



**THE CONSTRUCTION
(DESIGN & MANAGEMENT)
REGULATIONS 2007**

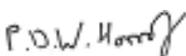
**PRE-
CONSTRUCTION
INFORMATION (PCI)**

**Fox Primary School
Enabling Works**



Prepared By:

Name: Paul Horrox

Signed: 

Date: 20/01/2015

**GHS REF. LNHS 0058
Revision No.1
Date: 20th January 2015**

CONTENTS

Foreword

Section 1	Description of the Project
Section 2	Client’s Considerations and Management Requirements
Section 3	Contractors Management Arrangements
Section 4	Environmental Restrictions and Existing on-site Risks
Section 5	Significant Design and Construction Hazards

APPENDICES

Appendix 1	Project Directory
Appendix 2	Health & Safety File
Appendix 3	Construction Phase Plan Information
Appendix 4	Design Risk Information

FOREWORD

As CDM co-ordinator appointed for this project, Gleeds Health and Safety are required by Regulation 20(2)(a) of the Construction (Design and Management) Regulations 2007, to take all reasonable steps to identify and collect the pre-construction information (PCI) as set out in Appendix 2 of the regulations.

This PCI brings together Health and Safety information obtained from the Client, designers (direct or novated), and where appropriate the CDM co-ordinator, and should be read in conjunction with all other information issued as part of the information flow (information issued containing relevant project / Health and Safety information).

This PCI document, as compiled under the CDM Regulations 2007, will be issued to Contractors as to highlight relevant information known at the time of publishing. The PCI will also be issued to all designers and Contractors appointed directly by the Client.

Prospective Principal Contractors should take into account the specific requirements of the project when preparing and presenting tenders or similar documents.

Under the Construction (Design and Management) Regulations 2007, the successful Principal Contractor shall be required by Regulation 23 of the Construction (Design and Management) Regulations 2007 to prepare a Construction Phase Plan, sufficient to comply with Regulation 22, 23 and 24 of the CDM Regulations 2007.

The Principal Contractors' Construction Phase Plan must contain as a minimum, the information specified in Appendix 3 of the Approved Code of Practice (ACoP) HSG L144 "Managing Health and Safety in Construction and additional risk information contained within this PCI and any design risk information supplied by any designer appointed by the Client in relation to the proposed project.

The Construction Phase Plan submitted by the Principal Contractor will be reviewed for compliance and suitability in accordance with Regulation 23(1)(a) and information as detailed above.

The successful Principal Contractor is also required by Regulations 22 & 24 of the CDM Regulations 2007, to co-ordinate the activities of all other Contractors and to ensure they comply with duties placed on them by the CDM Regulations 2007, other Health and Safety legislation and project requirements set out in the Construction Phase Plan.

The PCI is a live document and Gleeds Health and Safety reserve the right to amend it as further information becomes available without notice

Gleeds Health & Safety

Project: Fox Primary School – Enabling Works

1.0 DESCRIPTION OF PROJECT

1.1 Project description

This project is for the extension and refurbishment of Fox Primary School in order to increase capacity from a 1.5 Form of Entry to 2 Forms of Entry. Associated works will also include the demolition of external buildings, playground refurbishment and construction of an entrance canopy.

The enabling works for this project involve the removal of a large mound of earth, contaminated with Asbestos, and remediation of the area. The extension of the School will subsequently be built on top of this area.

1.2 Programme key dates

Enabling Works Start Date:	March 2015
Enabling Works Completion Date:	May 2015
Main Works Start Date:	June 2015
Main Works Completion Date:	January 2017

1.3 Mobilisation time

The minimum time to be allowed by the Client to the Principal Contractor for planning and preparation for construction work is 3 weeks from the appointment of the Principal Contractor.

1.4 Project directory

A directory containing the details of the site location and contact details for the Client, CDM Co-ordinator, designers, and other key consultants is contained in Appendix 2 of this document. A comprehensive project directory is available from the project manager.

1.5 Building usage as a workplace

The structure is to be used as a School; therefore the finished design will need to take into account the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Designers will be required to confirm to the Client that the finished design has taken into account these regulations.

1.6 Site location

The site address is:

Fox Primary School
Kensington Place
London
W8 7PP

The site is located on the western side of Fox Primary School, located in the London Borough of Kensington and Chelsea. The surrounding land is primarily of a residential nature. The main access route to the School is via Kensington Place.



1.7 Emergency Services

Hospital

The nearest hospital with an Accident & Emergency Department is:

St Mary's Hospital
Praed Street
London
W2 1NY
Tel: 020 3312 6666

Police

Metropolitan Police
Notting Hill Police Station
99 - 101 Ladbroke Road
London
W11 3PL
Tel: 999 (emergencies only) 101 (non-emergencies)

Fire Brigade

Kensington Fire Station
13 Old Court
Kensington high Street
London
W8 4PL
Tel: 020 8555 1200

Project: Fox Primary School – Enabling Works

1.8 Extent and location of existing records and plans

The following existing survey reports, documentation and plans have been made available to the project team:

Survey / Existing Information	Reference and Location
Refurbishment / Demolition Asbestos Survey	A Re-inspection Survey, further to the previous Type II survey, was carried out on 11/12/2012. A Refurbishment and Demolition Survey for the main hall was carried out in August 2014.
Services and utilities	Available from the project manager.
Ground investigation	Available from the project manager.
Measured survey	Available from the project manager.
Topographical	Available from the project manager.
Noise survey report	Available from the project manager.
Archaeological assessment	Available from the project manager.
Site UXO desktop study	A UXO survey was carried out on 10/05/2013.
Arboricultural survey	Available from the project manager.
Dimensional survey	Available from the project manager.
Flood Risk assessment	Available from the project manager.
Geotechnical survey	To be instructed
Party wall survey	Ongoing
Subscan survey (including utilities and drainage CCTV survey)	Available from the project manager.

Additional survey's and reports, as listed in E C Harris' survey tracker, will be undertaken through the duration of the project, the results of which will be made available to the project team.

Project: Fox Primary School – Enabling Works

2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

2.1 Planning and managing construction work, including and Health and Safety goals for the project

The Principal Contractor must establish a benchmark standard for the monitoring of Health and Safety management on the project e.g.

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to hazardous substances and processes
- Minimise and or remove the risk of ill health or injury to employees, Sub-Contractors and others including the general public

All Contractors on site will be expected to achieve a similar minimum standard.

The Principal Contractor should manage, monitor and review on an ongoing basis Health and Safety implementation and performance and copy reports to the project manager and CDM Co-ordinator to allow the Client to determine that arrangements are being maintained. CDM and Health and Safety should be included on the agenda for progress meetings, preferably as an early item.

The Principal Contractor will also be expected to provide a report on Health and Safety issues that have arisen since the previous meeting, as a minimum this should include:

- Health and safety incidents
- Accidents
- Safety inspections and audits carried out
- HSE visits

THE CONSTRUCTION PHASE PLAN (formerly the Construction Phase Health and Safety Plan) developed from the pre-construction (tender stage) information must be site specific and be submitted to the CDM Co-ordinator not less than one week prior to the proposed start date for construction work.

NO CONSTRUCTION WORK IS TO COMMENCE UNTIL CONFIRMATION HAS BEEN RECEIVED IN WRITING FROM THE CLIENT THAT THE CONSTRUCTION PHASE PLAN IS SUFFICIENTLY DEVELOPED IN COMPLIANCE WITH REGULATIONS 23(1)(a); and 22(1)(c) OF THE CDM REGULATIONS.

The content of the construction phase plan should follow the guidance in Appendix 3 of the Approved Code of Practice to the Construction (Design and Management) Regulations 2007, 'Managing Health and Safety in Construction' L144. The level of detail should be proportionate to the risks involved in the project.

For the purposes of establishing the sufficiency of the Construction Phase Plan in respect of the above is dependant on the inclusion of suitable method statements in respect of:

- Traffic management arrangements (including site plan, signage and phasing details)
- Site plan, including details of storage areas
- Logistics arrangements
- Temporary works e.g. structural stability during phased demolition
- Deep excavations
- Site security
- Welfare arrangements
- Demolition and temporary instability issues
- Service Diversions

Project: Fox Primary School – Enabling Works

2.2 Arrangement for liaison between parties

To compliment the arrangements set by the Client, the Principal Contractor should manage and implement a site safety liaison between Sub-Contractors, utility companies and, where necessary, neighbours and nearby construction sites. Additionally, the Principal Contractor should liaise with project team on Health and Safety matters.

Discipline	Company	Contact
Project Manager	EC Harris	Christian Beal 0207 812 2154 christian.beal@echarris.com
Architect	Barron and Smith	Margaret Leong 0207 940 3457 margaret.leong@barronandsmith.com
Structural Engineer	Robson Liddle	Paul Stansbie 01392 351221 07813 693813 paulstansbie@robsonliddle.com
M&E Consultant	Hamson JPA	Paul Rodgers (Electrical) 01444 449400 paul.rodgers@hamsonjpa.co.uk Ryan Skinner (Mechanical) 01445 449400 ryan.skinner@hamsonjpa.co.uk
CDM Co-ordinator	Gleeds Health & Safety	Paul Horrox 0207 631 7384 Paul.horrox@gleeds.co.uk
Contaminated land consultant	Golder Associates	Giles Murrey 0115 937 1111 gcmurray@golder.com

2.3 Arrangement for design change during the construction phase

The Principal Contractor should assess the Health and Safety implications of any proposed design change, contract instructions or any eventuality which could impact on Health and Safety. The project manager and CDM Co-ordinator must be made aware of any significant Health and Safety risks or significant changes to programme or methods of working resulting from these changes. The steps taken to eliminate any hazard introduced by the design change should be documented in some form which allows the information to be passed to the right people.

2.4 Safety goals for the project and arrangements for monitoring and review

The Health and Safety goals of this project should be:

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to hazardous substances and processes
- Minimise and or remove the risk of ill health or injury to employees, Sub-Contractors and others including the general public

Project: Fox Primary School – Enabling Works

The Principal Contractor should manage, monitor and review on an ongoing basis Health and Safety implementation and performance and copy reports to the project manager and CDM Co-ordinator to allow the Client to determine that arrangements are being maintained. CDM and Health and Safety should be included on the agenda for all progress meetings, preferably as an early item.

The Principal Contractor will also be expected to provide a report on Health and Safety issues that have arisen since the previous meeting, as a minimum this should include:

- Health and Safety incidents
- Accidents and injuries (including workplace diseases)
- Near misses
- Safety inspections and audits carried out
- HSE visits

2.5 Welfare arrangements

The Principal Contractor must make suitable provisions to ensure that all facilities relevant to the welfare of his staff are provided on site at all times, in accordance with the Construction (Design & Management) Regulations 2007 - Schedule 2. The location of site welfare facilities should be proposed as part of the tender documents. Confirmation that these arrangements have been made should be included in the Construction Phase Plan.

2.6 'No-go' areas/authorisation requirements

The Principal Contractor must liaise with the project manager with regard to the operation and issue of permits for all works affecting the operation of the School.

2.7 Restrictions on working hours and noisy works/works creating vibration

The arrangements made by the Principal Contractors should indicate arrangements for complying with both the Control of Noise at Work Regulations 2005 and the Control of Vibrations at Work Regulations 2005, methods of work which minimise noise nuisance to the general public as well as their own staff should be chosen and vibration techniques which eliminate or reduce to minimum exposure levels to operatives should be used where these cannot be eliminated.

2.7 Site restrictions

The Principal Contractor must limit his work to the works site as indicated on the site boundary drawings for each phase of the project.

Project: Fox Primary School – Enabling Works

3.0 CONTRACTORS MANAGEMENT ARRANGEMENTS

3.1 Preventing unauthorised access

The Principal Contractor should take reasonable steps to prevent unauthorised access to the site by members of the public, site workers, visitors and delivery drivers. Access should be limited to those who have received a site induction. Consideration should be given to controlling access by means of a gate, security guard or turnstile system.

3.2 Site security including hoarding

The Principal Contractor should take reasonable steps to prevent unauthorised access to the site by members of the public, site workers, visitors and delivery drivers (HSG 151 “Protecting the Public – Your Next Move”). Access should be limited to those who have received a site induction. Consideration should be given to controlling access by means of a gate, security guard or turnstile system.

Every part of the work area shall, so far as is reasonably practicable, have its perimeter identified by suitable signs and fencing/hording, so its extent is readily identifiable.

Problems associated with vandalism, theft and nuisance are not expected at this location. However particular account should be taken of unauthorised persons, especially children and young people straying onto the work area while construction activities are taking place.

Contractors must ensure that their security measures are sufficiently stringent to avoid incidents affecting themselves, visitors, residents or any other person in the vicinity of the works.

3.3 Site transport arrangements including deliveries waste removal & access/egress

Deliveries to the site should be managed under a traffic management Plan compiled and managed by Principal Contractor. Cognisance should be taken of local road restrictions (single and double yellow lines, parking metres etc). Information on upcoming road works can be found, up to three months in advance, [here](#).

A suitable main point of safe access for pedestrians and access routes for emergency vehicles must be clearly indicated on the Plan and these routes kept clear from obstructions.

The Principal Contractor should arrange, collect and dispose of all waste in accordance with current legislation. It should be noted that because the soil is contaminated with Asbestos, it is classed as hazardous waste.

3.4 Fire, emergency, and rescue Plans and procedures for means of escape

3.4.1 Fire

The Principal Contractor should prepare a fire safety Plan which will indicate how anyone on site can reach a place of safety in the event of a fire. The Plan should be easy to understand and all those involved in the project should be made familiar with the procedures in the event of a fire on site.

This Plan must comply with The Joint Code of Practice on Protection from Fire of Construction Sites and Buildings Undergoing Renovation and the Regulatory Reform (Fire Safety) Order 2005.

The Principal Contractor should incorporate into his Site Rules a no smoking policy.

3.4.2 Emergency

The Principal Contractor should prepare a suitable Emergency Plan detailing the procedures to be taken in the event of serious or imminent danger and major injury/fatality. Written

Project: Fox Primary School – Enabling Works

emergency procedures must be displayed in prominent locations around the site. The procedures may require evacuation of the site or involve the rescue of an injured person details of which should be included in the Construction Phase Plan. A sufficient number of competent persons should be nominated to implement those procedures.

3.4.3 Rescue

The Principal Contractor should give reference in any Plan to the procedures for rescue of any persons involved in work at height, confined space or other relevant high risk work.

3.5 Signage

All signage on site must be to in accordance with the Safety (Signs and Signals) Regulations 1996.

3.6 Underground Services

The Principal Contractor should take cognisance of all drawings issued to inform of the location of existing services. Prior to any excavation the Principal Contractor should confirm the location by carrying out a scan or survey using CATs. Reference should also be made to HSE guidance document HSG47 'Avoiding danger from underground services'.

3.7 Smoking and parking restrictions

- No parking available on adjacent roads
- The construction site is to be a non-smoking site

3.8 Restrictions on working hours and noisy works/works creating vibration

The arrangements made by the Principal Contractors should indicate arrangements for complying with both the Control of Noise at Work Regulations 2005 and the Control of Vibrations at Work Regulations 2005, methods of work which minimise noise nuisance to occupied buildings, the general public as well as their own staff should be chosen and vibration techniques which eliminate or reduce to minimum exposure levels vibration to operatives should be used where these cannot be eliminated.

The Royal Borough of Kensington and Chelsea has stated that permitted hours for working will normally be the following:

- 08:00 – 18:00 hours (Monday to Friday)
- 08:00 – 13:00 hours (Saturdays)
- No working is permitted on Sundays or Bank Holidays

These times apply to work that is audible at the site boundary

3.9 Site restrictions and Client rules

The Principal Contractor must limit his work to the works site as indicated on the site boundary drawings for each phase of the project.

In addition to the statutory Local Authority requirements in relation to noise, the School may specify that the Principal Contractor stops all noisy work on certain days or time periods.

3.10 Working in a live School

Fox Primary School will remain in operation throughout the works. It will therefore be necessary to segregate the Principal Contractor's working areas and site compound from the School through the use of full height hoarding. The Principal Contractor must ensure that their fire plan is coordinated with the School's fire plan.

Project: Fox Primary School – Enabling Works

3.11 Adjacent land uses

The immediate area around the School is residential in nature. The Principal Contractor must ensure that their work does not affect any nearby residents. Additionally, the Principal Contractor must ensure that they minimise their disruption to School activities. The School may specify that the Principal Contractor stops all noisy work on certain days or time periods.

There is a construction site on the junction of Edge Street and Kensington Church Street. While this should not affect deliveries to site, the Principal Contractor should liaise with the site manager at the other construction site in order to co-ordinate emergency arrangements.

3.12 Restrictions on deliveries, waste collection or storage

Due to the limited space available to the School and the fact the School will remain in operation throughout the works, that there will be limited space on site for the storage of materials and waste.

Project: Fox Primary School – Enabling Works

4.0 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS

4.1 Safety hazards associated with the project and environment

4.1.1 Boundaries (including adjacent buildings)

In order to protect pupils, live construction areas on site, including the Contractor's compound, will need to be segregated from in-use areas of the School at all times.

The Principal Contractor will need to undertake a site survey to determine the most suitable location for their site compound, taking into account the narrow size of Kensington Place.

Access to the School will be via Kensington Place and must be segregated from the main School pedestrian access. The Principal Contractor should be cognisant of the fact that Kensington Place is a narrow road and may not be suitable for large vehicles. Edge Street must not be used as an access route, due to it being a narrow no through road with no room to turn around.

4.1.2 Existing storage of hazardous materials.

With the exception of the contaminated soil, no known hazardous materials are stored on site.

All excavated soil stored on site prior to disposal must be stored in line with the Control of Asbestos Regulations 2012.

4.1.3 Location of existing services.

Drawings showing the location of existing services will be issued prior to commencement of work on site.

4.1.4 Ground conditions/underground structures.

A Geotechnical Survey is currently being instructed by the project manager, while a ground investigation is currently available.

4.1.5 Information on hazardous areas.

The project area for the enabling works is contaminated with Asbestos.

4.2 Health Hazards

4.2.1 Details of any infestations and/or bats etc.

There are no known infestations or bats on site. Rats had previously been present on the raised soil area in the enabling works, however this has been dealt with by the School through trapping. The Principal Contractor must take into consideration the presence of common urban animals (e.g. rats, foxes) and associated diseases (e.g. Weils Disease).

4.2.2 Asbestos

The purpose of the enabling works for this project is the removal of soil that has been contaminated with Asbestos and remediation of the area. Therefore suitable protection measures must be put in place, including screening, dampening down of the area, suitable PPE and showers/cleaning areas for decontamination.

Vehicles leaving site will require wheel washing, with the water being suitably disposed of.

All contaminated land must be disposed of in line with the Control of Asbestos Regulations 2012 and the Hazardous Waste Regulations 2005.

Project: Fox Primary School – Enabling Works

5.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

5.1 Significant design assumptions and suggested work methods, sequences or other control measures

All significant design changes required during the construction phase will be agreed with the Client and Principal Contractor prior to the changes being put into effect.

Where changes to the design are being considered, the Principal Contractor will notify the CDM Co-ordinator in advance, so that any safety implications can be discussed and commented on.

All changes to the design during construction will be recorded by the Principal Contractor and included in the 'as built' drawings issued by him as part of the Health and Safety File.

Suggested work methods, sequences or control measures; Summaries should be used to draw attention to actions required by Contractors of particularly noteworthy issues.

5.2 Arrangements for co-ordination of ongoing design work and handling design changes

The Principal Contractor should assess the Health and Safety implications of any proposed design change, contract instructions or any eventuality which could impact on Health and Safety. The project manager and CDM Co-ordinator must be made aware of any significant Health and Safety risks or significant changes to programme or methods of working resulting from these changes. The steps taken to eliminate any hazard introduced by the design change should be documented in some form which allows the information to be passed to the right people.

All Architects Instructions / Variation Orders having a design implication must be forwarded to the CDM Co-ordinator to assess the impact on the development of the Construction Phase Plan.

Co-operation / co-ordination must be established between permanent and temporary design processes.

5.3 Information on significant Health and Safety risks identified during design

All the risks associated with this design should be evident to a competent Contractor working within the construction industry.

The following is a list of risks that the construction phase plan should address as a minimum:

- Work at height and access equipment;
- Injury from falling materials;
- Uncontrolled structural collapse;
- Manual Handling;
- Traffic Management, Pedestrian and Vehicular Traffic;
- Live Services – Electricity, Gas, Water, Data etc;
- Dust, Noise and Vibration;
- Use of powered tools;
- Fire;
- Materials hazardous to health;
- Other site specific risks raised as part of Sections 3 and 4 of the PCI.

Pre-Construction Information

Project: Fox Primary School – Enabling Works

APPENDIX 1 – DESIGN RISK INFORMATION

These will be issued to the Principal Contractor upon receipt.

Pre-Construction Information



Project: Fox Primary School – Enabling Works

APPENDIX 2 – PROJECT DIRECTORY

Project Manager	EC Harris	Christian Beal 0207 812 2154 christian.beal@echarris.com
Architect	Barron and Smith	Margaret Leong 0207 940 3457 margaret.leong@barronandsmith.com
Structural Engineer	Robson Liddle	Paul Stansbie 01392 351221 07813 693813 paulstansbie@robsonliddle.com
M&E Consultant	Hamson JPA	Paul Rodgers (Electrical) 01444 449400 paul.rodgers@hamsonjpa.co.uk Ryan Skinner (Mechanical) 01445 449400 ryan.skinner@hamsonjpa.co.uk
CDM Co-ordinator	Gleeds Health & Safety	Paul Horrox 0207 631 7384 Paul.horrox@gleeds.co.uk

APPENDIX 3 - HEALTH & SAFETY FILE - CONTENT & FORMAT

Purpose, Format and Content

The Health and Safety File should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely. The file should form a key part of the information that the Client, or the Client's successor, is required to provide for future construction projects under regulation 10. The file should therefore be kept up to date after any relevant work or surveys.

In compliance with CDM Regulations 2007, the file should contain:

- a) A brief description of the work carried out;
- b) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);
- c) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- d) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);
- e) Information regarding the removal or dismantling of installed Plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);
- f) Health and Safety information about equipment provided for cleaning or maintaining the structure;
- g) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- h) Information and as-built drawings of the structure, its Plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

As-built drawings to be folded to A4 size, electronic format to meet the Client's requirements – drawings in PDF format and documents to be in PDF/ Word.

Where the structure or systems are handed over in stages, relevant information must be available for use/issue by the Principal Contractor and designers at the date of handover. Where the structure or systems are handed over in stages, relevant information must be available for use / issue by the date of handover.

Collection of Information

Individual designers, the Principal Contractor and Contractors are to provide As-built information as per the requirements of the terms of the contract, information is to be provided in advance of the PC handover meeting in order to allow Gleeds Health and Safety to prepare the file in accordance with CDM 2007 and prepare a status report for review at that meeting.

H&S File Audit

The content of the Health and Safety File will be compiled and audited throughout the project by the CDM Co-ordinator, with reports issued at project meetings.

HEALTH AND SAFETY FILE FORMAT

The Health and Safety File and Operation and Maintenance Manuals should be presented as a series of individual files as numbered below;

- File 1.0 - Health & Safety Master File
- File 2.0 - Architectural Design As-built Information
- File 3.0 - Structural Design As-built Information
- File 4.0 - Mechanical & Electrical As-built information

Operation and maintenance manuals can be numbered as follows:

- File 5.0 – Mechanical Operation & Maintenance Information (See Mechanical Specification for details)
- File 6.0 – Electrical Operation & Maintenance Information (See Electrical Specification for details)
- File 7.0 – Miscellaneous Specialists (Individual Files or Sections per specialist)

Note: The file number above is the File Prefix number. Where the file is split into a series of sub or sub-sub files or volumes, then an appropriate numeric suffix (e.g. 2.1 or 4.2.3 etc.) should be added

The Health and Safety file should be prepared in accordance with the following index. (An electronic version of the file is available in Microsoft Word)

File 1 Index	L144 Paragraph 263	Information Issued &/or compiled by
1. Introduction		CDM-C/PC
2. Record of amendments		
3. Description of the Works	(a)	CDMC
4. Key contacts		CDMC
5. Key structural principles	(d)	D
6. Residual hazards	(c)	D/PC
7. Hazardous materials	(b)	D/PC
8. Demolition, removal, dismantling	(e)	D/PC
9. Cleaning and maintenance	(f)	D
10. Location and marking of significant services	(g)	D/PC
11. As-built information	(h)	D/PC

The file can also include

- 12. Summary Operation & Maintenance Manuals

Key:

CDM-C – CDM Co-ordinator: PC – Principal Contractor : D – Designer(s) : PCn – Planning Consultant
C – Client : Cn – Contractor

APPENDIX 4 - CONSTRUCTION PHASE PLAN

Under Regulation 3 of the Management Regulations, the Principal Contractor and other Contractors must identify the hazards and assess the risks relating to their work, including the risks they create for others. Using this information, the Principal Contractor must develop a Plan suitable for managing Health and Safety in the construction phase of the project, which includes developing information provided by the Client and CDM co-ordinator.

The Construction Phase Plan is the foundation for good management and clarifies:

- Who does what
- Who is responsible for what
- The hazards and risks which have been identified
- How the works are controlled

The Principal Contractor must present a sufficiently developed copy of this Plan to the Client, prior to the construction phase commencing, to enable the Client to comply with their duties under Regulation 16(a) and 16(b) of the Construction (Design and Management) Regulations 2007. Under Regulation 20(1)(a) of the Construction (Design and Management) Regulations 2007, advice may be sought from the CDM Co-ordinator, in this regard.

For all but the simplest of projects the Plan may not be sufficiently developed to cover all of the work that the project will involve; it may only cover early phases of work (for example site set up, enabling works, clearance and early groundworks). The Plan at this phase should, however, indicate how arrangements for managing the rest of the work will be added into the Plan as Contractors and Sub-Contractors are identified and can give meaningful input into their part of the Plan.

The Plan should be regarded as a live document, reviewed at regular intervals and, where necessary, amended to reflect changes in the scope of work or programme changes where the Planned interface of trades may alter.

The Construction Phase Plan should contain, but not be restricted to the information detailed below.

1. Description of project

- Project description and programme details including any key dates.
- Details of Client, CDM co-ordinator, designer, Principal Contractor and other consultants.
- Extent and location of existing records and Plans which are relevant to Health and Safety on site

2. Management of the work

- Management structure and responsibilities.
- Health and Safety goals for the project and arrangements for monitoring and review of Health and Safety performance.

Arrangements for:

- Regular liaison between parties on site
- Consultation with the workforce
- The exchange of design information between the Client, CDM co-ordinator and Contractors on site
- Handling design changes during the project
- The selection and control of Contractors
- The exchange of Health and Safety information between Contractors
- Site security
- Site induction
- Identifying needs and arrangements for competent training
- Welfare facilities and first aid

Project: Fox Primary School – Enabling Works

- The reporting and investigation of accidents and incidents, including near misses
- The production and approval of risk assessments and written systems of work
- Site rules including Client requirements. Fire and emergency procedures

3. Arrangements for controlling significant site risks

Safety risks

- Delivery and removal of materials (including waste) and work equipment, taking account of any risks to the public, e.g. during access to or egress from the site.
- Services, including temporary electrical installations.
- Preventing falls.
- Work with or near fragile materials.
- Control of lifting operations.
- Dealing with services (water, electricity, gas, communications cabling, etc.).
- The maintenance of Plant and equipment.
- Poor ground conditions or contaminated ground.
- Work in confined spaces.
- Demolition.
- Managing temporary works.
- Traffic routes and segregation of vehicles and pedestrians including access to and egress from site.
- Storage of materials (particularly hazardous materials) and work equipment.
- Dealing with existing unstable structures.
- Accommodating adjacent land use.
- Any other significant safety risks.

Health risks

- The removal of asbestos.
- Dealing with contaminated land.
- Manual handling.
- Use of hazardous substances and animal hazards (such as rats – leptospirosis).
- Reducing noise and vibration.
- Any other significant health risk (such as dust).

4. The Health and Safety File

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information

As Contractors and Sub-Contractors are identified and Sub-Contractors let, their information should be incorporated into a form which can merge into the Plan.

Constant reviews are key and the Principal Contractor should allow the CDM co-ordinator access to review meetings in order to demonstrate that both parties are fulfilling their duties to communicate and co-operate.