Pre Construction Information

For

AFDS and Emergency Lighting

Various Properties

In the London Borough of Enfield

2019

Prepared by:	Enfield Council		2019
Reviewed by:			
Authorised by:			

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PRE-CONSTRUCTION INFORMATION

INTRODUCTION

The Client must provide Pre-Construction Information (PCI) as soon as is practicable to every designer and contractor appointed (or being considered) to the project.

Pre-construction Information – is information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including

(a) information about
- (i) the project;
- (ii) planning and management of the project and;
- (iii) health and safety hazards, including design and construction hazards and how they will be addressed;

(b) information in any existing health and safety file.

The information is not exhaustive and anyone planning construction work should satisfy himself or herself that sufficient information is available for them to plan for the safe delivery of the project works.

In drawing up the pre-construction information, each of the following topics has been considered and information has been included where the topic is relevant to the work proposed.

1.0	**Description of project**
1.1	**Project Description**
• AFDS and emergency lighting installations	
1.2	**Location:**
• Various locations within the borough	
1.3	**Site Plan:**
• To be determined	
1.4	**Planned Start Date for Construction Phase:**
• TBC	
1.5	**Planned Completion Date for Construction Phase:**
• TBC	
1.6	**Project Directory:**
• TBC	
1.7	**Application of the Workplace (Health, Safety and Welfare) Regulations 1992:**
• Not applicable	
1.8	**Existing Records and Plans:**
• An Asbestos register will be provided post tender.	
1.9	**Notification of Construction Project (F10):**
• TBC	
2.0	**Client's Considerations and Management Requirements (Client's Brief)**
Arrangements for:	
2.1	**Planning for and managing the construction work, including any health and safety goals for the project:**

The Principal Contractor is to adopt the elements contained within all buildings general policy pertaining to Fire Alarms, Evacuation and Muster Points. Should the Client or their representative with the Principal Contractor encompass any further elements of the policy content then these matters should be addressed at the pre-start meeting.
The health and safety goals for this project are:

- Be accident/incident free
- Detect and address safety and health problems early in the life of the project.
- Every team member to contribute to health and safety in by means of periodic safety meetings and consultations.
- It is a legal requirement for **all** personnel on site/operatives to have received Asbestos Awareness Training.
- Refresher training is needed every year, or more often if:
  a. Work methods change
  b. The type of equipment used changes
  c. The type of work changes

This brief is to be incorporated into the Construction Phase Plan.

- **London Borough of Enfield require proof of continued competence from all Contractors. The following statement should be completed and returned to address below on receipt:**

"This statement confirms to London Borough of Enfield that we (Company Name) remain competent to undertake the duties of Contractor/Principal Contractor as stated in the Construction (Design & Management) Regulations 2015(CDM 2015) We also confirm that we continue to achieve the following standards":

- You are expected to have an appropriate health and safety policy, regularly reviewed, and signed off by the Managing Director or equivalent. The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.

- Arrangements for health and safety management within your organisation relevant to the nature and

	scale of your work. These arrangements should set out how the company discharges it's duties under CDM2015. There should be a clear indication of how these arrangements are communicated to your workforce. • Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues. • You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors or designers. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees. • Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision. • We have a clear health and safety track record, no current HSE Enforcement notices and are not pending any HSE investigation. (Details should be included if statement is inaccurate). **Please sign** **Name:** **Company Name:** **Signature:** and return to Major Works Team Council Housing 36-44, South Mall Edmonton N9 0TN Email:TBC

2.2	**Communication and liaison between client and others:**
• Communication is to be co-ordinated via meetings/site visits/phone calls and the provision of clear and precise information.	
2.3	**Security of the site:**
• Access to any work area must be restricted from any unauthorised entry at all times. It is essential that the Principal Contractor is fully aware of the potential risks involved with works of this nature. All precautions must be taken to avoid accidents. Dust and noise will have to be controlled during operations.	
2.4	**Welfare provision:**
• It is required that the Principal Contractor ensures provision of suitable and sufficient welfare facilities in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015.	
Requirements relating to health and safety of the client's employees or customers or those involved in the project such as:	
2.5	**Site hoarding requirements:**
• The areas of operations are to be segregated and there will be a requirement to ensure protection/no unauthorised entry to all persons. The Principal Contractor is to specify preferred means of segregation in the Construction Phase Plan.	
2.6	**Site transport arrangements or vehicle movement restrictions:**
• Local conditions will apply.	
2.7	**Client permit-to-work systems:**
• Permits to be enforced as necessary by the Principal Contractor. There are no specific Client permits in force.	
2.8	**Fire precautions:**
• The Principal Contractor is to ensure that all precautions against possible sources of ignition and fire loads are taken. All sites are "No Smoking" zones. Smoking will only be permitted off site. • It is important that the Principal Contractor liaises with the Project Manager to determine the impact of the works on existing Fire Arrangements. A FRA is available from the Client. • The Principal Contractor is reminded that all escape routes within communal areas within blocks of flats are to be maintained clear and unobstructed. Any protection or guarding that is required to maintain security around the site of works is to be provided by the Principal Contractor.	
2.9	**Emergency procedures and means of escape:**
• The Principal Contractor is to ensure compliance and coordination with existing fire safety precautions and procedures. Liaison between Principal Contractor and users is to be maintained at all times to ensure the safety of construction workers and users. The CPP is to detail locations of nearest accident and emergency services.	
2.10	**'No-go' areas or other authorisation requirements for those involved in the project:**
• Resident properties unless forming part of the works.	
2.11	**Any areas the client has designated as confined spaces:**
• None identified	
2.12	**Smoking and parking restrictions:**
• There is no smoking in public buildings and on construction sites. Parking facilities at locations will be subject to local conditions.	
3.0	**Environmental Restrictions and Existing On-site Risks**
Safety hazards, including:	
3.1	**Boundaries and access, including temporary access – for example narrow streets, lack of parking, turning or storage space:**

• The Principal Contractor's access for all contracts will be from busy and narrow local roads and highways.	
3.2	**Any restrictions on deliveries or waste collection or storage**
• Waste will be removed daily by operatives and all removal routes will be protected to eliminate the risk of damage or contamination to building structure, fixtures and fittings. The Principal Contractor is expected to employ compliant waste management procedures.	
3.3	**Adjacent land uses – for example schools, railway lines or busy roads:**
• Typical residential area – normal resident profile to be expected and arranged for i.e. children and the elderly. The Principal Contractor should be aware that other works to flats and communal areas may be undertaken, therefore close coordination between all contractors will be required.	
3.4	**Existing storage of hazardous materials:**
• Generally there are no hazardous substances located or stored within the blocks. An asbestos register has been issued to the Project Manager and is at Annex C. The Principal Contractor is to ensure that prior to any construction work that, suitable and specific Refurbishment Asbestos Survey's are available and that a sufficient quantity of sampling is employed.	
3.5	**Location of existing services particularly those that are concealed - water, electricity, gas, etc:**
• The Principal Contractor is advised to familiarise themselves of the location of services within the units prior to commencing works and where there are areas of uncertainty clarification sought through the Contract Administrator. Gas flues extend into balcony walkways and must not be tampered with or handled without prior notification to the CA/PM and then only by trained gas safe specialists. Any risk assessment must be submitted by the gas safe contractor and reviewed by the Client/PD advisor for suitability prior to any gas related work.	
3.6	**Ground conditions, underground structures or water courses where this might affect the safe use of plant, for example cranes, or the safety of ground-works:**
• Not applicable	
3.7	**Information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved:**
• Not applicable	
3.8	**Previous structural modifications, including weakening of or strengthening of the structure (particularly where demolition is involved):**
• Not applicable	
3.9	**Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure:**
• Not applicable	
3.10	**Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access:**
• A site investigation is to be conducted prior to work starting, any issues to be incorporated into the CPP with relevant risk assessments held on site.	
3.11	**Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures:**
• Not applicable	
Health hazards, including:	
3.12	**Asbestos, including results of surveys (particularly where demolition is involved):**

• Advice given regarding the requirement for Pre Demolition/Refurbishment survey. The policy regarding working with Asbestos Containing Materials (ACM's) is that only licensed Principal Contractors are to carry out construction work on ACM's. The PC must refer to the PIFC at Annex C.	
3.13	**Contaminated land, including results of surveys:**
• Not applicable	
3.14	**Existing structures containing hazardous materials:**
• Refurbishment & Demolition surveys will confirm any presence.	
3.15	**Health risks arising from client's activities:**
• Not applicable	
4.0	**Significant Design and Construction Hazards**
4.1	**Significant design assumptions and suggested work methods, sequences or other control measures:**

• The significant health and safety risks that cannot be avoided, which will pose a risk to the health and safety of all persons carrying out or affected by the construction works, are identified below. This list is by no means exhaustive, as other risks may present themselves as the contract progresses, which will require to be addressed by the Principal Contractor and does not address the commonplace hazards/site activities, which must be controlled by good site management and practice.
 	
• In preparing any design, the designer must adhere to the duties of Regulation 9 of the CDM Regulations 2015.
 	
• The presence of asbestos based materials (as mentioned previously). Subsequent to removal works the Principal Contractor shall ensure that the following information is, if applicable, included in the Health and Safety File: Annex D
  o Air monitoring reports where applicable
  o Conveyance records (consignment note(s))
 	
• Isolation of existing live services, together with the maintenance of services which may affect others.
 	
• Protection against dust and debris to the occupants of the properties within which works are being undertaken, together with the protection of adjoining areas of the tenants property as applicable.	

4.2	**Arrangements for co-ordination of ongoing design work and handling design changes:**
• All design changes that present a significant risk to health, safety and welfare are to be coordinated via the Principal Designer / CA.	
4.3	**Information on significant risks identified during design:**
• See Hazard Risk Register attached	
4.4	**Materials requiring particular precautions:**
• Asbestos • Dust and Debris	
5.0	**The health and safety file**
5.1	**Description of its format and any conditions relating to its content**
Information relating to the suggested content and provision of information for the health and safety file and the suggested contents page is contained within Annex D.	

Prepared by:
CHRISTINE PANAYIOTOU
CONTRACT ADMINISTRATOR/PROJECT OFFICER

PROPERTY LOCATIONS

Please refer property list

PROJECT DIRECTORY

To be provided during mobilisation

PRELIMINARY ASBESTOS INFORMATION FOR ALL CONTRACTORS

Contact: Marc Gifford, Asbestos Manager
Enfield Council
Civic Centre

Tel: 020 8379 8594

All replies to:

Email; asbestos@enfield.gov.uk

NOTE: This document MUST be read in conjunction with any existing asbestos survey results provided by Enfield Council Asbestos Team and prior to any works starting.

Prepared by	Philip Bray	Council Housing H&S Manager	13/01/16
	Marc Gifford	Asbestos Manager	13/01/16

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3. Background on Enfield Councils Asbestos Register

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Housing Asbestos Flowchart - Planned & Reactive Repair Works

Asbdoc4 - Receipt of Preliminary Asbestos Information for Principal Contractors/Termed Contractors

Asbdoc5 - Receipt of Preliminary Asbestos Information for Subcontractors

1. INTRODUCTION

The purpose of providing this preliminary information documentation to all contractors is to ensure that clear and concise information regarding Enfield Councils Policy and standards relating to asbestos is communicated.

Any survey results, associated drawings and other information which may be provided by Enfield Council is to help clearly identify where known asbestos containing materials are located within the stock we manage, and to help those who carry out planned and responsive works.

This document together with the asbestos management survey report and any other project specific refurbishment / demolition survey **must** form part of the preconstruction information supplied under the Construction (Design and Management) Regulations 2015.

2. ENFIELD COUNCIL ASBESTOS REQUIREMENTS

a) To appoint a UKAS accredited company to carry out any Analytical work.

Any Analytical work must only be undertaken by an organisation holding a suitable UKAS (United Kingdom Accreditation Services) accreditation. Analytical work includes any of the following:

- Asbestos surveying
- Bulk Sampling
- Bulk Identification
- Air Monitoring

b) To appoint a separate independent UKAS Accredited Air Monitoring Company (this company cannot be affiliated to the removal company).

For asbestos works that requires air monitoring, an independent UKAS Accredited Air Monitoring Company must be engaged that is not affiliated to the removal company.

c) Forward copies of any Asbestos surveys to the Councils Asbestos Team

A copy of any asbestos survey must be sent to the Asbestos Team who will then attach the information to the Councils Asbestos Register.

d) To appoint an HSE Licensed Asbestos Removal Contractor

Where work on asbestos containing materials cannot be avoided, Council Policy dictates that all work on or removal of asbestos containing materials MUST be carried out by an HSE Licensed Asbestos Contractor.

e) To forward details of any asbestos removed to the Councils Asbestos Team

If asbestos is removed the contractor must complete a ASB15 containing full details of the type and location of asbestos and return to the Asbestos Team who will update the Asbestos Register.

f) To notify the Councils Asbestos Team of any asbestos found in poor condition

Enfield Council Asbestos Team MUST be contacted for advice or to arrange further investigations where material indicated by an asbestos survey as ‘containing asbestos’ is found to be in poor condition. This will then be entered on to the Councils Asbestos Risk Register.

g) Asbestos Awareness Training

It is a legal requirement for all personnel working on any site or property to have Asbestos Awareness Training as a minimum. (copies of Asbestos Awareness training certification must be available on request by Enfield Council)

h) Arrangements are in place for persons within your company to consult the asbestos register for each job including out of hours.

The arrangements should be clearly set out in your Construction Phase Plan

3. BACKGROUND ON ENFIELD COUNCILS ASBESTOS REGISTER

Enfield Council has a Council Housing Asbestos Register that has been in place since 1994. The register contains all information for domestic dwellings resulting from a 'Management' (foreseeable repair work) and/or 'R&D' survey (refurbishment work) regarding:

- The type of asbestos,
- Location,
- Condition,
- Quantity,
- Re- inspection and recommendations

The information can be viewed on the Webtracker Asbestos Register, which is managed by the Councils Asbestos Team.

Communal Areas

The Control of Asbestos Regulations 2012 contains a "duty to manage" asbestos in non-domestic premise. The communal areas of domestic housing are considered to be non-domestic premises and as such require a proactive approach to their management:

- Investigations as to whether asbestos or asbestos containing material (ACMs) are present
- A check on their condition
- Carrying out a risk assessment
- Preparation of a written plan specifying the measures to be taken to manage the risk.
- Inform anyone who might disturb the ACM or who might work on the materials of its presence

The common areas in the domestic blocks have all been subject to Management surveys.

Domestic Properties

The duty to manage under the Control of Asbestos Regulations does ***not*** extend to individual domestic dwellings. However, domestic premises become workplaces when contractors or staff visit to carryout work bringing them under the scope of the HSWA 1974.

The majority of the Councils domestic properties have not been surveyed for asbestos and for those that have, the information is historic. Efforts are being made to increase the number of council dwellings being surveyed when they become void. This information is then being added to the Asbestos Register. Over the years Decent Homes Projects have taken place and consequently R&D surveys have taken place on properties which have been added to the councils Asbestos Register.

4. THE COUNCIL'S ASBESTOS SURVEYS AND LIMITATIONS

Management Survey

- The standard asbestos survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM in the building which could be damaged or disturbed during 'normal occupancy', including foreseeable maintenance and installation, and to assess their condition.

- This is the most common form of asbestos survey carried out by Enfield Council Asbestos Team in the common areas and individual dwellings once they become void.

Refurbishment & Demolition Survey

- A R&D is needed before any intrusive maintenance and repair or refurbishment work is carried out that may disturb the fabric of a building.

- The purpose of this survey is to locate ACMs so that they can be removed before the refurbishment work starts. This type of survey is likely to be intrusive and destructive.

Enfield Council Housing Properties were predominantly built in the 1960's and 70's so these houses and flats will contain asbestos materials. The information held on asbestos in Council owned domestic dwellings is unlikely in most cases to be sufficient to reach a judgement on the safety of carrying out refurbishment works.

YOU MUST ASSUME THAT ASBESTOS IS PRESENT IN AREAS TO BE REFURBISHED/MAINTAINED UNLESS YOU HAVE APPROPRIATE INFORMATION TO INDICATE THAT IT IS NOT.

The steps below should be taken to determine whether asbestos is present and to obtain information about the position and condition of ACMs. Please also refer to Flow chart 1 attached: Housing Asbestos Flowchart - Planned & Reactive Repair Works

a) Consult the Asbestos Register

Upon receipt of a Council Housing repair request or at the planning stage of a major project, consult the Asbestos Register through Asbestos Webtracker (AWT) to determine whether suitable asbestos information is available covering the proposed work. A previous R&D survey may be available covering the area to be worked on showing there is no asbestos present. Alternatively the information may be limited to a Management Survey - but this will only cover normal occupation.

b) Asbestos Register is not conclusive

If the asbestos register is not conclusive and you are required to disturb the fabric of the building in areas particularly where the management survey has not been intrusive a R&D survey will be required before work can continue. The only exception will be where you can demonstrate that there is no asbestos present or it is highly unlikely. For example:

- The building was built after the year 2000 in which case it can be considered to be asbestos free.
- In buildings built prior to the year 2000 where you will be working on materials that are highly unlikely to contain asbestos: Stone, Brick or breeze-block and mortar, Concrete, Metal, Glass, Wood

However, if the above materials could be concealing asbestos an R&D survey will be required.

c) No survey information available

Where there is no survey information available on the asbestos register or where there is a management survey but it has not been intrusive in the area of the building that will be disturbed you must arrange for sufficient R&D surveys to be carried out.

In the case of Repair and Maintenance contractors you must:

- **Request a 'variation' for an R&D survey before works starts.**
- **Staff should be instructed to initially just make the area safe.**

d) Work on/Removal of Asbestos

If the R&D survey concludes that asbestos will be disturbed (worked on) or removal is required then this must be carried out by a HSE Licensed Asbestos Contractor.

- Depending on the work a UKAS accredited air monitoring company may also be required.
- A copy of the asbestos survey must be sent to the Asbestos Team
- If asbestos is removed the contractor must then complete a **ASB15** containing full details of the type and location of asbestos and return to the Asbestos Team who will update the Asbestos Register.

5. EXTRAPOLATED DATA

A representative proportion of the housing stock and all common areas have been surveyed. Common areas are subject to period re-inspections and resurveys. Additional domestic dwellings are surveyed when then become void. Currently data is not extrapolated across building archetypes in the housing stock.

R&D surveys can be carried out on a proportion of properties within a project/work programme. There is no specific number or percentage of surveys required in HSE guidance and there is no mandatory requirement to survey all properties. Where there is variation in the range of asbestos containing material (ACMs) identified, the proportion of R&D surveys will be high. Where there is consistency with the range of ACMs the number of R&D surveys can be lower. Whatever proportion of properties are surveyed this must demonstrate 'so far as is reasonably practicable' that there is consistency across the property types and that this is an accurate picture of ACMs.

6. ASBESTOS EMERGENCY PROCEDURES

In the event of an uncontrolled release of asbestos, the Contractor must immediately:

1. Warn people that may be affected

2. Exclude people from the area and prevent any further access

3. Identify the cause of the uncontrolled release

4. Regain adequate control as soon as possible

5. Immediately notify the Asbestos Team 020 8379 8594 (Out of normal working hours, contact the Customer Services Centre 0208 379 1000). This will enable the Asbestos Team to assess the situation and advise on the appropriate corrective actions.

6. The Asbestos Team will advise on the arrangements for any decontamination. This will depend on the scale of the uncontrolled release

7. Notify the Corporate Safety Team (020 8379 3696)

8. Record the details of the incident and forward a report to the Project Manager/Corporate Health and Safety Team. Where appropriate complete a RIDDOR notification to the Health and Safety Executive.

9. Any remedial work must be carried out by an HSE licensed asbestos removal contractor.

7. RECEIPT OF INFORMATION

Principal Contractor/Termed Contractor

The signing of this document will be evidence of intention to comply with Enfield Councils requirements. This will be strictly adhered to and monitored. This document must be passed on to all subcontractors who must also sign and return to the Project Administrator to acknowledge receipt.

A form for the Principal Contractor Asbdoc4 (**receipt of information**) is attached. (***see page 10***)

Subcontractors

If any subcontractors are to be employed, the signing of this document will be evidence of intention to comply with Enfield Councils requirements. This will be strictly adhered to and monitored by the Principal Contractor/Termed contractor. This document must also be signed by all subcontractors and returned to the Project Administrator to acknowledge receipt.

A form for subcontractors Asbdoc5 (**receipt of information**) is attached. (***see page 11***)

Please complete and return the relevant 'Receipt of Information' forms: Asbdoc4 for Principal Contractors/Termed Contractors and Asbdoc5 for Subcontractors and return to the Project Manager identifying the following:

1. Project name or title,
2. Contractors or company name

This information will be retained by Council Housing within the contract and H&S file.

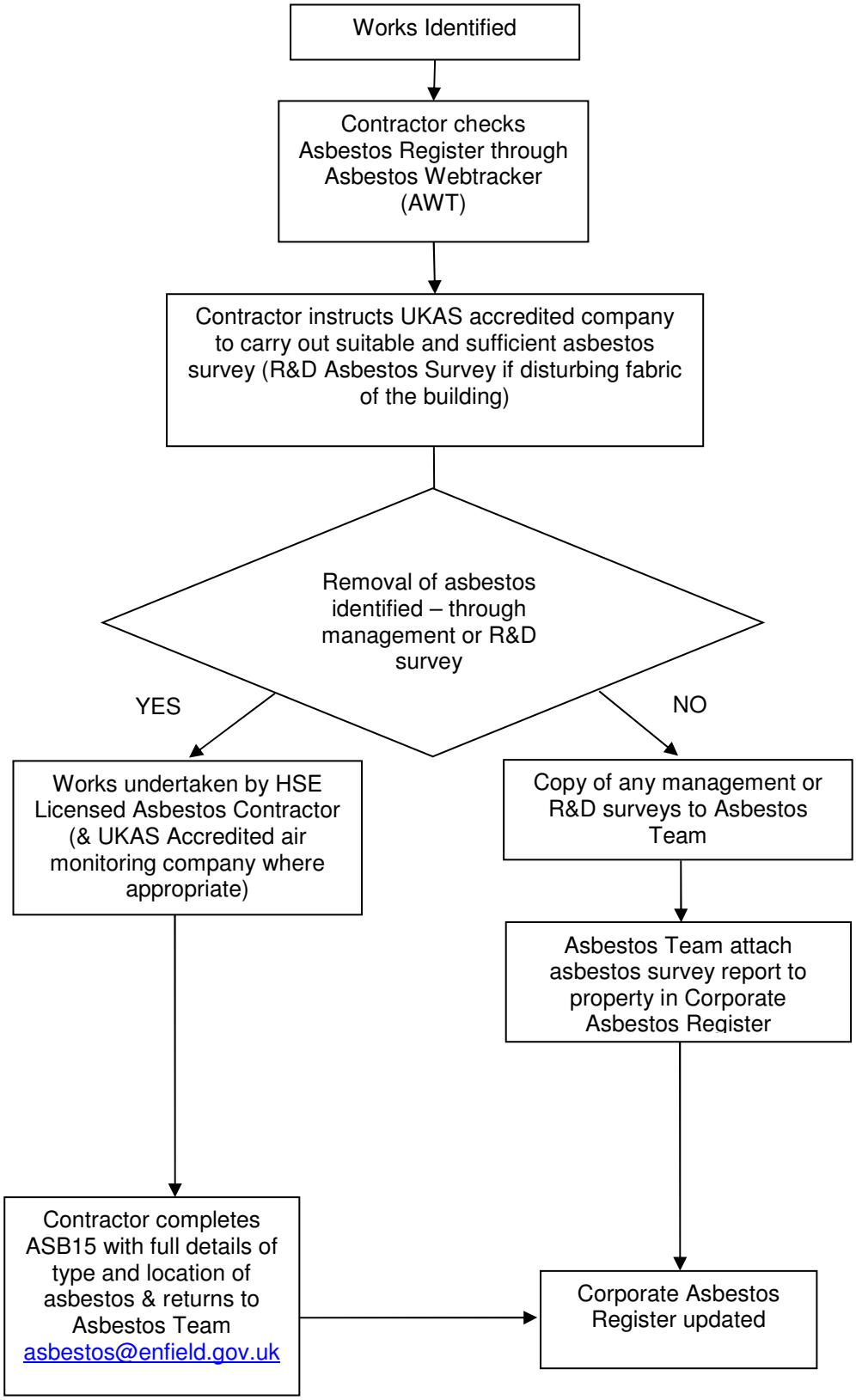
8. CONTACTS

Marc.gifford@enfield.gov.uk

Asbestos@enfield.gov.uk

Philip.bray@enfield.gov.uk

HOUSING ASBESTOS FLOWCHART
PLANNED & REACTIVE REPAIR WORKS



Asbdoc4

Rev2 - 24 Nov 2016

ENFIELD COUNCIL HOUSING

RECEIPT OF PRELIMINARY ASBESTOS INFORMATION FOR ALL CONTRACTORS

PRINCIPAL CONTRACTOR / TERM CONTRACTOR

I /WE HAVE RECEIVED, AGREE TO READ, FULLY UNDERSTAND AND COMPLY WITH THE INSTRUCTIONS CONTAINED IN THE "*PRELIMINARY ASBESTOS INFORMATION FOR CONTRACTORS DOCUMENT'.*

Signed:	**Date:**

Name in caps:

On behalf of (Contractor):

Address:

Site address / project name:

Asbdoc5

ENFIELD COUNCIL HOUSING

RECEIPT OF PRELIMINARY ASBESTOS INFORMATION FOR ALL CONTRACTORS

CONTRACTOR / SUBCONTRACTOR

I /WE HAVE RECEIVED, AGREE TO READ, FULLY UNDERSTAND AND COMPLY WITH THE INSTRUCTIONS CONTAINED IN THE "*PRELIMINARY ASBESTOS INFORMATION FOR CONTRACTORS DOCUMENT'.*

Signed:	Date:

Name in caps:

On behalf of (Contractor):

Address:

Site address / project name:

THE HEALTH AND SAFETY FILE
ALL INFORMATION TO BE SUBMITTED IS TO BE IN ELECTRONIC FORMAT

1 This guidance has been extracted from L153

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

(a) a brief description of the work carried out;
(b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
(c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
(d) hazardous materials used (eg lead paints and special coatings);
(e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
(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 building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

4 There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

The file does not need to include things that will be of little help when planning future construction work, for example:

- The pre-construction information or construction phase plan, unless it relates to the future work.
- Construction phase risk assessments, written systems of work and COSHH assessments.
- Details of the normal operation of the completed structure.
- Construction phase accident statistics.
- Details of all the contractors and designers involved in the project.
- Contractual documents.
- Information about structures, or parts of structures that have been demolished – unless there are any implications for remaining or future structures, for example voids.
- Information contained in other documents, but relevant cross-references should be included.

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NOTIFICATION

Please see attached F10