PRE-CONSTRUCTION INFORMATION PACK

for the purposes of

THE CONSTRUCTION [DESIGN AND MANAGEMENT] REGULATIONS 2015

REFURBISHMENT WORKS
AT
HARWORTH & BIRCOTES TOWN HALL
SCROOBY ROAD, BIRCOTES,
NOTTINGHAMSHIRE
DN11 8JP

Prepared by
Sherwood Surveyors & Property Consultants Ltd

Reference:	H&B – 007/18
Date of Issue:	18th July 2018
Issue Number:	One

CONTENTS

INFORMATION LOG

Information supplied	**Date provided to Sherwood Surveyors**
Intelligent Drainage Solutions – Plan [Drawing No. 0317-1011] showing location of sub-surface drainage – Dated 31/03/2017	March 2017
Asbestos Survey Report by First Order Reel Ltd – Dated 05/02/2010 [Plan and Summary of Findings]	February 2018

PART 1 - SITE-SPECIFIC ISSUES

1. INTRODUCTION FOR PRINCIPAL CONTRACTOR

The Construction [Design and Management] Regulations 2015 require that a health and safety plan is prepared and maintained until the end of the construction phase.

The purpose of this document is to provide the appointed Principal Contractor with the necessary information to allow the project to be undertaken safely. The Principal Designer has prepared this site-specific document to comply with the CDM Regulations 2015 and it should be used by the Principal Contractor to develop the required Construction Phase Health and Safety Plan under the same Regulations.

This Pre-construction Information Pack has been developed to provide designers and contractors who may be tendering for the work or preparing to carry out construction work on the site with the project specific information needed to identify hazards and risks associated with the design and construction work required.

The successful tenderer will be appointed as the Principal Contractor for this project.

The document does not identify commonplace hazards and risks associated with construction work in general; these will normally be controlled by good Health & Safety Management and in good site practice. The principal contractor must pay attention to the design risk assessments appended, these highlight residual risks to be eliminated or minimised – please provide specific risk assessments and, where appropriate, method statements.

The principal contractor must ensure they carry out their duties under CDM 2015 Regulations when preparing for the project prior to works commencing on site.

Ensure that a suitable construction phase plan is:

- Prepared before construction works begin.
- Include site rules for the project.
- Developed in discussion with and communicated to contractors affected by it.
- Submitted to the Principal Designer to confirm adequacy of initial plan
- Implemented.
- Kept up to date as the project progresses.
- F10 Notification displayed on site for duration of project [In accordance with Notifiable projects].

The principal contractor must ensure they carry out their duties under CDM 2015 Regulations when the works have commenced on site.

Provide the Principal Designer promptly with any information relevant to the Health & Safety File.

This document consists of three parts:

Part 1 : The site-specific safety aspects of this project. This contains specific information and the identification of hazards, with respect to the existing premises and proposed works.

Part 2 : The Client's safety requirements for the management of the project. This details the Client's requirements with respect to safety management applicable to all works at the site.

Part 3 : The Construction Phase Plan – Preferred template.

As Principal Contractor please ensure that you are satisfied the information provided is adequate for the tasks to be undertaken and that you communicate the services details to all personnel in attendance on the site.

All tendering contractors must allow sufficient resources to comply with the requirements of both sections.

Prepared by: Principal Designer

Signature: .....*C.Watson*.....

Date: .....*18th July 2018*.....

2. BRIEF DESCRIPTION OF THE PROJECT

2.1 Description of works to be carried out

The works encompass the part demolition and re-building of key construction elements of the original Town Hall building; these principally a number of concrete floors and external walls. As a consequence of these works, additional works will involve the temporary removal and reinstatement of mechanical and electrical installations, fixtures and fittings and internal finishes.

2.2 Description of future use of the building

Town Hall.

3. PROJECT DIRECTORY

Client contact details			
Name:	Harworth & Bircotes Town Council	Email Address	To be contacted via Sherwood Surveyors
Address:	Harworth & Bircotes Town Hall, Scrooby Road, Bircotes		
Postcode:	DN11 8JP	Country	England

Principal Designer contact details			
Name:	Sherwood Surveyors & Property Consultants Ltd	Email address	craigwatson@sherwoodsurveyors.co.uk
Address:	Cavendish House The Welbeck Estate Worksop Nottinghamshire		
Postcode:	S80 3LL	Country	England

Principal Contractor contact details			
Name:	TBC	Email Address	
Address:			
Postcode:		Country	England

Designers

Lead Designer:			
Name:	Sherwood Surveyors & Property Consultants Ltd	Email address	craigwatson@sherwoodsurveyors.co.uk
Address:	Cavendish House The Welbeck Estate Worksop Nottinghamshire		
Postcode:	S80 3LL	Country	England

M&E Consultant:

Name:	Not applicable	Email Address	
Address:			
Postcode:		Country	

Structural Engineer:

Name:	Steven Chan Freelance Consulting – Chartered Structural Engineer	Email Address	steven@freelanceconsulting.co.uk
Address:	51 Whisperwood Drive, Woodfield Plantation, Balbly Doncaster		
Postcode:	DN4 8SB	Country	England

CCTV Engineer:

Name:	TBC	Email Address	
Address:			
Postcode:		Country	

Fire Alarm & Detection System Designer/Installer:

Name:	TBC	Email Address	
Address:			
Postcode:		Country	

4. LOCAL INFORMATION DIRECTORY

Local Hospital [with A&E Department]:
Bassetlaw Hospital, Kilton Hill, Blyth Road, Worksop, Nottinghamshire, NG17 4JL
Tel: 01909 500990 [7.1 miles from the site]

Doncaster Royal Infirmary, Thorne Road, Doncaster, Yorkshire, DN2 5LT
Tel: 01909 500990 [8.2 miles from the site]

HSE Office:
City Gate West, Level 6 [First Floor], Toll House Hill, Nottingham, NG1 5AT
Tel: 0845 345 0055

Local Authority:
Bassetlaw District Council, Queens Buildings, Potter Street, Worksop,
Nottinghamshire, S80 2AH
Tel: 01909 533533

RIDDOR Incident Contact Centre: Tel: 0845 300 9923 Fax: 0845 300 9924

Service / Utility Companies:
Water: Water Plus, PO box 12460, Harlow,CM20 9PJ - Tel: 0345 072 6072
A/C 0908047156 - property number: 3007213266

Gas: Scottish Power - Tel: 0800 040 7002
A/C 7186 3590 026 - meter number E6S01353439813 - meter point ref: 8836957608

Electricity: Scottish Power - Tel: 0800 040 7002
A/C 71863589013 - MPAN S 03 801 240 then 23 32971177 712

5. PROJECT PROGRAMME

5.1 - F10 notification to HSE:	TBC
5.2 - Tendering programme:	
• Project out to tender:	18th July 2018
• Tender return date:	7th September 2018
• Tender reviews:	8th September 2018
5.3 - Appointment of Principal Contractor:	14th September 2018
5.4 - Commencement of Preparation and Planning stage:	14th September 2018
5.5 - Minimum period for preparation and planning:	2 weeks
5.6 - Start of Construction Phase:	1st October 2018
5.7 - Duration of Construction Phase:	11 weeks
5.8 - **Sectional Completions**	
5.8.1 - External works	31st October 2018
5.8.2 – Internal works and project handover:	17th December 2018

N.B.: Prior to start on site, the Client will allow a period of 2 weeks for planning and preparation, including site set up.

Within the 2 week period the Principal Contractor is to ensure that he has procured sufficient welfare facilities for the site to satisfy the appropriate standards.

6. ROLES AND RESPONSIBILITIES OF CDM DUTY HOLDERS

6.1 Client

The Client is Harworth & Bircotes Town Council [Commercial Client].

The Client is responsible for complying with their statutory duties under the Construction [Design and Management] Regulations 2015, namely to:

- Appoint [in writing] a Principal Designer and Principal Contractor.
- Communicate with the Principal Designer and Principal Contractor.
- Provide appropriate information to those who need it for the project.
- Allow enough time for the design, planning and construction work to be undertaken properly.
- Ensure a Construction Phase Plan is in place.
- Ensure adequate resources are available.
- Ensure health and safety management procedures are implemented on the project.
- Ensure adequate welfare facilities are available for the project.
- Ensure members of the public visiting the property are protected from the construction work.
- Keep the Health & Safety File, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

6.2 Principal Designer

The Principal Designer is Sherwood Surveyors & Property Consultants Ltd. The Principal Designer is responsible for:

- Demonstrating that they are competent to carry out the role and that they have the resources for the commission.
- Advising and assisting the Client on arrangements for managing the project.
- Advising and assisting the Client on appointments.
- Advising and assisting the Client on determining if the project is notifiable, and if so, notify the HSE.
- Advising and assisting the Client on the competence, capability and resources of others.
- Providing information, co-ordination and planning, and preparations for project construction work.
- Working with designers on risk reduction and health and safety management.
- Advising and assisting Clients on the suitability of the start on-site date.
- Dealing with design work during the construction phase.
- Delivering a suitable Health and Safety File to the Client at the end of the project.

6.3 Designers

Designers on this project will be:

- Mechanical & Electrical contractors.
- Structural Engineer.
- Scaffolding company.
- Window contractor.

The Principal Contractor will also be a designer under the terms of the Contract.

Designers are responsible for ensuring that they consider all aspects of hazard and risk in their designs and that they provide appropriate information to those who need it on any residual risks.

Designers are referred to their specific duties under CDM 2015, particularly in respect to work with other designers on the project to eliminate foreseeable health & safety risks to anyone affected by the work and, where that is not possible, take steps to **reduce or control** those risks.

6.4 Principal Contractor

The Principal Contractor shall have ultimate responsibility for the safe operation of the construction works and shall ensure that they fulfil their duties in this regard.

The Principal Contractor shall ensure that they collect all relevant information regarding the works and forward it to the Principal Designer.

The Principal Contractor shall also undertake the duties of a Designer where they design, specify, alter a design or otherwise act as if designing the structure, etc.

6.5 Contractors

Contractors are all companies, organisations and persons who carry out any works on site, including all Client directly appointed contractors.

All contractors are responsible for complying with their duties as set out in the Regulations.

7. EXISTING ENVIRONMENT AND SITE

7.1 Existing Premises

The subject property was built circa 1960 and was added to and refurbished in 2100. The property is used as a Town Hall.

The existing structure of those areas of the building to be demolished and re-built are shown in detail on the Tender Drawings. In summary the construction comprises:

Roof	Truss rafter construction with interlocking concrete tile covering.
External walls	Timber frame construction with outer skin of brickwork.
Floors [Ground]	Solid construction [screed and concrete] over insulation board.

The property occupies a reasonably level site with no unusual or adverse topographic features.

The site must be adequately supervised during all work shifts.

The site must be left safe and secure at the end of each shift and at any time the site is left unattended by the principal contractor.

7.2 External Areas

The buildings stand in its own grounds off Scrooby Road. The external elevations of the building are located directly against areas accessed via the public. The adjoining external areas comprise:

Left [eastern] elevation - Public footpath between public car park and side and rear entrances to the building.
Front [northern] elevation – Roadway forming access to public car park.

Right [western] elevation – Public accessible ramp leading between public car park and entrance door to the building. Immediately beyond this there is a small drive which provides access to a garage located to the rear right corner of the building and small recycling area where members of the public dispose of their recyclable waste.

Entrance to the public car park is be by the access road from Scrooby.

7.3 Neighbouring Public Areas

Scrooby Road forms the northern border to the public car park [owned and managed by the client]. To the north west corner of the car park there is a small Police Station.

The Town Hall building is fenced to the southern, eastern and western boundaries. Beyond the southern and eastern boundaries a new residential development site is in the process of being prepared [Civil Engineering works]. There are also existing residential properties located beyond the eastern boundary of the public car park.

The nearby properties will be occupied for the duration of the project and the car park will be open to the public. The principal contractor must ensure that risk to the occupants of the properties and third parties [for example: members of the public] are minimised for the duration of the works.

See aerial photograph of site below.

7.4 Local Infrastructure/Utilities

Existing vehicular and pedestrian access routes are to be maintained. Any temporary restriction in these routes is to be agreed in writing with the Contract Administrator, and all users.

7.5 Access and Deliveries

All contractors are advised that parking is restricted to the public car park.

The principal contractor shall be responsible for forming a fenced compound within the car park to the location shown hatched on the photograph below. Deliveries will reverse into the compound to the position of the star [ ] to enable unloading within a protected zone.

Where 'special' delivery is required by larger vehicles this access will need to be agreed 48 hours in advance with Mrs Helen Rodgers [01302759037]. Written confirmation of the same agreement will then need to be sent to the Mrs Rodger at least 24 hours prior to the delivery.

<u>All deliveries involving reversing of vehicles will need to include the provision of banks man/woman.</u>

Access to the site will be by means of the existing car park via the access road from Scrooby Road.

Access to the building will be as follows:

Office - Via footpath to left [eastern elevation] of the building and external door to Office.

Conference Room & Cleaners Store - Via footpath and ramp to right [western elevation] of the building and external door leading to hall. The principal contractor will be responsible for providing physical protection to the floor and hoarding off the access route between the external door and the working area.

Under no circumstances must the main entrance be used for access.

All entrance/exit doors must be kept closed at all times to safeguard the security of the site and the contents of the buildings.

Security of the site and surrounding area is paramount.

All works shall be carried out between the hours noted below.
Monday to Saturday: 0800 to 1700
Sunday and Bank Holidays: No work allowed

Site storage of building material For example: blockwork, timber etc; but not paint or highly flammable items, may be left in the designated compound to the public car park. Anything that is left shall be done at the contractors own risk. The Client shall not be responsible for any lost, damaged or stolen items.

The principal contractor shall be responsible for ensuring that the stred materials are left safe and secure at all times; especially when the site is unoccupied. Extreme care is to be taken to ensure that no materials are left is a state where they may fall onto passing members of the public.

7.6 Hazardous Areas

Vehicles driving in the vicinity of the site. This includes access and egress to the site by the public and also waste lorries collecting the recycling bins located to the right [western] elevation of the building.

7.7 Environment/Site-Specific Safety Requirements

- Refuse collection: The Contractor shall remove or procure the removal at regular intervals of all refuse from the property and to place all such refuse in suitable receptacles [For example: enclosed skips] and not to leave refuse for collection either inside or outside of the building or in the grounds or adjacent public areas.

- As to delivery vehicles: The contractor shall ensure that any delivery vehicles servicing the property do not obstruct or inhibit or block or hinder access to the public car park, the Town Hall or any of the adjoining properties.

All deliveries and removals of skips [and any other waste receptacle] involving reversing of vehicles will need to include the provision of banks man/woman.

- The Client has confirmed that the gas and electric mains extend along the left [eastern] elevation of the building [within the grounds] and then enter the building in the Boiler House. The contractor shall take all necessary precautions to ensure that existing services are not disturbed as part of the works; in particular any excavation works in this location.

8. SITE SURVEY INFORMATION

8.1 Asbestos

The construction elements to be replaced are less than eight years old and so the risk associated with disturbance of asbestos based materials within these elemenst is very low.

The Client was contacted on 14th February 2018 and asked if there was an Asbestos Register for the property. Response refer to Asbestos Survey Report by First Order Reel Ltd – Dated 05/02/2010.

NB: There is always a risk of asbestos being concealed and on this basis only contractors who have undertaken asbestos awareness training will be allowed to work on the site.

8.2 Contaminated Land

No testing undertaken.

8.3 Hazardous Substances

None reported by the Client.

8.4 Radon Gas/Mining Reports

No testing undertaken.

8.5 Timber and Damp

No testing undertaken.

8.6 Condition/Dilapidation Survey

Not applicable.

8.7 Structural Stability Survey

Areas requiring temporary structural support have been reported on by Freelance Consulting and these are integral to the contract works. Refer to the Tender Documents.

8.8 Pigeon, Rodent, Pest Control Survey

Not applicable.

8.9 Utilities Survey

The Client was contacted on 14th February 2018 and asked for details of the current routes of the underground utilities. Information to be provided to appointed contractor prior to any works commence on site.

8.10 Acoustic Consultants Report

Not applicable.

8.11 Party Wall Surveyor Report

Not applicable.

8.12 Archaeological Survey

Not applicable.

8.13 Water Contamination Survey

Not applicable.

8.14 Other Survey Information

The contractor shall ensure that if bats are found on site, work must stop immediately and an ecologist or a licensed bat worker must be brought in to advise and/or deal with the situation. Contact CA immediately.

9. EXISTING INFORMATION

9.1 The following information is available from the sources indicated below:

Information Type	Source
Existing Drawings	Sherwood Surveyors & Property Consultants Ltd
Health & Safety File – Previous works	Not applicable
Proposed Drawings	Sherwood Surveyors & Property Consultants Ltd
Structural Engineer Specification & Drawings	Freelance Consulting - Chartered Structural Engineer
Mechanical and Electrical Drawings	Not applicable
Utilities Location Drawings	TBC
Asbestos Survey Report	See comment above – Only operatives who have undertaken a recognised asbestos awareness training course will be allowed to

	work on the property.
Asbestos Register	Asbestos Survey Report by First Order Reel Ltd – Dated 05/02/2010
Hazardous Substances Reports [see previous section]	None identified
Condition/Dilapidation Report	Not applicable
Planning Consent	Sherwood Surveyors & Property Consultants Ltd
Building Regulations Approval	Sherwood Surveyors & Property Consultants Ltd
Fire Risk Assessment	Not applicable
Client/Building Risk Assessment	Not applicable
Design Risk Assessments:	
• Designers	Sherwood Surveyors & Property Consultants Ltd
• Structural Engineer	Freelance Consulting - Chartered Structural Engineer
• Mechanical & Electrical	By Principle Contractor
• Directly Employed Contractors	TBC
• Temporary Works	By Principle Contractor
• Scaffolding	By Scaffolding Contractor
Clients Health & Safety Procedures	Not applicable
Developers Tenants Handbook.	Not applicable

10. SITE-SPECIFIC HAZARDS

Hazard	Applicable	Possible
Fragile roof lights, asbestos cement sheeting to roofs, etc.		
Pitched roofs where access is difficult.		
Rotten and defective internal timberwork.		
Refuse and debris	x	
Asbestos - See Section 8		x
Restricted access and vehicle movements.	x	
Limited area for site set up externally.	x	
Limited area for materials storage.	x	
Pedestrian access ways to buildings.	x	
Accommodation adjacent to site and in the vicinity.		
Water courses, etc.		
Overhead power lines		
Contaminated land		
Hazardous substances		
Pigeons, rodents or other infestations		
Shared access routes	x	
Restricted delivery areas/routes	x	
Public transport		
Train/railway lines/land		
Yellow lines/red routes adjacent to premises		
Large areas of glazing and glazing that may not support a fall	x	
Unguarded roof edges		
Eyebolts, running lines, etc, without current testing and inspection certificates		
Building in constant operation i.e. Not closed for the construction works	x	

Public access	x	
Redundant tanks, petrol or other hazardous substance containers		
Overhead trees		
Syringes or other evidence of drugs		
Horse hair plaster or other potential sources of anthrax spores		
Other – please list: Transportation of materials from storage area to work areas Access through the occupied building to the work areas	 x x	

The Principal Contractor is to specifically investigate the above and is required to submit details of how health & safety matters will be addressed in the Construction Phase Health & Safety Plan.

11. DESIGN ASSUMPTIONS AND HAZARDS

11.1 Design Assumptions

Refer to individual designs issued by relevant parties.

11.2 Design Risk Assessments

Undertaken as part of design process. To be completed by Freelance Consulting [Chartered Structural Engineer], Principal Contractor [in relation to M&E works] and Scaffolding Company.

11.3 Suggested Work Methods and Sequences

Building – At least seven days before works commence on site a detailed site plan shall be provided by the Principal Contractor which shows the position of temporary Heras fencing used to:

- Protect existing fire escape routes from the building.
- Prevent unauthorised access to the work areas.

An accompanying Method Statement will also be required which addresses how risks associated with working in close proximity to the public will be addressed. For example, the control of dust from cutting operations.

Structural – Refer to the Tender documents. The qequencing of the structural works and the provision of detailed temporary support works have been specified by Freelance Consulting [Chartered Structural Engineer].

Mechanical & Electrical – At least seven days before works commence on site the Principal Contractor shall provide details of those actions to be undertaken [temporary works] to ensure that the day to day operations of the building continue undisturbed. Examples include:

- Ensuring that the fire alarm and detection system is maintained throughout the works.
- Ensuring that the heating system remains operational at all times.

11.4 Significant Design Risks

To be addressed as part of ongoing design by all parties.

11.5 Materials requiring particular precautions

Refer to item 8.1.

12. CO-ORDINATION OF DESIGN DURING THE CONSTRUCTION PHASE

12.1 Arrangements for co-ordination of on-going design work

All design changes to be issued to Sherwood Surveyors & Property Consultants Ltd. Dependent upon the nature of the change the Contract Administrator will arrange cooperation amongst the design team.

12.2 Arrangements for handling design changes

As above [Item 12.1].

12.3 Information on significant risks identified during the construction phase

Principal Contractor to inform Sherwood Surveyors& Property Consultants Ltd Contract Administrator. Dependent upon the nature of the risk the Contract Administrator in cooperation with the Principal Contractor will liaise to resolve the issue.

12.4 Provision of information for the Health & Safety file

All parties to forward to the Principal Designer two weeks before the end of the project.

13. PROPOSED CONSTRUCTION WORKS

13.1 Demolition Works

These have all been identified and specified as part of the Tender Package.

13.2 Construction Works

Included above.

14. OVERLAP WITH THE CLIENTS UNDERTAKING AND OTHER USERS OF THE BUILDING

The Client will remain in the property through-out the duration of the works. The Principal Contractor shall at all times respect the privacy of the Client and the public using the building; and ensure that the operation of the site [building and car park] as a Town Hall is retained at all times.

At the end of each working day the Principal Contractor shall walk the site and complete a Site Inspection Form [SIF], the content of which will be agreed with the Client prior to the pre-start meeting. The purpose of completing the SIF is to ensure that the site is left safe and secure at the end of each working day [For example: all doors and windows locked, all scaffolding secure so that unauthorised persons cannot gain access and all tools cleared away] . Prior to leaving the site, the Principal Contractors representative shall arrange for the completed SIF to be signed by the Client.

For the purposes of clarity, the Principal Contractor retains responsibility for health and safety for the duration of the project and has authority over all contractors, suppliers and self-employed persons resorting to the site in respect of health and safety matters.

The Principal Contractor shall ensure that he has adequate and appropriate health and safety management procedures for operating a multi-occupied site safely.

15. CLIENT DIRECT APPOINTMENTS TO THE PROJECT

Refer to section 3 [Project Directory]

Name:	TBC	Email Address	
Address:			
Postcode:		Country	

PART 2 – CLIENT'S REQUIREMENTS: HEALTH AND SAFETY

16. MANAGEMENT OF HEALTH AND SAFETY

16.1
The Principal Contractor is responsible for health and safety within the construction site.

16.2
The Client shall terminate the works if they believe that a person's safety is at risk.

16.3 The Client requires that all work is undertaken in accordance with all statutory requirements with respect to health and safety. In addition, all relevant codes of practice and guidance notes shall be adhered to.

16.4
Sherwood Surveyors & Property Consultants Ltd will co-ordinate all aspects of the design and authorize the instructions of all other parties.

16.5
All designers appointed to the project shall consider the health and safety implications of their design with respect to the construction, operation, maintenance and ultimately demolition of the building. Details of any remaining identified hazards that it has not been possible to design out must be forwarded to the Principal Contractor and Principal Designer.

16.6
The Principal Designer shall review drawings and design changes throughout the project and raise any associated issues with respect to health and safety with the design team.

16.7
The Principal Contractor is responsible for developing the Construction Phase Health and Safety Plan and maintaining it throughout the duration of the project. The Client requires that the Construction Phase Plan is assessed and approved by the Principal Designer to ensure its adequacy prior to start on site.

16.8
All personnel on site must have received adequate training to undertake their work in a safe and competent manner. Information on training of personnel refresher training and statutory training certification should be held by the Principal Contractor and must be available for inspection upon request with prior notification.

16.9
All persons on site should be given a site-specific induction to familiarize themselves with emergency procedures, management requirements and specific site details.

16.10
Any training needs identified as being required during the course of the project shall be undertaken. These may be in the form of toolbox talks or other suitable methods.

16.11
The nominated site agent shall be responsible for the management and implementation of health and safety on site. The Client requires that the foreman is to be responsible for the day-to-day management of the site and not undertake site works.

16.12
The Principal Contractor shall establish a forum for discussing health and safety issues on site. Health and safety shall be included on the agenda of all site meetings and significant items minuted and distributed to all relevant parties.

16.13
A system of monitoring the construction works to ensure effective management of safety throughout the project duration shall be implemented by the Principal Contractor.

This shall include:

- Workplace inspections – general site safety
- Statutory inspections – scaffold, plant equipment, etc
- Accident/incidents – reporting and investigating
- Sub-contractors & directly employed contractors – monitoring sub-contractors

16.14
Details of *all* accidents on site and investigation findings of those accidents shall be forwarded promptly to the Principal Designer.

16.15
The Principal Contractor is responsible for the creation of all required Method Statements and Risk Assessments with respect to his undertakings. In addition, the Principal Contractor shall collect and review the Risk Assessments/Method Statements of all sub-contractors and directly employed contractors on site.

Confined Spaces – Some confined spaces are not obvious and may include voids above new structures. These can be made more dangerous by vapours from the work carried out. The Principal Contractor must consider how they will manage such risks and whether any extra precautions must be taken.

Permits and authorization requirements

16.16
The Principal Contractor shall ensure that all required statutory notices are displayed and necessary documentation is present and up-to-date.

Permit to proceed

16.17
Prior to any works commencing on site, the Client dictates that a formal documented start procedure is adopted.

16.18
To ensure the required approvals are in place, asbestos, etc. is removed [where appropriate] and the Construction Phase Plan is approved, a permit to work system will need to be put into operation. Until such time that a permit to proceed has been signed by both the Contract Administrator and [if different] the Principal Designer and has been received by the Principal Contractor, no works shall be undertaken on site.

Permit to work

16.19
The Client expects that a permit to work system shall be implemented for all particularly hazardous operations on site. Works requiring permits to be in place for, include:

- Hot works

- Works in confined spaces
- Use of 240 volt.

Signing in book

16.20
A signing in book to monitor visitors and contractors on site should be used.

Emergency procedures

16.21
A detailed emergency plan, detailing action to be taken in an emergency and precautions to be taken to reduce risk shall be developed by the Principal Contractor. Ensure emergency procedures and telephone numbers are included within the Construction Phase Health and Safety Plan. The Principal Contractor must establish means of escape prior to the construction phase.

16.22
Action to be taken in instances of the following shall be included:
- Fire/explosion
- Structural/scaffold collapse
- Chemical/gas release
- Discovery of asbestos
- Fall from height

16.23
Details to be included [where appropriate] within the emergency plan:
- Raising of the alarm
- Evacuation
- Roll call/muster point
- Isolation
- Rescue
- Summoning of emergency services
- Fire fighting equipment
- Emergency lighting
- Escape signage
- Displaying of a fire plan
- Nomination of fire wardens
- Co-ordination with other parties

Adequate portable fire fighting equipment is to be provided to the work areas.

The Construction Phase Health and Safety Plan shall include details of the completed emergency plan.

Accident reporting

16.24
All accidents shall be recorded in the Site Accident book and Notifiable accidents shall be reported to the Incident Centre [RIDDOR] by the appropriate contractor or Principal Contractor.

16.25
The Principal Designer shall be notified of all notifiable accidents and incidents.

First aid

16.26
The Principal Contractor will ensure adequate numbers of trained first aiders and first aid equipment is present on site at all times. First aid provision must be adequate for, and available to, all persons on site including visitors and sub-contractors.

Site rules

16.27
Site rules detailing the general day-to-day operation of the site shall be determined and enforced by the Principal Contractor. They should include clarification on the use of personal protective equipment, smoking, etc. on site.

For clarity, there shall be no smoking on site [including anywhere within the grounds of the property] at any time. Contractors ignoring this rule will be asked to leave site.

Welfare

16.28
The Principal Contractor must allow for the provision of all necessary welfare and sanitary requirements/facilities for his workforce. Welfare arrangements must be provided and maintained in a clean and tidy condition by the Principal Contractor, as required by the Construction [Design and Management] Regulations 2015. Whenever possible, sanitary accommodation shall be on mains drainage with flushing mechanisms and permanent water supply.

The recommended sanitary provisions are scaled in the table below:

No. of Men at Work	Closets	No. of Water	No. of Urinals No. of Wash Stations
1–15	1	1	2
16–30	2	1	3
31–45	2	2	4
46–60	3	2	5
61–75	3	3	6
76–90	4	3	7
91–100	4	4	8

16.29
The wash station must include hot/warm and cold running water with soap and towels. A receptacle must also be provided to enable the washing of face, hands and forearms.

16.30
A mess room will be required for periods of rest and the eating of meals.

A source of potable water for drinking and a means of heating food and water must also be provided. This should be away from the main work area. The contractor shall provide temporary chairs and table to the same location.

16.31
A drying room must be provided for drying workers' wet clothes and footwear where appropriate.

16.32

Site meetings will be held in the Client's own accommodation.

The Principal Designer will approve facilities before commencement of works on site.

Temporary welfare facilities will be required and the contractor shall allow for locating these on the site in the compound in the car park. No toilets in the property shall be used by the contractor.

Working at heights

16.33
The Principal Contractor shall ensure full compliance with the Work at Heights Regulations 2005 and shall ensure a comprehensive management system is in place for managing site access equipment for all contractors e.g. ladders, tower scaffolds and so on.

Access equipment

16.34
The Principal Contractor shall ensure that he has adequate management procedures in place for controlling the safe use of access equipment across the site.

16.35
Where the Principal Contractor provides access equipment for use by all other contractors he shall ensure that all checks and statutory inspections are carried out and that operators are competent to use the equipment.

16.36
Where contractors and sub-contractors provide their own access equipment for use on site it shall be checked by the Principal Contractor and, if necessary, its use restricted to named contractors only.

16.37
The Principal Contractor shall have in place procedures for preventing the use of unsafe access equipment and where necessary, shall remove it from site or disable it in a controlled way. Appropriate signage shall be displayed. Also, the Principal Contractor shall ensure that all users of *all* access equipment are competent to do so and where necessary, any sub-contractor shall be so advised that operators are not competent. Training shall be put in place.

Notification Clause

16.38
The Principal Contractor must ensure that in the event of any Health & Safety Executive action with respect to the issue of the following to any Contractor on the site:

- Improvement Notice
- Prohibition Notice
- Summons

The Principal Contractor will issue written notification to the Client's Contract Administrator, Principal Designer and all named Designers within 24 hours of the action.

The Principal Contractor must contact the Principal Designer when a project scope or timespan are to be expanded in order that the Health & Safety Plan and F10 [if applicable] can be revised & reissued [if required].

Communication and Liaison

16.39
The Principal Contractor will be expected to communicate all issues regarding CDM 2015, as well as matters of general health and safety to the Principal Designer and the Contract Administrator [Sherwood Surveyors & Property Consultants Ltd].

The Principal Contractor shall liaise directly with all parties and ensure they provide details of communication to the Contract Administrator [Sherwood Surveyors & Property Consultants Ltd]. Where the Principal Contractor has insufficient information they must request this from Contract Administrator [Sherwood Surveyors & Property Consultants Ltd].

The Principal Contractor must ensure they share information provided with any other contractors.

17. RISK ASSESSMENTS AND METHOD STATEMENTS

17.1
Risk Assessments as required by the Management of Health and Safety at Work Regulations 1999 and Method Statements are required to be undertaken and developed for all potentially hazardous works on site. The Principal Contractor shall collect and approve these documents from sub-contractors in addition to those created for his own works. Information and advice on the development and/or approval of Method Statements and Risk Assessments is obtainable from the Principal Designer.

17.2
The Project Designer shall create Design Risk Assessments prior to the construction phase of the project and these shall be made available, via the Principal Designer, to the Principal Contractor. All other members of the Project Team shall develop Design Risk Assessments where they design or modify a design for any works, fixtures or fittings, etc. This is of particular note where any works are "design and build".

17.3
The Principal Contractor shall collect Designers Risk Assessments from all related parties, and forward these to the Principal Designer for inclusion within the Health and Safety File.

18. COMMISSIONING AND TESTING

18.1
In the later stages of the project, commissioning and testing of installed services and equipment is to be undertaken.

18.2
Items which will require commissioning include, but are not limited to:

- Fire alarm and fire detection equipment
- Emergency lighting
- Heating and ventilation equipment

18.3
Commissioning works are to be undertaken by specialist contractors and all risks associated with these works are to be assessed and will be controlled by a permit to work system. The permit will refer to the specific procedures involved with "locking off", etc.

18.4
Specific risks associated with commissioning and testing work include:-

- 240 volt electricity
- Hazardous substances [e.g. chlorine]
- Moving mechanical parts
- Roof access

18.5
Commissioning engineers are required to supply detailed risk assessments, method statements, permits and programme of works to the Principal Contractor prior to attendance on site to allow complete integration of health and safety on site.

19. HEALTH AND SAFETY FILE

19.1
The Principal Designer is responsible for the collation of the Health and Safety File.

19.2
The Principal Contractor shall collect all relevant information and forward it to the Principal Designer.

19.3
All information, surveys, reports and certificates are to be included with the formatted file. The Principal Designer will request relevant information from the Principal Contractor and/or from other Contractors as necessary.

19.4
The Project Team must provide all relevant documentation and information to the Principal Designer within 1 week prior to contract completion.

19.5
The following information [where appropriate] is required:

- Details of any hazardous materials left on site.
- Structural hazard assessment.
- Structural specification.
- Designers risk assessment.
- "As built" drawings including structure, construction mechanical and electrical layout, drainage runs.
- Location of services and access hatches.
- Location of plant and equipment.
- Location of all emergency equipment, fire alarms, security alarms and the like.
- Lift test commissioning certificate
- Electrical test certificates.
- Mechanical test certificates.
- Fire alarm test certificate.
- Smoke/heat detectors commissioning certificates.
- Details of hazardous areas of the building i.e. fragile roofing, confined spaces and the like.
- Operating and maintenance manuals.

- Evidence that the client has received training and instruction on all installed equipment.
- Building Control completion certificate [If appropriate].
- Pipework schematics.
- Kitchen commissioning certificates.

19.6
The following equipment requires statutory examination and/or planning maintenance. The Contract Administrator is responsible for ensuring that the Client is aware that the equipment is within the premises and requires maintenance:

- Electrical wiring systems
- Heating installation

This list is not exhaustive and any other information of relevance should be provided, within 21 days of contract completion.

19.7
Health & Safety File – Project Specific

The Health and Safety File is an information source and guide for the Client and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely. Provide the Principal Designer with 2 copies of the information required below not less than 1 week before Practical Completion. A full description of each of the building services systems installed, written to ensure that the Client fully understands the scope and the facilities provided. Operating and maintenance instructions for all equipment and systems installed. Copies of manufacturer's current technical literature and COSHH dated data sheets for all materials, plant and equipment selected by the Contractor. The contractor is responsible for collating and creating the Health & Safety File for the project which is to be issued to the Client using an electronic format saved to a compact disk, which is to be correctly labelled. All files within the H&S File are to be saved as a PDF format to make them legible to all users. The file is to contain copies of all information as required by the Principal Designer and the Regulations. The document should include the following:

THE BUILDING MANUAL PART 1: GENERAL INFORMATION must include:
- A description of the building.
- Details of ownership and all consultants and designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers.
- The fire safety strategy for the building including drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut-off valves, switches, etc.
- The above items are to be confirmed by the Principal Designer prior to the commencement of the works.

THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION: Provide such information as is reasonably required by the Principal Designer including:
- Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractor and manufacturer.
- Copies of all test certificates ad reports required.

THE BUILDING MANUAL: PART 3: BUILDING SERVICES INFORMATION must include:

- A full description of each of the systems installed including their mode of operation written to ensure that the Client fully understand the scope and facilities provided.
- Diagrammatic drawings of each system including principal items of plant, equipment, valves etc.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers' technical literature for all items of plant and equipment, including operating and maintenance instructions.
- A copy of Test Certificates for all items of plant and equipment used in the installation.
- A copy of all manufacturers' guarantees warranties and maintenance agreements offered by subcontractors and manufacturers.
- Emergency procedures, including telephone numbers for emergency services.

PRESENTATION OF BUILDING MANUAL: The Manual is to be contained in A4 size, plastic covered, loose leaf four ring binders with hard covers, indexed, divided and appropriately cover titled. Selected drawings larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. A compact disk of the information shall also be provided with electronic copy of all documents noted above.

TRAINING: Before Practical Completion explain and demonstrate the operation of the installation to the Client.

SPARE PARTS: Before Practical Completion submit to the Contract Administrator a schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Client for the maintenance of the service installation. State against each item the manufacturer's current price, including packaging and delivery to site.

PART 3 - CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

GENERAL INFORMATION

1.0 General description of project

2.0 Project details

Address of Project	
Client	
Architect	
Quantity Surveyor	
Structural Engineer	
M&E Consultant	
Principal Designer	
Principal Contractor	

3.0 Project timescales

Lead-in time for design development	
Lead-in time for site set up etc	
Start on site date	
Completion date	
Partial handover dates	

4.0 Notification and display of F10

When was F10 completed and sent to HSE?	Not applicable
Where will F10 be displayed on site?	Not applicable

5.0 Extent and location of existing information

List all information available to the Principal Contractor, location and ease of availability e.g. existing as built/installed drawings, existing O&M manuals.

HEALTH AND SAFETY MANAGEMENT

6.0 Health and safety objectives for the project

7.0 On-site organization and responsibility for health and safety

Site Agent	
Contracts/Project Manager	
Health and Safety Manager	
Safety Director	
Principal Contractor's own Health and Safety Consultants [if any]	

8.0 Who will have overall responsibility for on-site health and safety?

9.0 Please detail their relevant qualifications and experience of managing health and safety within the construction industry

10.0 How will health and safety be managed on site?

11.0 How will contractors and others be encouraged to discuss and communicate with each other on health and safety issues?

12.0 How will contractors and sub-contractors be selected and how will their competency and resources be assessed?

13.0 What action will be taken if contractors are deemed to be subsequently failing to do their jobs safely, ignoring site rules, etc?

14.0 How will a multi-occupied site be managed i.e. how will the principal contractor manage the inter-relationship between others at work within the premises who are not directly under his control? Please see the Pre-Construction Information Pack for information on Client direct appointments

15.0 Who will undertake or approve risk/COSHH assessments for any activity/substance that may affect the health and safety of persons on site or within the vicinity of the site?

16.0 Who are designated "competent persons" for the site including for tasks such as: demolition, electrical, cranes, etc?

17.0 Detail the procedures for assessing contractor's risk assessments and method statements

18.0 How will relevant health and safety information be communicated from the principal contractor to other contractors on site? eg. noticeboards, tool box talks, meetings and so on

EMERGENCY PROCEDURES

19.0 First aid

How many trained first aiders are proposed for the site?

Names of trained first aiders and level of qualification e.g. First Aid Certificate [trained] or Appointed Person Certificate.

What requirements will contractors be required to fulfil in respect of first aid ie. provide own trained personnel?

Will the first aid facilities provided by the Principal Contractor be available to all contractors? How will PC ensure that these requirements are met?

Location and type of first aid kits.

Location of first aid room if any.

Name and address of emergency GP practice, A&E department, local hospital, etc.

N.B. This information must be displayed prominently by all first aid kits and within the messing facilities.

20.0 Accident and incident reporting

How will accidents/incidents be recorded, reported and followed up?

Who will report accidents?

Who will investigate accidents/incidents?

What actions will be taken following an accident investigation and how will additional controls be implemented to prevent similar incidents re-occurring?

How will revised safe systems of work be communicated to all employees?

21.0 Fire safety

Has a separate Fire Safety Plan been attached to this Plan? YES/NO

If no, please describe the fire safety procedures you will adopt on the site, including details as follows:

Method of raising the alarm	
Emergency lighting	
Signage	
Number and location of fire extinguishers	
Means of escape	
Assembly point	
Smoking policy	
Storage of flammable materials, substances	
Use of LPG, hot works	
Fire precautions in temporary accommodation	

If yes, please ensure all the above are included in the Fire Safety Plan.

Number and names of Fire Wardens and details of relevant training and experience. If appropriate, please add to Fire Safety Plan.

What considerations have been given to co-ordinating construction site fire safety issues with those of adjoining premises, or with the Client's undertaking?

Who will carry out site specific Fire Risk Assessments, how will they be done and where will they be kept?

22.0 Other emergencies

Has consideration been given to any other emergencies which might occur during the course of the project? If so, to what extent and what procedures will be followed.
Possible examples may include:

- Structure collapse
- Scaffold collapse
- Chemical/substance release
- Asbestos fibre release
- Flood
- Explosion
- Gas leak

SITE WELFARE FACILITIES

23.0 Sanitary accommodation
Where will sanitary accommodation be located?

Complete the following table:
Number of operatives on site at any one time [max number to be used]:
Of this number how many: male: female:

No. of WC's	No. of Urinals	No. of Wash Hand Basins

Will all facilities have:

Running water/flushing equipment	YES/NO
Hot and cold running water	YES/NO
Main drainage	YES/NO
Lighting	YES/NO
Ventilation	YES/NO
Hand drying facilities	YES/NO

Will any other facilities be provided? e.g. showers, suitable wash stations for washing forearms, faces, etc.

24.0 What provision is to be made for eating meals, cooking and the provision of hot drinks?

25.0 What drying room and outdoor clothing storage will be provided?

26.0 How will a ready supply of drinking water be provided and where?

27.0 What facilities will be provided for Clients and site visitors and where will they be?

28.0 Has consideration been given to the possibility of people with disabilities needing access to any facilities?

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

29.0 Site-specific risks
What are the significant health and safety risks associated with the project, the environment or the proposed construction works? [Refer to Pre-Construction Information Pack and Designers Risk Assessments.]

What control measures will be put in place to deal with them?

30.0 Services and utilities
Have all services, utilities been identified and information received regarding location, status, etc. e.g. overhead and underground cables, mains sewers, gas mains and so on. What are the locations of services and utilities?

If underground services have not already been identified, the Principal Contractor should consider how any ground penetrating operations [breaking through ground floor slab, excavations, other digging, etc.] will be managed and controlled, how services will be identified, trial digs, etc. Please attach a Method Statement.

What provision will be made for temporary services?

31.0 Vehicle access and transport routes
Describe vehicular access to the site, proposed routes for deliveries, etc.
How will operatives be kept separate from vehicles and if this is not possible, how will the risks be controlled? Identify if there's any need for excessive reversing/manoeuvring of vehicles. Please attach Risk Assessments to the Plan.

32.0 Working at heights

What measures are proposed to reduce the risks for working at heights?
Please attach Risk Assessments for your Plan.

If staircases are to be removed and a period of time exists before the new one arrives, please detail how access will be gained to upper floors and how materials will be taken to the upper floors.

33.0 Lifting operations

What measures are proposed to control lifting operations, when and how will cranes, hoists, MEWP's, etc. be used? Identify any significant risks to operation of cranes, etc. to persons/property in vicinity [e.g. overhead services, adjacent structures, narrow access, poor ground, and so on.]

34.0 Working on fragile materials

What measures are proposed to reduce the significant risks of falling through fragile materials? Please attach a Risk Assessment to your Plan.

35.0 COSHH

How will COSHH Assessments be checked and how will information be shared amongst all contractors and others working on the project?

What site-specific COSHH Assessments are expected?

How will hazardous substances be stored?

36.0 Working with electricity

What measures will be taken to ensure that mains voltage power is not a significant hazard within the construction site area?

What will be the maximum power rating for tools?

How will the commissioning and testing of equipment and plant be managed so as to ensure the safety of all site users?

37.0 Dangerous/unsafe/unstable structures

What measures will be taken to prevent the collapse of structures other than in controlled sequences?

OCCUPATIONAL HEALTH ISSUES

38.0 Asbestos

How will any discovery of asbestos or any other perceived or known harmful substance be managed on site?

How will operatives be kept informed?

What steps will be taken to prevent exposure to the risk of fibres, etc?

39.0 Noise

How will exposure to excessive noise be controlled, especially to those working near noisy operations? How will the risks of excessive vibration be controlled?

40.0 Manual handling
How will all aspects of manual handling be controlled and the risk of back injury, repetitive strain injury, etc. be reduced on the site?

41.0 Contaminated land
How will exposure to any contaminated land be prevented, but if exposure does occur, how will it be managed?

42.0 Other health risks
Have any other health risks been identified within any project information, Design Risk Assessments, etc. e.g. exposure to cement dust and so on.

TRAINING

43.0 Site induction
How is it proposed to undertake and provide site induction training to operatives?

What subjects will be covered in induction training?

Please attach details of site induction programmes and subjects covered, etc. to the Plan.
How and what records will be kept of training?

What other training is envisaged?

How will Clients, design/project team members, visitors, etc. be inducted?

SITE SECURITY

44.0 Access/egress
What provisions are to be made for access and egress to the site, welfare facilities, etc. e.g. will site security and sign in desk be available, badges, ID cards and so on?

What will happen out of normal hours?

45.0 Prevention of unauthorized access
What measures are proposed to prevent the unauthorized access to the site, either during operating hours or outside them e.g. how will children be prevented from accessing site. Please refer to the Pre-Construction Information Pack for further guidance.

ADJACENT LAND/BUILDINGS

46.0 What measures will be taken to protect the occupiers of adjacent premises from site activities?

Do the neighbouring premises activities pose any risk to persons on site, if so, please detail specific measures required to protect all persons at risk?

DESIGN RISK ASSESSMENTS

47.0 Have design risk assessments been issued to the principal contractor by the designers? Have significant risks [if any] been discussed and planned into the work sequence? Give details

48.0 How will information about design risk assessments be relayed to contractors on site?

49.0 How will ongoing design changes be recorded, especially when designs are adapted or altered by contractors?

HEALTH AND SAFETY FILE

50.0 How will information be collected, collated and passed to the Principal Designer during the progress of the project

Any other information relevant:

Disclaimer

This proforma Construction Phase Health and Safety Plan format has been designed to assist the Principal Contractor in complying with Regulation 23 of the Construction [Design and Management] Regulations 2015. The layout and content of the Construction Phase Health and Safety Plan does not automatically infer acceptance by the Health and Safety

Executive and requests for addition information and content may be made by any enforcing authority. The Principal Contractor is responsible for ensuring that he complies fully with the requirements of the CDM Regulations and other health and safety legislation, and in particular, the Principal Contractor must ensure that he has addressed site specific hazards and risks in a competent manner.