



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

***PRE-CONSTRUCTION  
INFORMATION (PCI)***

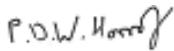
***For***

***Fox Primary School  
Main Works***



**Prepared By:**

**Name:** Paul Horrox

**Signed:** 

**Date:** 07/10/2014

**Checked By:**

**Name:**

**Signed:**

**Date:**

***GHS REF. LNHS 0058  
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## **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) of the CDM Regulations 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**

## 1.0 DESCRIPTION OF PROJECT

### 1.1 Project description

This project is for the refurbishment and expansion of Fox Primary School. The works will involve the demolition of external buildings, tree removal, construction of a two storey building, internal refurbishment of the existing School building and associated external works.

### 1.2 Programme key dates

The following key dates have been identified by the Client with regard to the commercial viability of the project.

Planned start: May 2015  
Completion: TBC

#### Site / Client programme considerations

- The School will remain in full operation throughout the works, therefore noisy and other disruptive works should be scheduled to be undertaken outside of term time.
- Decamping pupils floor by floor from the main building to the new building to allow for refurbishment of the existing School building.

#### Surrounding area programme considerations

- Nearby construction sites
- Events at Hyde Park
- Busy traffic periods on Kensington High Street and Notting Hill Gate
- Narrow roads in the vicinity of Fox Primary School

#### Environmental programme considerations

- BREEAM Very Good is being targeted
- Tree removal
- Presence of beehives belonging to Fox Primary School

### 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 4 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.

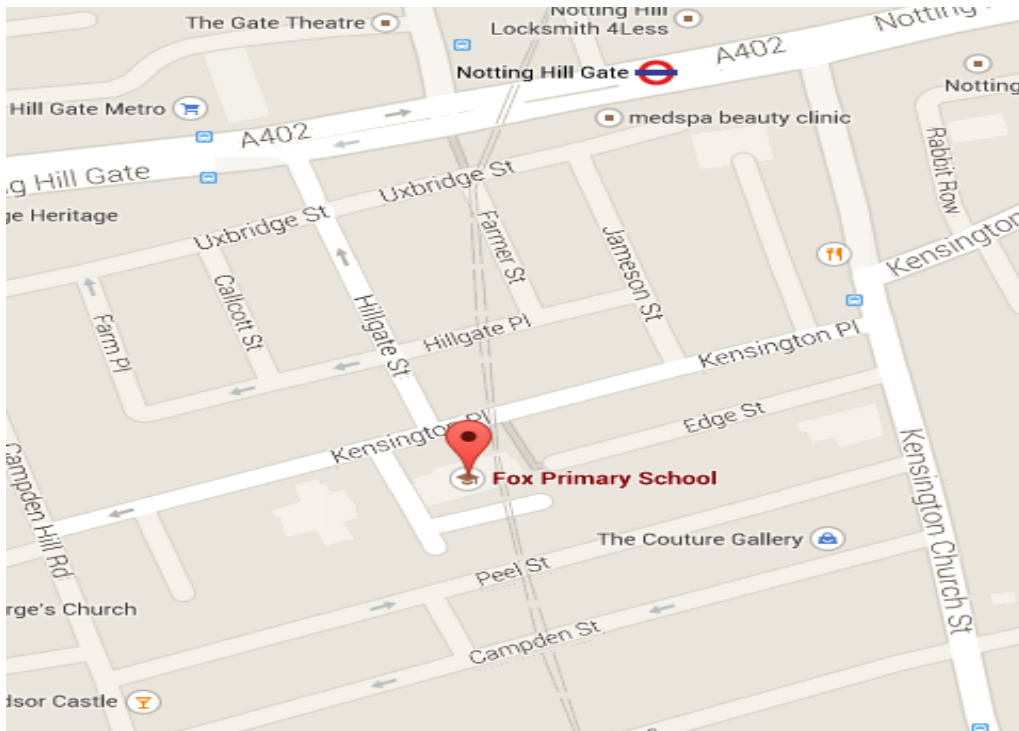
### 1.5 Building usage as a workplace

The new and old School buildings are to be used as a workplace; 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 Project location

The project encompasses the entire Fox Primary School site, which is located in Kensington, London. Access to the site will be off Kensington Place. The School is located in a residential area, with major high streets to the north and south. Located to the east is Kensington Palace and Hyde Park. The closest public transport is Notting Hill Gate underground station on the Central, Circle and District Lines. The site address is:

Fox Primary School  
Kensington Place  
London  
W8 7PP



### 1.7 Emergency Services

#### Hospital

The nearest hospital with an Accident & Emergency Department is St Mary's Hospital, see address and location map below:

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



**Metropolitan Police Service**

The nearest police station to the site is

Notting Hill Police Station  
99 - 101 Ladbroke Road  
Notting Hill  
W11 3PL

**Fire Station**

The nearest fire station to the site is

Kensington Fire Station:  
13 Old Court  
Kensington High Street  
London  
W8 4PL

**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:

<b>Survey / Existing Information</b>	<b>Reference and Location</b>
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.

## 2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

### 2.1 Arrangements for:

#### 2.1.1 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
- Site Waste Management Plan
- Service Diversions

### **2.1.2 Communication and liaison between Client and others**

The Principal Contractor should appoint a person who has responsibility for liaising with the project team on Health and Safety matters. Co-ordination and liaison on Health and Safety should principally be through the project manager for Client matters.

### **2.1.3 Arrangement for liaison between parties**

To compliment the arrangements set by the Client, the Principal Contractor should manage and implement site safety liaison between Sub-Contractors, utility companies, nearby residents and adjoining construction sites.

### **2.1.4 Security of the site**

Every part of the construction site shall, so far as is reasonably practicable, have its perimeter identified by suitable signs and fencing/hoarding so that its extent is readily identifiable.

The Principal Contractor should take reasonable steps to prevent unauthorised access to the site by members of the public, pupils, School staff, 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.

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

### **2.1.5 Welfare provision**

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.

Confirmation of the specific arrangements that have been made must be included in the construction phase plan. It is anticipated that the Principal Contractor's site compound and welfare facilities will be located on the main School playing area, next to Kensington Place.

Factors affecting the selection of appropriate welfare provisions at this site include:

- Access to existing School services
- Location / provision of foul and storm water drain connections, electrical supply or fresh water connections

## **2.2 Requirements relating to Health and Safety of the Client's employees or customers or those involved in the project such as:**

### **2.2.1 Site hoarding requirements**

The Principal Contractor should ensure the security of the work area during the works to prevent unauthorised access (HSG 151 "Protecting the Public – Your Next Move). Where work is required externally on the pavement or road to make connections or alterations to services, cognisance should also be taken of the New Roads and Street Works Act 1991, Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters.

The works and plant must be secured using suitable and sufficient cones, lights, signs, barriers, fencing or hoarding to prevent un-authorized access during and after working hours.

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

Due to the particular location, nature and requirements of the site, consideration must be given to:

- Access to isolation points and dry risers
- Access arrangements for third party inspections (to be agreed)



The Principal Contractor may also consider cutting vision panels in the hoarding in order to allow School pupils to view the works.

### **2.2.2 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 the Principal Contractor. Cognisance should be taken of local road restrictions (single and double yellow lines, parking metres etc). In particular:

- The roads surrounding Fox Primary School are very narrow, potentially making them unsuitable for large delivery vehicles.
- Edge Street is a dead end and cannot be used to deliver materials to the School. Vehicles using Edge Street will not be able to turn around and will need to be banked out on to Kensington Church Street.

Information on roadworks 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

### **2.2.3 Client permit-to-work systems**

The project is to be undertaken on the premises of an occupied / partially occupied School. 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 areas of the building currently occupied.

No specific permit to work system has been put in place by the Client. However, authorisation to work permits and statutory notifications are required for the following activities;

- Hot work
- Confined space
- Work at height
- Work on live services
- Access to Client demise where Client activities are being undertaken

### **2.2.4 Fire precautions**

The Principal Contractor should prepare a fire safety plan. 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.

### **2.2.5 Emergency procedures and means of escape**

The Principal Contractor should prepare a suitable emergency plan detailing the procedures to be taken in the event of serious and imminent danger, explosion and/or structural collapse. Written emergency procedures must be displayed in prominent locations around the site. The procedures should include arrangements for the evacuation of the site and potentially involve the rescue of injured people, details of these procedures should be included in the construction phase plan. A sufficient number of competent persons should be nominated to implement those procedures.

The nearest hospital with an A&E department is located 1.8 miles away:

St Mary's Hospital  
Praed Street  
London  
Greater London  
W2 1NY

**A route map from the site to the hospital is to be included with the Construction Phase Plan.**

#### **2.2.6 Rescue**

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

#### **2.2.7 'No-go' areas/authorisation requirements for those involved with the project:**

Authorisation to work permits and statutory notifications are required for the following:

- All road closures and diversions to be notified to the Local Authority
- Water company permission for work near high pressure valves and sewer mains
- Royal Borough of Kensington and Chelsea permission for tree removal

#### **2.2.8 Any areas the Client has designated as confined spaces**

No areas have been identified as confined spaces. However, it should be noted that the plant room in the basement and the roof have only one access route. The roof access is via a pull-down ladder and is particularly narrow.

#### **2.2.9 Smoking and parking restrictions**

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

#### **2.2.10 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

#### **2.2.11 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.

#### **2.2.12 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 of all services (or other buried obstructions) by carrying out a scan or survey using CATs and ground penetrating radar. Reference should also be made to HSE guidance document HSG47 'Avoiding danger from underground services'.

### **3.0 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS**

#### **3.1 Safety hazards associated with the project and environment**

##### **3.1.1 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. Consideration must be made to ensure that sufficient emergency exits will remain in place, unobstructed, for the School to use in the event of a fire. The Principal Contractor must ensure that their fire plan is coordinated with the School's fire plan.

Consideration should be made for the use of vision panels in the site hoarding for the benefit of pupils and the possibility of giving a presentation to the School highlighting the potential dangers from construction sites.

##### **3.1.2 Boundaries and access, including temporary access**

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.

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.

Access to the existing School building's roof is via a pull-down ladder and is narrow, making it difficult to access.

##### **3.1.3 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.

##### **3.1.4 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.

##### **3.1.5 Existing storage of hazardous materials**

There are no known hazardous materials on site. Fox Primary School has stated that Asbestos materials noted in the re-inspection survey have been removed. However at this stage no documentation relating to their removal has been provided. Additionally, no intrusive surveys have been carried out.

It should also be noted that the new School building is to be built on top of land that was previously contaminated with Asbestos. This soil will be removed and the land reclaimed as part of the enabling works.

##### **3.1.6 Location of existing services**

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

##### **3.1.7 Ground conditions/underground structures**

The new School building is to be built on top of land that was previously contaminated with Asbestos.

**3.1.8 Previous structural modifications**

There are no known structural modifications to the School building. Information regarding any previous structural changes will be issued to the Principal Contractor prior to the commencement of work.

**3.1.9 Health and Safety information contained in earlier design, construction or as-built drawings**

The existing Health and Safety Files for all previous projects will be made available for the Principal Contractor to review.

**3.1.10 Other hazards**

There are several skylights on the roof of the existing School building. These will need to be suitably protected during any roof works.

The School has a large number of solar panels on the roof. The Principal Contractor must ensure that these are not damaged during the course of the works.

All site operatives must hold an in date CRB/DBS certificate.

**3.2 Health Hazards, including**

**3.2.1 Asbestos**

Asbestos materials noted in the re-inspection survey are reported as having been removed. It should also be noted that the new School building is to be built on top of land that is currently contaminated with Asbestos. This soil will be removed and the land reclaimed as part of the enabling works.

**3.2.2 Health risks from Client activities**

Fox Primary School own several beehives. While they will be relocated during the course of the work, the Principal Contractor should make sure that any operatives that are allergic to bee stings identify themselves and that suitable first aid arrangements are put in place.

**3.2.3 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. Beyond the normal pest issues expected in any urban area, this is not expected to be an issue.

## 4.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

### 4.1 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 Coordinator 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.

### 4.2 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.

### 4.3 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 Section 3 of the PCI.

### 4.4 Materials requiring particular precautions

The following substances have been specified or are inherent in the design requirements and have been identified as potentially posing special health or safety hazards during the construction phase of the works:

- Sealants,
- plaster,
- cement,
- concrete,
- brick dust,
- concrete/mortar additives, fuel, oils, and lubricants

Material safety data sheets are to be provided for all the above materials and suitable COSHH assessments undertaken

There are potentially hazardous materials contained within florescent tubes, lamps, capacitors and smoke detectors.

There is a potential for legionella, hepatitis C and other disease associated with water and foul sewerage from discharges from drained down systems such as stagnant water / treatment chemicals, refrigerant coolants and contaminated soil pipework.

## **5.0 THE HEALTH AND SAFETY FILE**

### **5.1 Advice and guidance**

It is a requirement of the Regulations that the Principal Contractor, in discussions with the CDM Co-ordinator, identifies the input required of Contractors for inclusion in the Health and Safety File and implements an effective management system by which such information is promptly provided to the CDM Co-ordinator.

The following requirements have been agreed with Client:

- 1 hard copy Health & Safety File to be available at handover
- 2 electronic copies of the Health & Safety File to be available at handover
- Sectional completion requirements
- As-built drawing format

The Health and Safety File format and content is provided with Appendix 4.

## **APPENDIX 1 – DESIGN RISK INFORMATION**

These will be issued to the Principal Contractor upon receipt.



## 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 - 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
- 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 review is 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.

## APPENDIX 4 - 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 Clients 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 and/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