous Street. However, this is a pedestrian zone between 10am and 6pm with no loading allowed between these hours. There is a barrier at the entrance to Rendezvous Street which may be closed during the day.

Access to the rear of the building can be gained off Shellons Street onto St Eanswythes Way. This leads to Market Place at the rear of the building, however there are double yellow lines and bollards at the end of this road to prevent cars entering Market Place.

There is a public car park in Shellons Street with 64 parking spaces and this is open 7 days a week from 8am – 6pm with a 4hr maximum stay. There is also a car park at Upper Payers Park with the same opening hours.

ii) Any restrictions on deliveries or waste collection or storage

The front of the site is a pedestrian zone between 10am and 6pm with no loading allowed between these hours.

iii) Adjacent land uses (e.g. schools, railway lines or busy roads)

The Town Hall is located at the junction of Guildhall Street, Sandgate Road, and Rendezvous Street. It is a very busy pedestrian zone as it leads to the town centre, with commercial shops and restaurants surrounding the building.

iv) The existing storage of hazardous materials

There are no known hazardous materials stored on site.

v) The location of existing services, particularly those that are concealed (e.g. water, electricity or gas)

To be reviewed on site.

vi) Ground conditions, underground structures or water courses where this might affect the safe use of plant (e.g. cranes) or the safety of groundworks

Unknown.

vii) Information about existing structures (e.g. stability, structural form, fragile or hazardous materials, or anchorage points for fall arrest systems – particularly where demolition is involved)

Where any demolition works are required they are to be undertaken only after the relevant notices have been served and risk assessments and method statements have been provided which will include dust and noise suppression, fire precautions etc.

viii) Previous structural modifications, including weakening or strengthening of the structure – particularly where demolition is involved

Not applicable	
ix)	Fire damage, ground shrinkage, movement or poor maintenance that may have adversely affected the structure
Not applicable	
x)	Any difficulties relating to plant and equipment in the premises, such as over-head gantries whose height restricts access
Not applicable	
xi)	Health and safety information in earlier design, construction or “as-built” material such as drawings (e.g. details of pre-stressed or post-tensioned structures).
Not available	
xii)	Excavation and Drainage Works
<p>The Principal Contractors to produce risk assessments and where necessary safety method statements detailing how this element of the works will be safely managed. Existing services are to be located and clearly marked prior to any excavation. Particular considerations should be taken for;</p> <ul style="list-style-type: none"> i) Provision of a safe place of work within or adjacent to excavations ii) Protection of the public iii) Protection of public utility services 	
b)	Health hazards
<p>MATERIALS IDENTIFIED THAT MAY BE USED IN THE WORKS AND POSSIBLY ENDANGER THE HEALTH OF SITE OPERATIVES, THE PRINCIPAL CONTRACTOR OR CONTRACTORS MUST SPECIFY AND PUT INTO EFFECT NECESSARY MEASURES TO CONTROL AND MONITOR THE USE OF SUCH MATERIALS & SUBSTANCES.</p> <p>Use of insulating materials, adhesives and solvents in confined areas.</p> <ul style="list-style-type: none"> • Cement / concrete. • Cement / concrete additives. • Timber preservative and ‘end sealing’ products. <p>COSHH Assessments: Common materials, including chemicals, used in construction may present health and safety hazards requiring the Principal Contractor to produce an assessment of risk, and subsequent control of that risk, in accordance with the current COSHH Regulations and Chemicals (Hazard information and Packaging for Supply) Regulations. Details should be included in the Construction Stage Health & Safety Plan. Management and control in using materials is deemed to be within the normal experience of a competent contractor.</p>	
i)	Asbestos, including results of surveys (particularly where demolition is involved)

Asbestos Management Procedures

Asbestos Remediation Works

All Asbestos Materials are to be removed, all in accordance with the Control of Asbestos Regulations 2012 and associated Code of Practice – ‘*Work with materials containing asbestos*’.

Additional Asbestos Containing Materials

The appointed Principal Contractor should remain vigilant and if during the works, further materials suspected of containing asbestos are discovered, then work in that area should cease immediately.

All work with asbestos is to be undertaken in accordance with the Control of Asbestos Regulations 2012 and associated Approved Code of Practice: ‘*Work with materials containing asbestos*’.

ii) The existing storage of hazardous materials

There are no known hazardous materials stored on site.

iii) Contaminated land, including results of surveys

Not applicable.

iv) Existing structures containing hazardous materials

Operatives will be made aware of the possibility of being bitten by rats when working in sewers, and the risk of contracting Weil’s disease in areas inhabited by rats.

The Contractor should ensure their operatives are issued with protective clothing including boots and gloves if this nature of work arises.

v) Health risks arising from the client’s activities

Not applicable.

8. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

a) Significant design assumptions and suggested work methods, sequences or other control measures.

Guard rails should be erected to prevent falls during construction e.g. stairwells, roof platform edges, sides of temporary staircases, general scaffolding. Where temporary profiles are fitted to full height first floor door and window openings, the Principal Contractor or Contractors shall erect adequate barriers to prevent falls during construction.

The Principal Contractor should comply with the HSE’s current Guide 168 Fire Safety in Construction, which has recently been revised to highlight the risks posed, especially when using a timber frame form of construction.

Sequence of works.

To be decided by the Employer with liaison with the Principal Designer.

b) Arrangements for the coordination of ongoing design work and handling design changes.

Contractor Design Works:

The development of the health and safety plan by the Principal Designer in accordance with the CDM Regulations will result in the production of additional sections covering method statements, risk assessments, assessments under COSHH, safe working procedures, etc. This will include contributions from all contractors/sub-contractors as required. Copies of all such issues are to be provided to consultants appointed by the Employer as duty holders under the CDM Regulations.

The Contractors Method Statements and Risk Assessments must be sufficiently developed and approved before works commence.

Continuing liaison shall take the form of:

- Pre-start meetings
- Progress meeting, covering all planned and unforeseen health and safety implications will be held at a frequency to be agreed but not at more than 4 weekly intervals.

All parties, duty holders and contractors will be in attendance at these meetings.

Design Alterations:

Modifications to approved designs shall not be made without the written approval of the Employer's Agent and Employer. The Principal Contractor or Contractors must ensure that the Principal Designer is notified of all such modifications and resultant changes.

c) Information on significant risks identified during design.

Not applicable.

d) Materials requiring particular precautions.

Not applicable.

9. THE HEALTH AND SAFETY FILE

Required Format and Contents:

All relevant information must be passed to the Principal Designer without delay for inclusion into the file.

Typical information to be provided is as follows: -

- Information relating to design changes.
- Record of 'as built' construction drawings.
- Location drawing indicating the positions of all incoming services and fire hydrants

- Details of specialist Intumescent coatings including certificate of compliance with manufacturer's recommendations.
- Record of 'as installed' electrical and mechanical installations including positions of access points, ceiling hatches and inspection traps.
- Operation and Maintenance manuals for all electrical, mechanical and plant installations.
- Test and commissioning certificates.
- List of specialist sub-contractors including addresses and telephone numbers.
- Product information on materials used in the Works, including maintenance and cleaning instructions.
- Manufacturer's warranties / guarantees.
- Record of fire detection and alarm installations.