

CDM Check List and PCI

Job Number	1804
Client	Trowbridge Town Council
Site	Trowbridge Town Park, Silver Street, Trowbridge, Wilts



Is this project notifiable to the HSE? If so – F10 date and reference	Yes /No (Criteria: The works are likely to take more than 30 working days <u>and</u> will involve more than 20 persons on site at any time during the construction phase, <u>or</u> will take in excess of 500 person-days work then the HSE (Health and Safety Executive) must be informed using form F10
SITE address and post code	Trowbridge Town Park, Silver Street, Trowbridge, Wilts
Description of proposed works – as for F10	Erection of store (ancillary to the Town Park) and associated landscaping works to include new public garden inspired by the Trowbridge textile industry
CLIENT Name, address, post code, landline, mobile, email	Trowbridge Town Council, St Stephen's Pl, Trowbridge BA14 8AH. Karl Buckingham: 01225 765072. Karl.Buckingham@trowbridge.gov.uk
Anticipated start date and contract duration in weeks	To be agreed
Anticipated number of contractors	To be agreed
Anticipated number of workers on site at any one time	To be agreed
Period allowed by the client for preparation – ie time between contract and commencement	Assumed 4 Weeks
PRINCIPAL DESIGNER	PKA Architects Ltd – Project Architect: Mark Clifford Featherbrook, Whistley Road, Potterne, Devizes, Wiltshire, SN10 5TD Tel: 01380-725688 M: 07702 419638 email mark@pka-architects.com Back-up Architect: Peter Kent
PRINCIPAL CONTRACTOR	To be agreed
DESIGNER	Clegg Associates, Bryer Ash Business Park, Trowbridge BA14 8HE. Engineer: Matthieu Crosnier T: 01225 541088. E: matthieu.crosnier@cleggassociates.co.uk
DESIGNER	
DESIGNER	
CONTRACTOR	

Critical notes

Site and Existing Buildings - Red and Amber RAG Items	Design
<p>C3- Injury to Trespassers Site in the centre of town so trespassing could be an issue. Ensure site is fully fenced off with robust non-climbable fence / hoarding and appropriate signage fitted to hoarding. Consider CCTV / scaffold detectors</p> <p>C5- Injury to pedestrians and members of the public Rights of way across or near the site – frontage only? Yes- Trowbridge Town has public access at all times. Adjacent railways (cutting / bridges) No Adjacent roads, transport corridors –Post office access road- access to post office car park and rear of Raleigh Court, light traffic. Pavements – protecting the public from dropped materials and site works – Protection may be required to adjacent post office yard/ car park. Scaffold to be designed accordingly</p>	<p>C3- Injury to Trespassers Banksmen to be used throughout construction.</p>

PKA - Site visit Risk Assessment

<p>Date of visit</p> <p>Surveys yet available? Topographical</p>	<p>Information below applies to PKA personnel – advisory for others Based on information available to date: Likelihood of confined spaces ? None Poisonous contaminants, animals, plants? Unlikely. Remoteness? OK Phone signal? OK</p>	<p>One or more staff to attend? One</p>
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Site / Existing Building Assessment

Design Assessment

RAG: RED = UNACCEPTABLE RISK AMBER = RISK TO BE FURTHER REVIEWED GREEN = TOLERABLE RISK NO COLOUR = NO RISK OR NOT APPLICABLE

NO		RAG	SITE / EXISTING BUILDING	DESIGN	RAG
A	Catastrophic risks- Site specific and generic				
A1	Structural collapse		Stabilisation may be required to retained northern boundary wall if any excavation works are found to be required adjacent to wall- Consult Structural Engineer		
A2	Existing and adjacent buildings, structures, party walls, retaining walls both during and after construction		St Georges Works residential development to north (nearing completion Oct 2019). Post office yard/car park to north- works may be required to existing boundary wall if found to be required, so party wall surveyor should be consulted. Public park to south and east of site.		
A3	Underground voids such as tunnels, vaults, mines, tanks, old workings, wells		Possible	None proposed	
A4	Existing fabric of building during refurbishment under temporary loadings of scaffold, materials or plant		Existing Bandstand- to be used for welfare facilities only and not for storage of building materials	N/A	
A5	Construction Cranes, scaffolding or trees in poor condition falling in high winds		TPO trees within Trowbridge Town Park to be protected during construction period- refer to tree protection plan. Other trees to be retained along boundaries – none obviously dangerous	Consider crane locations and swing	
A6	Temporary works, including all types of scaffolding, shoring, propping.			Temporary works minimal. Scaffolding required- note restricted space to north of proposed building	

A7	Fire during construction – means of escape for operatives (eg stairs / routes) and existing occupants (if any)		No existing occupant on site. Proposed building is single storey.	Single storey building with sufficient exit points	
A8	Access for fire-fighting appliances and personnel		Via Post Office Access road off Polebarn Road.	Site access from the Post Office Access Road road to be provided during construction period. Must be kept unobstructed to allow for fire appliance access.	
A9	Temporary fire protection to prevent fire spread to adjoining / adjacent properties during construction phase		Not required	Unprotected areas should not be an issue	
A10	Water: Rivers, canals, lakes, ponds, culverts, storm drains on site		None evident.		
A11	Consider margins - mud, steep banks etc		N/A		
A12	Flood Risk		Flood Zone 1 (low risk)		
A13	Stagnant water – Weil's disease, Infections		None evident. However may be below ground.		
A14	Wind or extreme weather		Site is relatively sheltered in urban location. Prevailing wind from SW.		
A15	Salt Water		At or near sea - No		
A16	Exposure may affect design / construction method		No		
A17	Effect on temporary works		No	Scaffold required but minimal height	
B	Significant risks – Site specific				
B1	Noise, Vibration and disturbance to neighbours		Residential neighbours to North, East and West of site. Working hours to be in full accordance with Planning Approved Construction Method Statement.		
B2	Construction methods		Neighbouring residential occupiers to west, north and east of site- disruptive construction that generate excessive noise or vibrations should be avoided.	Steel portal frame will require crane lifting	

PRE CONSTRUCTION INFORMATION: Site 31-10-19 Design: 31-10-19

B3	Health and respiratory injury from materials and dust			No dry cutting of silica containing products – concrete blocks, bricks, slabs etc. Dust blowing towards park/neighbouring buildings not permitted.	
B4	Asbestos		Unlikely (no existing buildings)	Possibility of buried asbestos care to be taken by groundworkers	
B5	Lead paint - Intumescent paint		Unlikely (no existing buildings)		
B6	Screed removal		No		
B7	Demolitions and concrete breaking		Unlikely- existing buildings have already been demolished	Any existing foundations found to be discussed with structural engineer	
B8	Site Access and construction Facilities		Access to site to be via Post Office Access Road off Polebarn Road. Note overhanging trees. Welfare facilities to be contained inside existing bandstand building that Employer is allowing Principal Contractor to use during the construction phase. Additional welfare facilities positions (if required) to be agreed with PC	Access to site to be via Post Office Access Road off Polebarn Road. Note overhanging trees.	
B9	Surrounding roads		Post Office Access Road- two way street providing primary vehicular access to the post office service yard and parking areas to Raleigh Court (4 storey residential building). Must not be blocked at any time.	Access not changed	
B10	Access – widths, bearing pressure, dust		Post Office Access Road- Width 5.5m. Tarmac		
B11	Low or weak bridges on likely routes		No		
B12	Overhead cables		None evident		
B13	Location of site compound		To be agreed with Principal Contractor	Refer to drawing	
B14	Contents of PC site plan – to include location of welfare, operative parking, visitor parking and security, site office, materials		Confirm notes included in PCI	Refer to drawing	

	storage both open and secure, plant parking and access, banksman etc				
B15	Consider crane size, type location			Crane likely to be required for steel frame erection. <i>Note access restrictions and proximity to surrounding buildings</i>	
B16	Welfare		Extent required? <i>Sufficient to number of workers on site</i> In existing building? <i>yes</i> Location? <i>In existing bandstand building. Contractor to provide additional welfare facilities if found to be required.</i>	<i>In existing bandstand building. Contractor to provide additional welfare facilities if found to be required.</i>	
C	Significant risks – site generic				
C1	Interference with local hospital, emergency vehicles, schools, railways, canals, airport etc		<i>Post Office Access road into site must not be blocked at any time</i>		
C2	Electrical / radio Interference				
C3	Injury to Trespassers		<i>Site in the centre of town so trespassing could be an issue. Ensure site is fully fenced off with robust non-climbable fence / hoarding and appropriate signage fitted to hoarding. Consider CCTV / scaffold detectors</i>	Banksmen to be used throughout construction.	
C4	Animals, vegetation, poisons		Aggressive sea gulls or other birds, especially during breeding – <i>Possible</i> . Bird or bat droppings (dust) – <i>bird droppings possible</i> Protected species and habitats – <i>refer to ecological report</i> Poisonous and aggressing vegetation (Japanese knot -weed, giant hog-weed etc) <i>Unlikely</i> Tree roots – significance of ground alterations – already fragile trees. <i>TPO trees to be protected in full accordance with the</i>		

			requirements set out in the arboricultural report. Refer to report Risk of Adders and hornet / wasp nests etc on and around site –Unlikely Lymmes disease (pasture?)- Unlikely		
C5	Injury to pedestrians and members of the public		Rights of way across or near the site – frontage only? Yes- Trowbridge Town has public access at all times. Adjacent railways (cutting / bridges) No Adjacent roads, transport corridors –Post office access road- access to post office car park and rear of Raleigh Court, light traffic. Pavements – protecting the public from dropped materials and site works – Protection may be required to adjacent post office yard/ car park. Scaffold to be designed accordingly	Access routes to be maintained Banksmen to be used throughout construction.	
C6	Electric Shock		Cables, Street lighting, etc even if assumed disconnected –Refer to underground services plan ref A095121 - SK01 . Noyte low voltage underground elec cable. Obtain Service records) Refer to underground services plan ref A095121 - SK01		
C7	Falls on slopes		N/A		
D	Existing Services and Utilities				
D1	Stomach infection		Fresh water supplies for construction and welfare. Yes mains water available		
D2	Fire		Adequate water supply for hydrants etc PC to check on site		

D3	Electric Shock		<p>Overhead cables – None evident.</p> <p>Underground cables –LV underground. Refer to service plans plus CAT scan. Refer to Utilities location plan drawing ref 'A095121 - SK01'</p> <p>Cables assumed dead to be identified and checked</p> <p>NOTE client responsible for providing services details.</p>	Hand digging may be required in near underground services	
D4	Explosion		<p>Gas mains and service pipes. None known gas routes within site. Refer to Utilities location plan drawing ref 'A095121 - SK01'</p> <p>pipes assumed dead to be identified and checked None known</p> <p>NOTE client responsible for providing services details</p>	Propane cylinder storage and use . None likely required save for hot works as tools	
D5	Uncertainty of services locations		<p>Refer to Utilities location plan drawing ref 'A095121 - SK01'. CAT scan to check positions</p> <p>Surveys of Utilities are not accurate or totally reliable. On-site checks must be made and the results marked and recorded.</p>		
D6	Archaeology		Archaeological surveys can impinge upon underground services. – Refer to Archeological Consultants report.		
D7	Excavation		May need to specify hand digging or other technical means of excavation in proximity to	May need to specify hand digging or other technical means of excavation in proximity to sensitive or multiple service runs (eg fibre optic)	

			sensitive or multiple service runs (eg fibre optic).		
E	Contamination and Buried objects				
E1	Contamination		Buried tanks and petrol interceptors – None known Areas of contamination identified on SI (eg spilled fuel) – Refer to ground investigation report. Purging or chemical cleaning of existing services, including de-gassing - Unlikely		
E2	Explosion		Buried ordnance – is site likely to have this? Unlikely Further investigation required? Unlikely Methane and other ground gas risk refer to ground investigation report.		
E3	Musculoskeletal injury		Identify particularly heavy objects where mechanical removal is essential. None on site (may be buried)		
F	Falls from height				
F1	Site...		Natural site features that add this hazard - n/a		
F2	Design to avoid			Single storey building but scaffolding to be used as necessary	
F3	Manual Handling and Musculoskeletal injury				
F4	Fire / Emergency evacuation			Good road access to site	

G	Confined spaces				
G1	Entry Into		Silos, Sewers, Ducts, Unventilated Rooms, Storage Tanks, Basements None Known on site	Avoid creation of confined spaces Minimise operations that involve hazardous operations in confined spaces – cutting / welding/ etc	
G2	Lack of oxygen / presence of poisonous gasses		Note likelihood of residual gasses unlikely		
G3	Drowning		Identify areas of risk on drawing (tanks etc) N/A		
G4	Fire and Explosion		Check escape routes and widths		
G5	Noxious fumes		Enclosed vehicular spaces? None		
H	Erecting Structures		Steelwork, In-situ RC, Pre-cast RC, Pre-stressed RC, Timber, masonry, Brickwork, Blockwork, Roof structures, staircases		
H1	Existing building		n/a Any Pre-stressed concrete elements known? n/a Any Cantilever or other unusual structural features? n/a Engineers structural report on existing? n/a	No specific risks	
H2	Collapse / temporary instability		High winds? Unlikely Temporary props and bracing required? Unlikely	Steel frame to be braced as necessary during construction	
H3	Falls from height			Scaffold, crash bags used to minimise risk	
H4	Collapse – Construction loadings			Engineer to identify special construction loadings and means of temporary support if required	
H5	Manual Handling		Consider any demolitions – Demolitions previously undertaken	Steel frame erected with crane. Composite panels erected with crane.	
H6	Materials handling generally				
H7	Falling Materials		Building to remain in use during construction? No buildings within construction site to remain	Do not store roof panels on roof during construction	

			in use. Existing commercial and residential buildings immediately adjacent to the site must remain in use. Protection to be provided where required.		
H8	Materials, Substances, Components generally		Unusual materials / components on exiting site / building? <i>None known</i>	Are you using any materials where you would not be familiar with COSHH? Or Unusual or unfamiliar products or components?	
H9	Cuts and abrasions		N/A	Consider sharp edges in new components	
H10	Carcinogenic Diseases		Unknkown	Beware certain silica – containing materials	
H11	Injury to eyes			Usual PPE	
H12	Respiratory Injuries		Dust etc during Demolitions <i>Demolitions previously undertaken</i>	No dry cutting of silica containing products without suitable extraction	
H13	Other Deleterious materials		None known		
H14	Skin diseases		Any on -site issues? <i>None evident, unless buried material found</i>		
K	Cladding / Glazing / Roofing / other loadings		Flat roofs, Pitched roofs, Masonry, Brickwork, Blockwork, Stonework, Panels, Patent Glazing, Sheeting, Tiling, Slating, Curtain walling		
K1	Temporary instability				
K2	Falls from height			No maintenance required at height	

K3	Construction loadings				
K4	Falls through fragile materials				
K5	Falling objects				
K6	Fire				
L	Risks to building users, visitors and the public				
L1	Crushing			Banksmen to be used throughout construction for vehicle movements	
L2	Protection of pedestrians from vehicular routes			Banksmen to be used throughout construction for vehicle movements	
L3	Boundary wall collapse				
L4	Drowning		Risk? none		
L5	Fire		Building remains in use? No Building		
L6	Collision / trapping			Finger guards to all doors	
L7	Falls from height			No maintenance required at height	
L8	Burns / Scalding				
L9	Crime				
L10	Slips/ falls/ bruising				
M	Maintenance and repair				
M1	Falls from height			No external maintenance required at height	
M2	Falls - landscape				
M3	Falls through fragile materials		Note any existing to be retained None	None proposed	
M4	Electrocution / Scalding				

M5	Manual Handling			No specific requirements	
M6	Hazardous materials and substances		Confirm any remaining in retained building / site	None	
N	Dismantling / demolition / future alteration / refurbishment				
N1	Uncontrolled collapse			H&S File to contain full structural analysis	
N2	Embodied energy			H&S File to identify pre-stressed and cantilevered structures	
N3	Engineer's assessment			May be necessary to identify a particular order of dismantling or particular important elements of structure that might be affected by alterations.	

Where necessary to draw attention to significant or unusual hazards or aspects of the site / existing building or design, use the following symbols on drawings:



Symbol to warn of significant Hazard(s) or information which must be read



Symbol to warn against particular actions



Symbol to indicate a required particular action by the contractor



Symbol to convey some relevant information

Information register

Is there a Health and Safety File for the existing building / site?	No
Surveys	Reference / Dated / By
Asbestos survey	Not required
Structural Survey	Not required
Topographical Survey	Yes
Building Measured survey	Not required
Building condition survey	Not required
Client to provide the following Services plans:	Refer to Utilities Location Plan Ref: A095121 - SK01 for locations of all known services
Electricity	
Gas	
Surface Water Drains	
Foul Water Drains	
Water	
BT (note optical fibre)	
Cable TV (Note optical fibre)	
Other – note any optical fibre	

Photographs



Site access from post office access road



Site entrance gates



Aerial view of site



View into site from site entrance

Notes on Site set-up plan

- 1: The Plan should be at a scale commensurate with the size of the site, and if necessary at two or more scales – one covering the entire site and a more detailed plan of the compound area, access etc. Normally a minimum scale of 1:200 is necessary to show adequate detail, although 1:500 may suffice for a simple set-up. It may also be necessary to provide a separate map showing access routes to and from the site, which can be based upon road atlas or Google type mapping. Note that the PCI may insist on certain routes being used either at the client or Principal Designer's behest. The requirement for this will be assessed as part of the general method statement / Construction Phase Health and Safety Plan for the site.
- 2: The plan must show means of access to the site and any controls required at the access - eg if the site entrance is confined or has inadequate sight lines that cannot be improved by physical works, is there a requirement to have a banksman available for larger vehicles entering or leaving the access to the highway? If physical works are proposed to improve sight lines, these must be noted on the plan and implemented as part of site set-up (following a specific method statement detailing any required stopping up of the highway or traffic controls required).
- 3: The plan must show areas to be temporary or permanent hard standing, dimensioned or with setting out information as necessary. This will include site roads (both those destined to become permanent roads or drives and temporary routes). Routes within the site are to be marked, with any limitations upon use notes, one way systems etc. The plan should show if and how pedestrian routes are to be delineated and protected from vehicular routes. Critical routes (eg escape routes) that must be kept clear at all times must be clearly noted.
- 4: The plan will show security - extent of Heras or other fencing, including fencing required to protect retained trees etc. If there is to be permanent fencing of the site carried out at an early stage which is judged adequate for construction site security this must be noted. If the site is not to be completely fenced around its entire boundary, with gated access, an explanation of the work area(s) to be fenced is required, plus notes on how fencing may be altered at various stages of the construction phase – revised or staged versions of the set-up plan, showing the evolution of fenced areas may be required. The plan will show the level of security required between the construction areas and any sales cabin and visitor parking, and any internal additional security to the compound and storage areas within the site boundary. It should also show any tree protection fencing or areas of limited access or activity required by the Planning Consent, client requirements etc.
- 5: The plan will identify areas and specific locations for the following activities and facilities:
 - 5.1 Area of hardstanding for operative parking, or a note (and map / plan if necessary) of areas outside the site that may or may not be used for operative parking.
 - 5.2 Area of hardstanding for construction visitor parking (eg Building Control officer, head office staff etc). or a note (and map / plan if necessary) of areas outside the site that may or may not be used for operative parking.
 - 5.3 Area of hardstanding for sales staff and purchaser visitor parking if required (could combine with that for other visitors above)
 - 5.4 Area of hardstanding for deliveries and off-loading, allowing for Hiab or crane offloading (with any crane swing and limitations of movement marked).
 - 5.5 Area of hardstanding for storage of site plant when not in use, if required
 - 5.6 Hardened and other areas for materials storage, location of secure store containers etc
 - 5.7 Location of site office, Oasis unit and any other personnel or welfare facilities.
- 6: The plan may also be used to indicate locations and types of signage to be displayed at the site entrance, along the secure boundary and within the site, including warning and directional signs. Any map showing routes to and from the site should also indicate the positions of directional signs to assist delivery drivers.

Notes on Roles under the CDM Regulations 2015 (Commercial Clients)

The most recent version of the CDM Regulations came into force on 6th April 2015. Full details and guidance may be found by visiting:

<http://www.hse.gov.uk/Construction/cdm/2015/index.htm>

These Regulations are designed to ensure that the construction and maintenance (including demolition) of buildings and structures can be carried out with the minimum risk of injury or illness to those involved, including those using the building for its intended purpose.

The 2015 Regulations amend and update the 2007 Regulations and extend the requirements on to Domestic clients, as well as increasing the responsibilities of non-domestic clients. The Regulations have done away with the role of CDM Coordinator and introduced in its place the Principal Designer. The role of Principal Contractor (or Contractor if there are no sub-contractors – generally on a very small and simple project) remains as before and the changes to responsibilities of the PC during the construction phase remain largely as before.

Essentially the Principal Designer is responsible for the management of Health and Safety in the design process (which may extend beyond commencement of the construction phase) and the Principal Contractor is responsible for the management of Health and Safety during the construction Phase.

If the construction (or maintenance) works are likely to take more than 30 working days and will involve more than 20 persons on site at any time during the construction phase, or will take in excess of 500 person-days work then the HSE (Health and Safety Executive) must be informed using a special form known as the F10 – This can be done on your behalf by the Principal Designer or Principal Contractor, and is usually done as soon as is practicable after the appointment of the Principal Contractor.

Please note that there are competency requirements regarding the persons or companies that you engage to undertake works on your project, based upon the skills, knowledge and experience of the persons involved.

Client Duties

A client has responsibility to make suitable arrangements for managing a project.

This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders (eg Principal Designer and Principal Contractor)
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

Full and authoritative details on the Commercial Clients duties and responsibilities may be found by visiting:

<http://www.hse.gov.uk/Construction/areyou/commercial-client.htm>

The Principal Designer

The principal designer is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project.

This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other dutyholders.

The Principal Designer also liaises with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

PKA Architects Ltd will continue to act as your Principal Designer as long as we are engaged as your Architect. However, if we are not engaged to produce working drawings, or take the project through Tender and Contract Administration on site, there will come a time when you will need to appoint a new Principal Designer (or extending our appointment to include this role). Should you want us to act as Principal Designer after the conclusion of our appointment as Architect, we will need to agree a fee and prepare a written agreement as to the extent of our responsibility (as is required by the Regulations). If you do not wish to retain us as PD then there should be a formal handing over of the role to the new PD, for which a fee will be payable based upon our agreed rates.

As part of our appointment as Architect and PD we will produce the required Pre-Construction Information pack, in sufficient detail commensurate with your project, which will assist anyone pricing or undertaking the work to do so more efficiently and safely.

If engaged as PD we will then need to be satisfied that the Principal Contractor you engage has the correct skills, knowledge and experience to manage your project safely, and that they all fully understand their responsibilities under the Regulations - please be aware that if there is no PD engaged when you come to select the Principal Contractor, it is your responsibility to ensure that the Principal Contractor has the correct range of skills, knowledge and experience to undertake the role of both PD and PC during the construction phase. It is very important that your written agreement or contract with the Principal Contractor is clear on the responsibilities that you are asking the PC to take on as PC and, possibly as PD. Please be assured that suitably trained and experienced builders will have no issue with being asked to undertake the roles required – any that do question the requirements should be avoided.

The Principal Designer is also required, with assistance from the Principal Contractor, to produce a Health and Safety File for the project, which, on a simple project may be little more than a set of final Issue construction drawings (with any changes made on site noted) and notes on any specific safety issues such as means of cleaning windows, location of stop valves and switches etc. It can also contain references to products and contractors used. On more complex projects the file can be a major undertaking, with cross-referencing to the O&M Manual. The Health and Safety File should be retained with other documentation relating to the building, and must be made available to anyone undertaking works to the building in the future. It is important to discuss with the client the content and format of the H&S File early in the project programme, and to ensure that the Principal Contractor is well aware of what is required for the File, and the programme for its assembly and date of issue.

More details of the duties and responsibilities of the Principal Designer may be found at:

<http://www.hse.gov.uk/Construction/areyou/principal-designer.htm>

The other appointment that the Client must make is that of:

Principal Contractors

The principal contractor's duty is to:

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.
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They must ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

More details of the duties and responsibilities of the Principal Contractor may be found at:

<http://www.hse.gov.uk/construction/cdm/2015/principal-contractors.htm>

Notes on the requirements for the Health and Safety File

The Health and safety File, together with the Operations and Maintenance information will provide a comprehensive manual for the operation, management and maintenance of the building. It will also provide information essential to anyone altering or extending the building in the future, and, ultimately, to the contractor and operatives demolishing the building at the end of its useful life.

These notes concentrate on the Health and Safety File, which is intended to provide information relating to the health and safety of operatives maintaining the building, its structure, fabric and services, carrying out alterations or extensions in the future, and the final demolition of parts or all of the structure.

The Health and Safety File is designed to highlight 'Residual Risks'. These are aspects of the building – its design and layout, construction, materials or services which will or may present a risk to operatives carrying out work on the building, together with means or removing or minimising these residual risks

As such, the following information is required:

- 1: As-built layouts for construction, lighting, power, heating, fire and detection systems and ventilation. These will more commonly be 'final issue construction' drawings and details but any known alterations made to the design during the construction process must be either reflected on these drawings or clearly noted.
- 2: Similar drawings and details for below ground works, including substructure, drainage, external services plus superstructure (including Engineers details and calculations). Again, it is important to highlight any alterations made to the design during the construction process.
- 3: Full installation and maintenance manuals and guidance on all installed services plus statutory test certificates where these are required. Much of this information will be already located in the O&M manuals, and there is no need to repeat in the H&S File provided these are properly referenced. On a simple domestic project this element might be adequately covered by a plan showing simply the main isolation switches and valves (ie all that is needed to make safe).
- 4: The File can contain a list of Contractors and suppliers plus manufacturer's products used during the construction together with any relevant COSSH and data sheets.
- 5: The File must provide advice on any unusual aspects of the completed project, including any residual risks. This might include advice on window cleaning, access to plant areas, notes on structural embodied energy (eg pre-stressed beams) or a defined order for dismantling all or part of the building or plant.

The following notes are from the approved Code of Practice for the CDM Regulations: CITB guidance:

The Health and Safety File should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely.

The file should be useful to:

- (a) clients, who have a duty to provide information about their premises to those who carry out work there;
- (b) designers during the development of further designs or alterations;
- (c) Principal Designers preparing for construction work;
- (d) Principal Contractors and Contractors preparing to carry out or manage such work.

The file should form a key part of the information that the client, or the client's successor, is required to provide for future construction projects under regulation 10. The file should therefore be kept up to date after any relevant work or surveys.

The scope, structure and format for the file should be agreed between the Client and Principal Designer (formerly CDM Coordinator under the 2007 Regulations) at the start of a project. There can be a separate file for each structure, one for an entire project or site, or one for a group of related structures. The file may be combined with the Building Regulations Log Book, or a maintenance manual providing that this does not result in the health and safety information being lost or buried. What matters is that people can find the information they need easily and that any differences between similar structures are clearly shown.

Clients, Designers, Principal Contractors, other Contractors and Principal Designers all have legal duties in respect of the health and safety file:

- (a) Principal Designers must prepare, review, amend or add to the file as the project progresses, and give it to the client at the end of project, or to the Principal contractor if all design work (including temporary works) has been completed and the appointment of the Principal Designer has concluded;
- (b) Clients, Designers, Principal Contractors and other Contractors must supply the Principal Designer with the information necessary to carry out the above duty.

The points below, reproduced from HSE Guidance should be addressed for the project as a whole, and may be used as a check-point list by individual contributors covering a section or sub-contract or the project.

- 1: a brief description of the work carried out;
- 2: any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning
- 3: asbestos or contaminated land);
- 4: key structural principles (eg bracing, sources of substantial stored energy – including pre- or post- tensioned members) and safe working loads for floors and roofs;
- 5: hazardous materials used (eg lead paints and special coatings);
- 6: information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
- 7: health and safety information about equipment provided for cleaning or maintaining the structure;
- 8: the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- 9: information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The information must be in a convenient form that is clear, concise and easily understandable.

The file should NOT include things that will NOT help when planning future construction work, such as pre-construction information, the construction phase plan, construction phase risk assessments or contractual documents.

Conclusion

For further details on the Regulations including more information on the Health and Safety File, please obtain a copy of the full Approved Code of Practice from the HSE. This can be downloaded free at: <http://www.hse.gov.uk/pubns/books/l153.htm>