



Construction (Design & Management) Regulations 2015

CDM Compliance Report

Pre-Construction Information

Principal Designer

Project Number: 29640

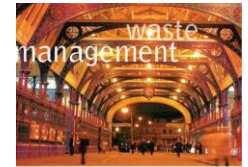
Project Name: London Aquatics Centre - Access Control System

Project Address: Queen Elizabeth Olympic Park
Waterden Road
London E20 3HB

Project Works: Other

On Behalf of: London Legacy Development Corporation

Company Address: Level 10
1 Stratford Place
Montfichet Road
London E20 1EJ



Introduction to the CDM Compliance Report



Welcome to the Baily Garner (Health & Safety) Ltd CDM Compliance Report.

The purpose of this compliance report is to record all the relevant information pertaining to the CDM Management of this project. The Compliance Report is a live document that will be updated throughout the life of the project. This tool is designed to assist in tasks such as; the collation and provision of pre-construction information, design appraisals, evaluation of the construction phase plan, and aiding in the preparation of the Health and Safety File etc.

If you experience any difficulty in using the Compliance Report please do not hesitate to contact us on 020 8294 1000.

Contents	Description
<u>Project Summary</u>	Key details of the project
<u>Project Directory</u>	Project team contact details
<u>Client Brief</u>	Sets out the Clients expectations for the Health & Safety management of the project
<u>Pre Construction Information Introduction</u>	Explanation of the Pre Construction Information
<u>Project information Register (PIR)</u>	A live record of the passing of information between the project team for the duration of the project
<u>Design Risk Appraisal Summary</u>	An introduction to the design risk appraisal document
<u>Design Risk Appraisal</u>	A review identifying significant residual risks within the Design
<u>Health & Safety File Tracker Introduction</u>	An explanation of the Health & Safety File Tracker
<u>Health & Safety File Tracker</u>	A tool used to collate the information required to produce a Health and Safety File.

Project Summary

29640 London Aquatics Centre - Access Control System



Please complete the below with as much detail as possible to enable us to set up a project file

Reference/Order No:	
Baily Garner (H&S) Ltd Role:	Principal Designer
BG (H&S) Ltd Project Number:	29640
BG LLP Project Number:	30385

Project Details

Project Name:	London Aquatics Centre - Access Control System
Project/Site Address:	Queen Elizabeth Olympic Park Waterden Road London
<i>For Various properties please provide an Address List (if available) or Specific locations</i>	
Postcode:	E20 3HB

Project Description

Type of works Other

Detailed Description of works;

Replacement and extension of the existing access control system.

Project Programme

Time allowed for Planning & Preparation for Construction work (Weeks)	
Planned Start on Site date (DD/MM/YY)	01 October 2018
Duration of Works (Weeks)	12
Estimated completion date (DD/MM/YY)	24 December 2018
The maximum number of people carrying out construction work on site at any one time.	
The number of contractors expected to work on site.	
Site Manager (If known)	
Site Manager Telephone number (If known)	

Monitoring Inspections:

Required? Number if known:
No N/A - PD Only

Fee Information

Budget Construction cost (£) £60,000K

Any other relevant information:

i.e. Project / Design Meeting Date

29640 London Aquatics Centre - Access Control System



Discipline	Organisation Details	Contact Details			Contact Title	Telephone	Mobile	Email	
		Title	Forename	Surname					
Client	London Legacy Development Corporation Level 10 1 Stratford Place Montfichet Road London E20 1EJ	Mrs	Louise	Jeffery		020 3288 1822		louisejeffery@londonlegacy.co.uk	
	Principal Contractor	Please enter company name here Please enter company address here (Alt&Return will create a new line in this cell)							
Client CDM Compliance Advisor									
Principal Designer	Baily Garner (Health & Safety) Ltd Queenscroft 150 Eltham Hill London SE9 5EA	Miss	Tracy	Carpenter	CDM Advisor	020 8294 1000	07793 671067	tracy.carpenter@bailygarner.co.uk	
	Contract Administrator	Baily Garner LLP 146-148 Eltham Hill Eltham London SE9 5DY	Ms	June	Park	C/A	020 8294 1000		june.park@bailygarner.co.uk
Please enter company name here Please enter company address here (Alt&Return will create a new line in this cell)									

Client Health & Safety Brief

29640 London Aquatics Centre - Access Control System



BAILY GARNER
Health & Safety

Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
1. Health & Safety Arrangements	
<p>Clients must make suitable arrangements for managing the project including allocating sufficient time and other resources</p>	<p>London Legacy Development Corporation aims to achieve the highest standards of safety management across all their projects. To this end, a safety management process will be applied, to which we expect all contractors, designers and others to implement a best practice on this project.</p> <p>London Legacy Development Corporation have appointed Baily Garner (Health & Safety) Ltd to act as Principal Designer on the above scheme to ensure the project complies with the CDM regulations.</p> <p>London Legacy Development Corporation will also appoint a Principal Contractor for the project. We therefore expect all duty holders to communicate with each other and ensure the Principals of prevention are being applied throughout this contract.</p>
2. Manage Construction Risks	
<p>Clients must ensure construction works can be carried out, so far as is reasonably practicable, without risks to H&S and incorporate arrangements for suitable welfare taking into account the scope of works</p>	<p>Construction Phase Plans are to be submitted by the Principal Contractor/Contractor to London Legacy Development Corporation at least 2 weeks before the intended start date. No work shall be undertaken on site until London Legacy Development Corporation has authorised commencement in writing.</p>
3. Maintain & Review Arrangements	
<p>Clients must ensure arrangement are in place for maintaining and reviewing health & safety arrangements throughout the project.</p>	<p>Health & Safety / CDM will be present on the agenda for the following meetings to ensure communication between the project team:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Design team meetings <input type="checkbox"/> Pre-start meeting <input type="checkbox"/> Progress meetings <input type="checkbox"/> Health & Safety File meetings <p>The Principal Designer is to organise an appropriate number of Design Safety Reviews at appropriate points throughout each project to ensure the principals of prevention are being applied on this scheme. A programme and details of any Design Safety Review Meetings are to be agreed and for a report compiled to ensure all actions have been closed out at the appropriate stage.</p>
4. Pre-Construction Information	
<p>Clients must provide as soon as is practicable and reasonable all relevant information to Designers and contractors Information which may need to be considered as part of the management of H&S.</p>	<p>London Legacy Development Corporation will liaise with their Principal Designer, Baily Garner (Health & Safety) Ltd C18to identify all relevant Pre-Construction Information needed by the project team. The Project Information Register will be used to ensure all relevant information is gathered to demonstrate compliance and will form part of this report.</p>

Client Health & Safety Brief

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Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
<p>5. Construction Phase Plan & Health & Safety File</p> <p>Clients must ensure the Construction Phase Plan is drawn up and suitably developed before construction begins.</p> <p>Clients must ensure the Principal Designer/Principal Contractor prepares a compliant H&S File which is revised from time to time and incorporates all relevant information required to maintain the structure safely.</p>	<p>The Construction Phase Plan is an essential and live safety document, and London Legacy Development Corporation will review it from time to time to ensure it is specific to the works. Therefore the Principal Contractor must draw up a Construction Phase Plan for the works and address the 'significant' risks associated with the project and arrangements for managing them.</p> <p>Construction Phase Plans will not be considered adequate unless they include as a minimum:</p> <ul style="list-style-type: none"> * Welfare arrangements * Named personnel responsible for project management (on-site & off-site) * Named person responsible for site safety * Names safety advisors for safety support and site monitoring * Site safety auditing & monitoring arrangements including frequency of inspections/audits (inspection/audit reports to be made available to London Legacy Development Corporation on a monthly basis) * Details of how members of the public will be protected, in particularly where tenants will be in proximity to the works * PC's arrangements for the approval and sign off of Risk Assessments and Method Statements * Details of PC's arrangements (including Site Rules), which include provisions relating to the control of nuisance, such as noise and dust, particularly in so far as it may affect London Legacy Development Corporation tenants, but also in respect of the wider environment. <p>London Legacy Development Corporation requires that Principal Designer ensures a Maintenance Access Strategy Document forms part of the Health & safety File for all structures where there are maintenance requirements requiring work at height, post-completion.</p> <p>The Principal Contractor and Principal Designer will be required to liaise with Baily Garner (Health & Safety) Ltd to ensure an appropriate H&S File is produced.</p>
<p>6. Monitoring</p> <p>Clients must take reasonable steps to ensure that—</p> <p>(a) the Principal Designer complies with their CDM duties; and</p> <p>(b) the Principal Contractor complies with their CDM duties</p>	<p>As Client, London Legacy Development Corporation is bound by CDM 2015 to monitor the roles of the project team throughout the project. The PD & PC for a project are required to co-operate with London Legacy Development Corporation in the undertaking of this monitoring. The monitoring will include, but not be limited to:</p> <ul style="list-style-type: none"> * A design and project management review will also be carried out to determine the extent to which the arrangements for ensuring that the general principles of prevention are being applied to the project and the team are fulfilling their duties under CDM 2015.
Project-specific requirements	

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Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
Site security requirements to be addressed are;	<p>The Principal Contractor/Contractor will need to ensure adequate security of the site and materials at all times.</p> <p>The Principal Contractor/Contractor's operatives will wear ID photo cards throughout the contract period and sign in and out in order that a record is kept of all operatives and visitors to site during the project.</p> <p>Adequate / appropriate signage is to be erected for the duration of the works.</p> <p>Adequate lighting is to be made available during the hours of darkness, should suitable illumination not already be present.</p> <p>Additional comments:</p>
Site hoarding/protection requirements	<p>The Principal Contractor/Contractor must take reasonable measures to ensure that no unauthorised persons enter the work areas. Barriers and means of separation or permits-to-work are required to keep all Sub-Contractor works away from hazards created by others and other people away from hazards created by the works.</p> <p>Any temporary fencing should be of a sufficiently solid construction to prevent access to the site by unauthorised persons, particularly children, and should be difficult to climb, whilst also ensuring children cannot gain access through gaps under any temporary fencing.</p> <p>The Principal Contractor is to review the effectiveness of the site perimeter including arrangements for maintaining the perimeter particularly where there is evidence that person can breach the fencing.</p> <p>Protection of the public footpath and highways will be needed, where applicable.</p> <p>The Principal Contractor should be aware that a licence will be required if any scaffold will encroach upon the public adopted highway.</p> <p>Additional comments:</p>

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BAILY GARNER
Health & Safety

Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
Welfare provisions considered by Clients/provided by the Principal Contractor/Contractor;	<p>The Principal Contractor/Contractor must make full provision / arrangements for site welfare facilities for all its site operatives and visitors.</p> <p>Under CDM 2015, London Legacy Development Corporation has a duty to ensure that adequate welfare facilities are provided, thus the Principal Contractor/Contractor shall not compromise London Legacy Development Corporation's responsibility.</p> <p>Details of what is required is available in Schedule 2 of the CDM Regulations, but including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First-aid cover <input type="checkbox"/> Sanitary conveniences <input type="checkbox"/> Washing facilities, including hot and cold running water <input type="checkbox"/> Drinking water <input type="checkbox"/> Accommodation for clothing <input type="checkbox"/> Facilities for changing clothing <input type="checkbox"/> Facilities for rest <p>Additional comments:</p>
Site transport requirements or restrictions, including parking of contractor's vehicles;	<p>The Principal Contractor is to manage the various transport arrangements such as deliveries of materials and equipment. The Principal Contractor will need to review the location and its associated restrictions prior to works commencing.</p> <p>The Principal Contractor will be expected to manage and record the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic management plan as part of Construction Phase Plan prepared, implemented, updated and enforced; <input type="checkbox"/> Pedestrians separated from movements e.g. at site entrance/exit and during plant slewing and loading; <input type="checkbox"/> Reversing minimised and controlled e.g. by one-way systems and use of trained banksmen; <input type="checkbox"/> Safety and warning devices e.g. ROPs, seat belts, mirrors, CCTV, radar, reversing alarm etc; <input type="checkbox"/> Maintenance systems for checking brakes, steering, lights etc and all safety / warning devices; <input type="checkbox"/> High visibility clothing provided to, and worn by, all persons at risk <input type="checkbox"/> Emergency access routes, under no circumstances should these routes be blocked. <p>Additional comments:</p>

Client Health & Safety Brief

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Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
Client permit to work systems that are to be applied to the project;	<p>It is recommended that the following are controlled by this system:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hot Works - any activity that requires hot works <input type="checkbox"/> Electrical - isolation and re connection <input type="checkbox"/> Working on live services <input type="checkbox"/> Excavations – permit to dig <input type="checkbox"/> Smoke/fire alarm management <input type="checkbox"/> Lifting Permit <input type="checkbox"/> Confined Space <input type="checkbox"/> External site activities <p>All hot work is to be actively monitored for at least one hour after completion and the area must be revisited two hours later. This will mean that any hot work cannot be carried out near the end of the day (within the last two hours prior to the site being vacated).</p> <p>Additional comments:</p>
Fire precautions & emergency procedures to be applied to the works, including means of escape;	<p>The Principal Contractor is to review the latest guidance from the HSE “Fire Safety in Construction” (HSG168) and manage the significant fire risks to Project Name.</p> <p>The Principal Contractor is to develop fire management procedures as the project name develops. This will include a fire risk assessment and fire plan for the project.</p> <p>A Fire Plan incorporating raising the alarm to the existing tenants and surrounding residents must form the basis of all emergency procedures . This must form part of the CPP and should be reviewed as works progress</p> <p>Additional comments:</p>
'No-go' areas or other authorisation requirements for those involved in the project;	<p>The site is located close to a new proposed new build construction site providing residential units. Operatives are not permitted to enter neighbouring premises/sites without prior consent.</p> <p>All works will be within the confines of the site hoardings, if works have to be undertaken outside of this location a safe system of work will need to be developed and controlled, taking into account the general public.</p> <p>Additional comments:</p>
Client's site rules (e.g. no smoking, behaviour & conduct) which must also be inserted in the contractor's site rules;	<p>The Client has a standard framework conditions that apply and for all operatives to be inducted into the rules associated with the works prior to starting.</p> <p>Additional comments:</p>

Client Health & Safety Brief

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Please see the below breakdown of Client duties

Nature of Duty	Brief for Health and Safety Compliance
Requirements for waste storage & management;	<p>The Principal Contractor is to consider the storage of waste materials to ensure:</p> <ol style="list-style-type: none">1. Access is not restricted2. It does not create a fire risk3. It is located a safe distance from ignition sources4. It is managed to avoid becoming a nuisance i.e. visual or odour5. Waste recepticals should be covered or lockable if located in high risk areas <p>Additional comments:</p>
Details which may have an impact on the surrounding areas;	<p>Details regarding any risks from the surrounding area have been identified within the Project Information Register. The Principal Contractor should ensure they have the appropriate management arrangements in place to deal with risks identified i.e. schools, area with high levels of anti social behaviour etc.</p>
Other requirements;	<p>Additional comments:</p>

Project Information Register

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Please respond to the points raised by adding relevant information in the 'Response column'

Ref	Nature of Information	Responsibility	Status of Awaited information	Baily Garner (Health & Safety) Ltd comments	Response
KEY STAGE 1 - PRE CONSTRUCTION					Please respond below to the comments from Baily Garner Health and Safety Ltd
1.1	Establish Project scope and Project Directory.	BG (H&S) Ltd Tracy Carpenter	Further Information Required	Project Directory On-going as works develop.	
1.2	<p>As Principal Designer Baily Garner (Health & Safety) Ltd to ensure the Client is aware of their CDM Duties.</p> <ol style="list-style-type: none"> 1. Client Election (where necessary) 2. Assess Skills, Knowledge and Training of appointees 3. Appointment of Principal Designer and Principal Contractor where there is more than one Contractor 4. Provision of a Client Brief 5. Make suitable arrangements for managing a project 6. Provision of Pre Construction Information to the Principal Designer 7. F10 Notification, where necessary 8. Ensure the Principal Designer complies with their duties 9. Ensure the a Construction Phase Plan is drawn up by the Principal Contractor and suitable welfare arrangements are in place prior to works commencing on site 10. Ensure the Principal Contractor complies with their duties 11. Check the Principal Designer has produced a Health & Safety File for the project 12. Retain the Health & Safety File 	BG (H&S) Ltd Tracy Carpenter	Information Provided	<p>As Principal Designer Baily Garner (Health & Safety) Ltd will assist the Client with:</p> <ol style="list-style-type: none"> 1. Provision of Pre Construction Information <p>As Baily Garner (Health & Safety) Ltd have also been appointed as the Client's CDM Compliance Advisor they will also assist with all other Client Duties listed.</p>	
1.3	Establish management arrangements and communicate them to the project team	BG (H&S) Ltd Tracy Carpenter	Information Provided	The management arrangements and means of communicating all Health & Safety related information will be documented on the Project Information Register as the project develops.	
1.4	Designer to provide evidence of Designer Risk Evaluation to demonstrate the application of the principles of prevention.	BG LLP June Park	Outstanding	Evidence of Designer Risk Evaluation are to be provided by all Designers appointed by the Client.	Designer's Risk Assessments required.

Ref	Nature of Information	Responsibility	Status of Awaited information	Baily Garner (Health & Safety) Ltd comments	Response
1.50	As Principal Designer Baily Garner (Health & Safety) Ltd are to carry out Design Appraisals with the Design Team to work towards identifying, eliminating or controlling foreseeable risks in the Pre Construction Phase.	BG (H&S) Ltd Tracy Carpenter	Outstanding	<p>BG (H&S) Ltd are to undertake Design Risk Appraisals with appointed Design Team.</p> <p>The objective of the appraisals is to:</p> <ul style="list-style-type: none"> (a) discuss risks to be addressed during the pre-construction phase; (b) decide on the control measures to be adopted; and (c) agree the information that will help prepare the construction phase plan. 	Await Designer's Risk Assessment in order to undertake Design Risk Appraisal.
1.6	PRE CONSTRUCTION INFORMATION TO BE PROVIDED TO EVERY DESIGNER AND CONTRACTOR				
	Existing Health and Safety File	LLDC Louise Jeffery	Information Provided	Client to provide any existing Health & Safety Files for the property(s) to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC confirmed this is available on Conject.
	Existing Drawings	LLDC Louise Jeffery	Information Provided	LLDO to provide any existing drawings for the building to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC confirmed this is available on Conject.
	Record of Services	LLDC Louise Jeffery	Information Provided	Client to provide any existing services records for the property(s) to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC confirmed this is available on Conject.
	Asbestos Surveys and Management Plan	LLDC Louise Jeffery	Not Applicable		
	Ground Investigations	LLDC Louise Jeffery	Not Applicable	Client to provide any ground investigation reports for the project to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC advised this is not relevant to this project.
	Structural Surveys	LLDC Louise Jeffery	Not Applicable		
	Known Access Restrictions	LLDC Louise Jeffery	Further Information Required	Client to advise of any known access restrictions that may affect the works to the Principal Designer for provision to designers, principal contractors and contractor.	The Principal Contractor must consider the venues events schedule.
	Specific Site Conditions	LLDC Louise Jeffery	Information Provided	Client to provide any specific site conditions i.e. Risk Register, location hazards etc to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC advised that there are no known hazards in areas which the contractor will have access to.
	Surrounding Land Use and Related Restrictions	LLDC Louise Jeffery	Information Provided	Client to provide any information regarding surrounding land use and restrictions. Baily Garner (Health & Safety) Ltd to undertake site survey to combine information for provision to designers, principal contractors and contractor.	LLDC advised that there are no known restrictions.

Ref	Nature of Information	Responsibility	Status of Awaited information	Baily Garner (Health & Safety) Ltd comments	Response
	Cleaning & Maintenance Strategy	LLDC Louise Jeffery	Information Provided	Client to provide details of their policies and procedures in relation to the Cleaning and Maintenance of the finished structure to the Principal Designer for provision to designers, principal contractors and contractor. Including any specific restrictions for their Asset Management Team i.e. use of 'cherry pickers'.	These works are not thought to affect the existing LLDC cleaning and maintenance strategy.
	Existing potentially hazardous substances	LLDC Louise Jeffery	Information Provided	Client to provide details of any existing potentially hazardous substances i.e. lead, storage of compressed gases etc. to the Principal Designer for provision to designers, principal contractors and contractor.	LLDC advised that there are no known hazards in areas which the contractor will have access to.
1.7	Has the format and content of the Health and Safety file been agreed by the Client and Principal Designer (for projects where more there is more than one contractor)	BG (H&S) Ltd Tracy Carpenter	Information Provided	Baily Garner (Health & Safety) Ltd to liaise with Client re format / layout. Agreed HSF template to be provided to Principal Contractor prior to works commencing on site.	BG (H&S) Ltd propose to use their HSF Template and HSF Tracker, unless otherwise advised.
KEY STAGE 2 - CONSTRUCTION PHASE - PREP					
2.1	Design Appraisal to be carried out with the Principal Contractor to identify all Construction related risks	BG (H&S) Ltd Tracy Carpenter	Outstanding	A copy of the Design Risk Appraisal has been included in the CDM Compliance Report for the Principal Contractors reference.	Await Designer's Risk Assessment in order to undertake Design Risk Appraisal.
2.2	Has a Construction Phase Plan been drawn up by the Contractor/Principal Contractor.	TBC	Outstanding	The Principal Contractor is to develop a Construction Phase Plan prior works to starting on site. The plan must identify any implications for design work carried out after the construction phase has started, e.g. ground contamination discovered affecting the choice of piling method; Client to note that a Construction Phase Plan is required for all projects.	
2.3	Has a programme of progress meetings been agreed and will minutes and agenda be distributed?	LLDC Louise Jeffery	Outstanding	Client to advise on the meeting schedule. Baily Garner (Health & Safety) Ltd to attend Progress Meetings at Key Stages of the project to liaise with the Principal Contractor regarding ongoing design and obtaining information for the Health and Safety File.	
KEY STAGE 3 - POST CONSTRUCTION PHASE					
3.1	If Baily Garner (Health & Safety) Ltd's appointment as Principal Designer finishes before the end of the project all relevant information is to be passed to the Principal Contractor.	BG (H&S) Ltd Tracy Carpenter	Note	Baily Garner (Health & Safety) Ltd must provide the following to the Principal Contractor: (a) Design Risk Appraisal (b) Health & Safety File Tracker (c) Project Information Register	
3.2	Is the Health and Safety File being prepared by the Principal Designer?	BG (H&S) Ltd Tracy Carpenter	Outstanding	Baily Garner (Health & Safety) Ltd to develop the Health & Safety File tracker and circulate it to the project team.	A HSF Tracker will be produced and issued to the Principal Contractor.

Ref	Nature of Information	Responsibility	Status of Awaited information	Baily Garner (Health & Safety) Ltd comments	Response
3.3	Is the Health and Safety File being revised as appropriate to incorporate new information?	BG (H&S) Ltd Tracy Carpenter	Outstanding	Baily Garner (Health & Safety) Ltd to visit site to review HSF Tracker with Principal Contractor to ensure that the HSF is being progressed and revised as appropriate.	A HSF Tracker will be produced and issued to the Principal Contractor.
3.4	Has the Health and Safety File been provided to the Client?	BG (H&S) Ltd Tracy Carpenter	Outstanding	Baily Garner (Health & Safety) Ltd to provide the Health & Safety File to the Client at handover of the project.	
3.5	Note - If the Client disposes of their interest in the structure, the Health and Safety File should be provided to the person takes over structure.	LLDC Louise Jeffery	Note	Client advised of responsibilities in Section 1 of HSF.	

Design Risk Appraisal Summary



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The aim is to integrate health & safety into the management of the project and to encourage everyone involved to work together, to improve the planning and management of projects from the very start and to design the structures for safe and easy maintenance and cleaning work and to provide key information for the Health & Safety File.

As Principal Designer we can confirm that the processes for the design are in line with the CDM 2015 regulations and a Health & Safety strategy has been developed to successfully deliver on this scheme. A clear communication strategy has been established between all parties to ensure all relevant information is disseminated to all those involved in the scheme.

We have produced a Design Risk Appraisal to demonstrate adequate consideration has been applied to all health, safety and environmental requirements, which have been fully incorporated in the design which will be regularly updated at key stages throughout the Design process. This has been achieved via;

- Cooperation with the design team and all duty holders
- Information passed on for residual risks, so that mitigation of the residual risk may be planned by contractors and others

It is our intention that our Health and Safety Design strategy should improve the ethos of “Best Practice” to eliminate or reduce significant risks. We will expect the project delivery team to adhere to this philosophy throughout the design process through to handover. This will include;

- All health and safety requirements are fully incorporated into the design process...
- There is cooperation with the project/design team

Our Design Appraisal is used in line with the designers Risk Assessments which demonstrate compliance with the 1999 management regulations. The design team will also take into account the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992.

Design Risk Appraisal



Design Risk Appraisal



29640 London Aquatics Centre - Access Control System

Client	London Legacy Development Corporation	Prepared By	Tracy Carpenter
Client CDM Compliance Advisor	0	Date	12/09/2018
Principal Designer	Baily Garner (Health & Safety) Ltd		
Principal Contractor	Out To Tender		
Architect	BG LLP		
Structural Engineer			
M&E Engineer			

1 = Red
2 = Amber
3 = Green

Elimination/Reduction of risk/control procedures identified	Method for dealing with hazard/risk in construction/post construction period (end user)	Action by whom	Status of Action	Completed and referenced where?	Residual Risk
1. Working on and or falls from Height					
1 Falls of persons and materials during removal and installation of new cabling and making good works.	Working area to be restricted from public access. Use of suitable access equipment with trained operatives in adequate PPE.	Out To Tender		Construction Phase Plan	
2 General work at height operations will need to be managed and for all leading edge protection measures to be put in place.	The Principal Contractor must ensure suitable measures are put in place to mitigate the risk of falls from height which must include where necessary scaffold or MEWP and/or podium steps within communal areas. No ladders are to be used unless a prior Risk Assessment has identified no other suitable equipment can be used.	Out To Tender		Construction Phase Plan	
2. Slips, Trip and falls on the level or between levels					
1 Slips and trips on existing steps, ramps and changes in level.		Out To Tender		Construction Phase Plan	

Design Risk Appraisal



Elimination/Reduction of risk/control procedures identified		Method for dealing with hazard/risk in construction/post construction period (end user)	Action by whom	Status of Action	Completed and referenced where?	Residual Risk
2	Due to the nature of the works there is a potential risk of third parties gaining access onto the site and potential falls from poor storage and housekeeping.	<p>The Principal Contractor must review and ensure access onto site is restricted. Communication with the Client regarding access restrictions must form part of the overall assessment in order to avoid third parties from falling.</p> <p>A good level of housekeeping and tidy storage areas to be maintained.</p>	Out To Tender		Construction Phase Plan	
3. Collisions, Entrapment or Collapse of structure or components installed as part of the structure						
1	Risk of collapse of existing ceilings during dismantling.	Working area to be restricted from public access. Use of suitable guarded access equipment with trained operatives in adequate PPE.	Out To Tender		Construction Phase Plan	
3	Collision of persons (operatives, public, visitors) with vehicles	Access to site to be controlled during works. Clear signage to be used and banksman to be utilised during deliveries to/from site.	Out To Tender		Construction Phase Plan	
3	Storage of Materials.	Materials to be stored to prevent materials falling etc.	Out To Tender		Construction Phase Plan	
4. Manual Handling operations during construction and future maintenance						
1	General components to be reviewed in order to reduce manual handling activities.	The design team to review components and reduce manual handling where possible.	Baily Garner LLP		Specification	
2	Moving large quantities of materials.	Principal Contractor to ensure that operatives have Manual Handling training and movements of heavy items are minimised and use of mechanical lifting aids to be used where possible.	Out To Tender		Construction Phase Plan/Specification	
5. Confined Space which may restrict light or ventilation or both						
1	Due to the nature of the works we do not anticipate any “ significant “ risks associated with confined spaces which are deemed outside the scope of a competent contractor.					
6. Fire Strategy during construction and completion						



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Elimination/Reduction of risk/control procedures identified		Method for dealing with hazard/risk in construction/post construction period (end user)	Action by whom	Status of Action	Completed and referenced where?	Residual Risk
1	All products/materials to be assessed to ensure materials added to the building will not present a risk of fire during application or installation.	The design team to ensure all materials specified meet current codes and standards. Should materials be identified outside the norm then a suitable risk assessment must be produced and agreed with the design team prior to their introduction	Baily Garner LLP		Specification	
2	A review of the existing Fire Risk Assessment for the building must be carried out and agreed by the Client and PC and for appropriate adjustments to the existing FRA prior to commencing the works.	The Client in conjunction with the Principal Contractor must ensure a fire and emergency plan is reviewed and, where necessary, developed at each stage of the work. The Fire plan must incorporate arrangements for communicating to all parties on site.	LLDC / Out To Tender		Construction Phase Plan	
3	No smoking on site.	PC to implement smoking area.	Out To Tender		Construction Phase Plan	
7. Electrocution and explosion						
1	All services must be identified and marked "Live services", in order to avoid a risk of electrocution or gas explosion. Where necessary disconnect and isolate the services at source.	The client in conjunction with the design team to carry out and provide information to the Principal contractor on the position of services which may have an impact on the works.	LLDC / Out To Tender		Pre-Construction Information	Health & Safety File
2	Disconnection and reconnection of existing electrical systems.	All works to be undertaken by suitably training and qualified operatives.	Out To Tender		Construction Phase Plan	
4	110v Tools to be used	Use of battery tools and transformers.	Out To Tender		Construction Phase Plan	
5	Exposure to cables and pipes which may not have been identified due to previous alterations.	Principal Contractor to identify and plot all services on site which are likely to affect the works. Therefore a management procedure and permit to work system must be in place.	Out To Tender		Construction Phase Plan	
8. Dust/Fumes created by the activities during construction or maintenance						
1	Dust caused by the rubbing down of surfaces.	The Principal Contractor will be required to reduce the impact on operatives and third parties.	Out To Tender		Construction Phase Plan	
9. Noise/Vibration effecting the works of surrounding areas						

Design Risk Appraisal



Elimination/Reduction of risk/control procedures identified		Method for dealing with hazard/risk in construction/post construction period (end user)	Action by whom	Status of Action	Completed and referenced where?	Residual Risk
1	Noise and vibration caused by works use of electric tools.	Principal Contractor to manage the works to minimise effects of noise and vibration to operatives and the active areas of the site. Co-ordinate works, where possible, outside of key working/busy times.	Out To Tender		Construction Phase Plan	
10. Site Location Hazards including site welfare and site set up.						
1	Working in an operational/occupied building and preventing unauthorised access to the equipment or places of works.	Access to the site to be suitably protected by gates and fencing. Appropriate Heras fencing to be erected to all works areas including welfare facilities for the duration of the works to prevent unauthorised access.	Out To Tender		Construction Phase Plan	
2	The works will be carried out within the Olympic Park and as such waste and materials being delivered to site may have an impact on the surrounding roads if not managed effectively particular next to refuse collection areas and existing car parks.	The Principal Contractor must ensure deliveries and materials/debris being removed are being controlled effectively throughout the works. Every effort must be made to mitigate the risk and protecting the premises in order to minimise the disruption.	Out To Tender		Construction Phase Plan	
3	Emergency services may need access therefore in the event of an emergency access must be kept clear and carefully managed and maintained.	The Principal Contractor must ensure emergency access is maintained throughout the works at all times with suitable controls and demarcation to avoid unauthorised access onto site.	Out To Tender		Construction Phase Plan	
4	Welfare provisions must be provided and in line with the clients brief which should be referred to as part of the pre-construction Information. Security of the works area is of the highest importance in order to avoid unauthorised access onto the work areas. Therefore measures to avoid access must be managed effectively.	The Principal Contractor will be required to ensure adequate welfare provisions in line with current regulations. As such a designated area must be identified illustrated on a marked up location plan for ease of reference and communicated to all parties. The PC must also ensure suitable protection/barriers are in place along with suitable signage in order to avoid unauthorised access onto the site.	Out To Tender		Construction Phase Plan	
11. Hazardous Materials						

Design Risk Appraisal

Elimination/Reduction of risk/control procedures identified		Method for dealing with hazard/risk in construction/post construction period (end user)	Action by whom	Status of Action	Completed and referenced where?	Residual Risk
1	Due to the nature of the works and the age of the existing building we do not anticipate any "significant" risks associated with hazardous materials, which are deemed outside the scope of a competent contractor.					
12. Cuts and Abrasions						
1	Injury caused by cutting materials on site.	The Principal Contractor to provide appropriate training to operatives to ensure correct tools used for tasks and provide appropriate gloves for the tasks.	Out To Tender		Construction Phase Plan	

Health and Safety File Introduction

29640 London Aquatics Centre - Access Control System



The purpose of a Health & Safety File and tracker is to create a permanent record of information relevant to Health & Safety, which will be used after completion of the project.

The File should therefore record issues relating to hazards inherent in the maintenance, cleaning, alterations, and refurbishment of the building or ultimately the demolition.

The Health & Safety File should be appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

The File contains the information identified by the Principal Designer and Designers (under Regulation 11(1)) taking into account the general principles of prevention and technical information identified by other disciplines involved in the project.

The Health & safety file must be reviewed, updated and revised as the project progresses and should contain information which is needed in order to carry out future work safely and without risks to health. A health and Safety Tracker has been produced to register the contents likely to be contained in the file which should be developed as the project progresses. Each section must be completed and signed off by the relevant duty holder as indicated to ensure the contents are fit for purpose and in line with the specification and or clients requirements.

The maintenance manuals are listed with this document, and comprise part of the Health & Safety File which relates only to the works completed for this project as at practical completion.

Where work has been carried out on existing structures the Health and Safety Executive only expects a Health & Safety File to be created in relation to the project. It may be a requirement to create a Health & Safety File, which applies to the whole structure which will also form part of the Health & safety File tracker.

This File therefore contains health and safety information relating to the building/structure so named as affected by the project as described in Sections 1 to 10. The file should form a key part of the information that the client, or the clients' successor, is required to provide for future construction projects under Regulation 4(4). The file should therefore be kept up to date after any relevant works or surveys and be available in a format which is easily retrievable and available for future reference.

Health and Safety File Tracker



Email HSF Tracker to:

BG (H&S) Ltd Project Number:	29640
Project Title:	London Aquatics Centre
Description of works:	Replacement and Extension of Existing Access Control System
Date:	12/09/2018
Revision:	

Client: London Legacy Development Corporation

Out To Tender

Principal Designer: Baily Garner (Health & Safety) Ltd

Information Outstanding Ongoing Complete

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