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Rev A

**PRE-CONSTRUCTION
INFORMATION**

For

**FOOTPATH / CYCLEWAY
IMPROVEMENTS,
ORMSKIRK TRAIN STATION
AND BUS STATION,
ORMSKIRK,**

On behalf of

**WEST LANCASHIRE
BOROUGH COUNCIL**

PRE-CONSTRUCTION INFORMATION

Ormskirk Bus Station and Rail Station - Footpath & Cycleway Improvements

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PRE-CONSTRUCTION INFORMATION

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1.0 INTRODUCTION

- 1.1 Unless otherwise stated, the **Regulations** referred to hereunder are the **Construction (Design and Management) Regulations 2015**, effective from 6th April 2015.

The Regulations replace the Construction (Design and Management) Regulations 2007 and the Construction (Health, Safety and Welfare) Regulations 1996.

Pre-Construction Information provided in this document has been prepared to enable Principal Contractors to submit a Construction Phase Plan, indicating the general principles to be employed and the resources required. It should not be assumed that all relevant information is currently available and if further investigations are required then these should be stated in this document to make Principal Contractors aware that there is a process of information to follow through.

In Appendix A, there is a Construction Phase Plan Evaluation Form which will be used by the Principal Designer to assess initial contents of the plan provided by the Principal Contractor to see if works can proceed in a way to satisfy the Regulations.

The Principal Contractor must also ensure that all contractors employed are competent and have the resources in place as required by the Regulations.

Assessments and statements supplied by the Designer(s) in terms of risk assessments and related detail are to be incorporated in this Pre-Construction Information. Procedures for further liaison between designers and contractors are to be stated in the Construction Plan.

Additional information to assist the Principal Contractor is also provided in the Appendices.

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Ormskirk Bus Station and Rail Station - Footpath & Cycleway Improvements

2.0 DESCRIPTION OF THE PROJECT

2.1 Project Title

Footpath improvements – Between Ormskirk train station and Ormskirk bus station

2.2 Project Description

The extent of the works is predominantly improvements to the existing footpath between Ormskirk train station and Ormskirk bus station.

The works involve working in the presence of the public.

2.3 Location

The works will take place between Ormskirk train station on Station Approach and Ormskirk bus station on Moor Street. The path is approximately 215m in length and runs under the Derby Street bridge.

2.4 Type of Structure

The existing footpath between the train station and bus station is predominantly made up of concrete hardstanding with metal handrails. The pathway runs adjacent to the rail line with a large embankment to the opposite side.

The proposed footpath is to be widened to provide additional space for both cyclists and pedestrians using the pathway. It is proposed to extend the width of the pathway to a minimum width of 3 meters for shared use. The works will also require the introduction of retaining Gabion Baskets to support the embankment and relocating and upgrading lighting columns.

The pathway runs underneath a small bridge (Derby Street) which then runs adjacent to Emmanuel Methodist United Reformed Church.

2.5 Existing use of Site and Buildings

The site is primarily used to provide a public footpath and cycle path between Ormskirk train station and Ormskirk bus station and runs directly adjacent to the rail line and Station Approach.

2.6 Project Programme Details

2.6.1 Commencement Date:

The works are intended to commence on 30th September 2019 on site. This is subject to the Client being satisfied that there are suitable welfare facilities and a suitable Construction Phase Health & Safety Plan is in place prior to commencement.

2.6.2 Completion Date:

The date for the completion of the programme is provisionally mid December 2019.

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2.6.3 Timescale for the Completion of Construction Work:

The Construction Phase for the project is anticipated to be approximately **8 No.** weeks, which is inclusive of any statutory holidays, subject to receipt of the Contractor's Programme.

2.6.4 Lead in time

The minimum time allowed between the appointment of the Principal Contractor and the Instruction to commence work on site is **3 No.** weeks, although this can be discussed based on the Principal Contractor's ability to proceed sooner.

2.6.5 Early or Enabling Works

There are no early or enabling works undertaken by Others. All works are to be carried out by the Principal Contractor.

Prior to any works starting on the footpath, trees and shrubs are to be removed to permit the works – refer to the Arboricultural Method and Impact statements.

2.7 Details of Main Parties

2.7.1 Client

Name: West Lancashire Borough Council
Address: 52 Derby Street
Ormskirk
L39 2DF

Telephone: 01695 585 122
Email: Dominic.Carr@westlancs.gov.uk
Contact: Dominic Carr

2.7.2 Designer

Name: Carr Faulkner Associates Civils Ltd,
Address: 1 St. Marys Walk,
Chorley,
Lancashire,
PR7 2RT

Telephone: 01257 754154
Mobile: 07836 550449
Email: engineers@cfa-civils.co.uk
Contact: Tim Carr

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2.7.3 Quantity Surveyor (QS)

Name: Arcus Consulting LLP
Address: 30 Century Building
Tower Street
Brunswick Business Park
Liverpool
L3 4BJ

Telephone: 0151 708 1080
Email: r.walton@arcus.uk.com
Contact: Robert Walton

2.7.4 Principal Designer (PD)

Name: Arcus Consulting LLP
Address: 30 Century Building
Tower Street
Brunswick Business Park
Liverpool
L3 4BJ

Telephone: 0151 708 1080
Email: r.walton@arcus.uk.com
Contact: Robert Walton

2.7.5 Principal Contractor (PC)

Name: TBC
Address: TBC

Telephone: TBC
Email: TBC
Contact: TBC

2.7.6 Health & Safety Executive (HSE):

Address: Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Telephone: 0300 003 1747

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2.7.7 Local Authority:

Name: West Lancashire Borough Council
 Address: 52 Derby Street
 Ormskirk
 L39 2DF
 Telephone: 01695 577 177

2.7.8 Emergencies:

Name: Ormskirk and District General Hospital
 Address: Wigan Road
 Ormskirk
 Lancashire
 L39 2AZ
 Telephone: 01695 577 111

Name:	British Gas Transco	Tel:	0800 111999
Name:	MEB/Scottish Power	Tel:	0845 272 2424
Name:	British Telecom	Tel:	100
Name:	Environment Agency	Tel:	0800 807060

2.8 Workplace (Health, Safety and Welfare) Regulations 1992

The structure will be used as a workplace upon completion of the project. The finished design therefore will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

2.9 Notification

Under Regulation 6, the Principal Designer must notify the HSE of projects where construction work is expected to:

- Last more than 30 days **and** involve 20 or more operatives working simultaneously; or
- Involve more than 500 person days

Notification to the HSE will not be required for this project.

2.10 Extent and Location of Existing Records and Plans

2.10.1 Location Plan

Contained in Appendix C.

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2.10.2 Drawings

All drawings are contained in the tender package, and are also referred to as the Contract Drawings. See Drawing Issue Sheet for details.

2.10.3 Existing Health & Safety File

No existing Health & Safety File and Operations and Maintenance Manual exist for the buildings or the site.

3.0 CLIENT CONSIDERATIONS & MANAGEMENT REQUIREMENTS

3.1 Structure and Organisation

The Client's representative for the project is Dominic Carr who is the Senior Planning Officer.

Name: Dominic Carr
Address: West Lancashire Borough Council
52 Derby Street
Ormskirk
L39 2DF

Telephone: 01695 585122
Email: Dominic.Carr@westlancs.gov.uk

3.2 Health and Safety Goals for the Project

The project works are to be undertaken within the contract time scale, and to the specification and drawings, which are set out in the contract documents. Full regard is to be made to the Health, Safety and Welfare of the construction staff and that of any others that might be affected by the project, particularly residents and the public.

- Achieve zero complaints in relation to health, safety and welfare matters.
- Achieve zero accidents, incidents and near misses.
- Meet site objective and legal requirements both during and after the construction period safeguarding all.

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3.3 Arrangements for Assessing Training

The Principal Contractor is to ensure that all site personnel (including visitors) are provided with sufficient training for their needs, including on site training where required. The Principal Contractor is also to ensure that adequate health and safety information is provided to site personnel and that a site safety induction is undertaken. Records of personnel who have undertaken a site safety induction are to be kept on site and handed to the Principal Designer upon completion of the project.

3.4 Communication and liaison between Client and Others

3.4.1 Exchange of Design Information

Changes in design or changes which negate assumptions made in the Construction Phase Plan, whether made by the Design Team or the Principal Contractor, and which may significantly affect the Construction Phase Plan, sequence of working or the resources necessary to comply with health and safety legislation, shall be referred to the Principal Designer and agreed by the Client in writing before any change is implemented. This relates only to the Health and Safety Aspects of the design.

3.4.2 Exchange of Health & Safety Information between Contractors

The Principal Contractor is to implement a system for the exchange of health and safety information between Contractors. All of this information is to be copied to the Principal Designer for information and possible inclusion within the Health & Safety File

3.4.3 Tenant /Client Liaison

The Contractor shall employ a Site Manager who shall be responsible for communications with the Client, including advising and arranging access to the properties for carrying out the works, defects inspections and subsequent visits to rectify any defects.

3.5 Permits and Authorisation Requirements

3.5.1 Confined Spaces

There are no confined spaces anticipated.

3.5.2 Works in proximity to train lines

The Employer, West Lancashire Borough Council, has enquired and obtained permission to undertake the proposed work with Network Rail who are Landlord of the nearby rail asset. The footpath is ownership of Lancashire County Council, again, for which the Employer has obtained permission for the works.

The Employer is required to engage with Network Rail into an Asset Protection Agreement and also obtain a Licence to undertake the proposed footpath works. The Contractor will be required to strictly adhere to both of these documents, and they are enclosed in Appendix H for reference.

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3.6 Security of the Site

The Principal Contractor shall be responsible for providing all necessary working methods including security measures to ensure protection to the general public, visitors and employees.

The Principal Contractor must provide arrangements for security to comply with the Regulations and as required by the Contract Preliminaries including reference to fencing/site boundaries, clear CDM demarcation and appropriate signage.

3.7 Welfare Facilities

Suitable and sufficient welfare facilities shall be provided by the Principal Contractor located at readily accessible places. The Employer offers the below location free of charge for position of welfare and contractor parking / laydown areas, to the back of the Mersey Rail car park:



Travel and access over road surfaces between the site and welfare etc. must be adequately protected for the duration of the works. Any access permits, traffic management plans are to be provided and adhered to.

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Welfare facilities are to include the following;

3.7.1 Sanitary Conveniences

Suitable and sufficient sanitary conveniences should be provided in readily accessible locations, to be adequately ventilated and lit. Sanitary conveniences are to be kept in a clean and orderly condition. Separate provision to be made for male and female conveniences, unless each convenience is in a separate room with a door, which is capable of being locked from the inside.

3.7.2 Washing Facilities

Washing facilities are to be provided in the immediate vicinity of the Sanitary Conveniences and in close proximity to any changing rooms if provided. Washings facilities are to include;

- A supply of hot and cold, or warm water,
- Soap or other suitable means of cleaning,
- Towels or other suitable means of drying.

Rooms containing washing facilities are to be sufficiently ventilated and lit and kept in a clean/tidy condition.

3.7.3 Drinking Water

The Principal Contractor is to ensure that an adequate supply of drinking water is provided or made available at readily accessible and suitable places. Drinking water supplies are to be marked by an appropriate sign. A sufficient number of cups or other drinking vessels should be provided where a supply of drinking water is provided unless the supply is in a jet form from which persons can drink easily.

3.7.4 Changing Rooms and Lockers

Suitable and sufficient changing rooms are to be provided or made available at readily accessible places, if:

- A worker has to wear special clothing for the purposes of his work and he cannot for reasons of health & safety or propriety, be expected to change elsewhere. Changing rooms shall:
- Be provided with seating,
- Include where necessary, facilities to enable a person to dry any special clothing and his own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away;

- Any special clothing which is not taken home
- Their own clothing which is not worn during working hours
- Their personal effects

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3.7.5 Facilities for Rest

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

Rest rooms/areas shall:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.
- Include suitable arrangements to ensure that meals can be prepared and eaten.
- Include the means for boiling water.
- Be maintained at an appropriate temperature.

3.8 Smoking

Smoking is **not** permitted anywhere on the site. Consult designated smoking areas and site rules.

3.9 Access/Egress

The Principal Contractor shall identify arrangements for separation of the public and the work force operatives and ensure access to surrounding properties/businesses is available at all times.

3.10 Accident and Emergency Procedures

The Principal Contractor is to describe in the Construction Phase Plan, the accident and emergency procedures to be implemented. All accident and emergency procedures are to take account of persons in the vicinity of the site as well as on the site itself.

3.11 Arrangements for Reporting & Investigation of Accidents & Incidents

The Principal Contractor is to ensure that procedures and arrangements for the reporting and investigating of accidents and incidents, including near misses, are included in the Construction Phase Plan. This is all to be in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3.12 Fire Prevention and Fire Safety Plan

A Fire Safety Plan shall be prepared and regularly updated and to be incorporated within the Construction Phase Plan showing escape routes, evacuation procedures and outlining proposed arrangements to prevent fire arising and the spread of fire during the construction works.

3.13 Site Transport or Vehicle Movement

Vehicular access to the site is provided via the main roads surrounding the works location, Derby Street and Stanley Street which is a one-way system. Station Approach road is the main access into the site area for deliveries and plant leading towards the Mersey Rail car park and also land offered for use, as discussed in item 3.7 above.

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As a minimum, the Contractor shall ensure that safe and reasonable vehicle access is maintained to all parking areas at the beginning and end of each working day. The Contractor shall note the location and restrictions of the site when loading and off-loading materials. Delivery periods shall be arranged so as to minimise disruption locally.

All vehicular and pedestrian thoroughfares must be maintained clear and free from obstructions at all times.

Access for refuse collection from surrounding bin stores must be maintained clear and unobstructed at all times.

When accessing the site the Contractor must pay special attention to the members of the public and adjoining tenants, visitors and other contractors. Attempts should be made to minimise vehicle usage where possible.

3.14 Site Hoarding

The Contractor is required to hoard with Heras fencing or timber screening, access to the pathway both to the train station and bus station access points, throughout the duration of the works. The Contractor is to ensure they include means of safely diverting the public around the closed footpath, including signage.

4.0 ENVIRONMENTAL RESTRICTIONS & SITE RISKS

4.1 Safety Risks and Hazards

4.1.1 Site Conditions

The site is a pathway between Ormskirk train station and Ormskirk bus station running adjacent to the main train line, the Principal Contractor will have possession of the relevant work areas of the footpath.

The site boundary has perimeter fencing and shrubbery running along a majority of the footpath, this prevents members of the public from gaining access to the site. Access to the site is limited and comes from access points from either; the train station and bus station. Nearby residential properties are to be considered for all aspects of external works including deliveries, parking etc.

4.1.2 Works along Public Highway

Although there are not anticipated works planned to the public highway, the pedestrian and vehicular access route to/past the site is relatively narrow. High visibility garments are to be worn at all times by all personnel, particularly when working adjacent to the public highway.

A minimum clear width of 900mm is to be provided to the pavement for pedestrian access at all times. If this is not possible, then the Principal Contractor is to arrange for the footpath to be redirected onto the road and suitable barriers to be installed to protect pedestrians from vehicles and from the works. Note that if this is required, permission may be required from the Local Authority.

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If there are going to be periods of time when the width of the footpath is reduced to a width of less than 900mm (for example when materials are being unloaded from wheelbarrows etc) then a banks person is to be appointed to watch out for pedestrians and guide them around the obstruction safely. The Principal Contractor is to include details of the measures to be implemented to ensure the safety of pedestrians within the Construction Phase Plan.

Consideration for Traffic Management and Pedestrian Management will need careful consideration in the Construction Phase Plan as it will be necessary to maintain traffic and pedestrian flow throughout the contract period.

4.1.3 Boundaries and Access

The site boundary relevant to the area of the works being completed is to be made secure and kept secure at all times.

The following safety hazards are noted in relation to boundaries and access:

- Storage Space.
- Position of roads to the perimeter of the site.
- Train Lines
- Large Embankments
- Low Bridge (Derby Street)

4.1.4 Restrictions on Deliveries

There are no specific restrictions on deliveries. However, consideration to be given to the impact on local residents and to the public using the train station, arrange such outside of busy traffic periods.

4.1.5 Maintenance of Access for Emergency Services

Clear unobstructed access routes must be maintained at all times for fire appliances, refuse vehicles, police vehicles and ambulances.

4.1.6 Adjacent Land Uses

The site is located within the city centre of Ormskirk. The site is surrounded by roads with residential housing estates and industrials estates. Among the residential estates to the East are the West Lancashire Borough Council and Emmanuel Methodist United Reformed Church.

To the South of the site is Ormskirk Community Centre and Chapel Gallery.

To the West of the site is Beacon Primary Care and Stokers Galleries.

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4.1.7 Location of Existing Services

See drawings contained in Appendix B for existing available services information.

At the time of writing this document, no drawing information is available for any of the following services;

- Overhead Services
- Oil Services
- Water Services
- Fire Hydrants
- Drainage Services
- Sewer Services
- Telephone Services
- Miscellaneous Services

4.1.8 Previous Structures

No information is available about any previous structures which are not immediately observable from a site visit on or around the site. However, given the nature of the works and in discussion with the Designer, this is not considered to be a problem.

4.2 Health Hazards

4.2.1 Asbestos

At the time of writing this document, no asbestos report currently exists relevant to these works. The works are generally external groundworks, understood to be proposed green (uncontaminated) areas of woodland.

No made or backfill ground is known to be nearby proposed excavations, but this should be confirmed again with the Employer prior to commencement.

4.2.2 Dust and Fumes

Dust and fumes are potentially hazardous to the health of Contractor's personnel and visitors/members of the public who may be in close proximity to the works. The Principal Contractor is required to take steps generally to control the emission of dust and fumes. This can be by means of providing screens and/or using dust suppressing equipment. Where creation of dust or fumes is unavoidable, appropriate Personal Protective Equipment is to be worn. The Principal Contractor is include measures for dealing with dust and fumes in the Construction Phase Plan.

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4.2.3 Storage of Hazardous Materials

The Principal Contractor is to provide details of the methods to be implemented for the storage of any hazardous materials within the Construction Phase Plan.

4.2.4 Heavy Materials or Plant

There is a risk of causing damage to the health of operatives due to manoeuvring heavy plant or materials around the site. Where construction materials (e.g. timber, steel, concrete, kerbs, paving or masonry items) exceeding 20kg in weight require to be dismantled from or installed in the building, the Principal Contractor shall describe the method of dismantling/transporting/unloading/installing the materials, paying due attention to health and safety.

4.2.5 Noise

Noise must be controlled in accordance with statutory requirements. In addition, every effort must be made to ensure that noise does not disrupt the nearby tenants, passers-by or the public at large. Noise should be kept to a minimum at all times. The Principal Contractor is to determine if noise assessment is required.

4.2 Invasive (Plant) Species

Japanese Knotweed is present at the site and will have received a treatment prior to commencement of the works.

The Contractor is to implement all required practices so as to minimise as far as is reasonably practicable the spread of the plant. Plants in works areas are to be removed in line with the specification. Excavation material which is contaminated with the plant is to be kept on site. Plant and machinery are to be operated on roof barriers and employ wheel washing as necessary.

See report contained in Appendix G for Japanese Knotweed survey and Invasive Weed Management Plan.

4.3 Protected (Wildlife) species

A specific ecology survey was not provided at the time of writing this document. We have not been made aware of any specific wildlife or protected species which needs to be accounted for in the planning or undertaking of the works. The bird nesting season must be accounted for, but the timing of the works should be sufficient to avoid this. However, we note that general principles of preservation and protection of wildlife should be adopted to limit so far as is reasonable practicable, or as requested in the tender specification, or as required by relevant Statutory Body, no adverse environmental impact.

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5.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

5.1 Provisions

The Principal Contractor is to be aware of, and provide the correct provisions to ensure the health and safety of, any persons carrying out the works and affected by the works, including when, but not limited to:

- Asbestos Containing Materials (ACM's)
- Working with electricity,
- Working with gas,
- Working below
- ground level for retaining works,
- Structural works,
- Delivering materials
- Site constraints.

5.2 Hazard Checklist

Hazards are identified and included in the Designer's Risk Assessments (DRA's), outlining the hazards identified by the designer and providing information in relation to the measures implemented to eliminate or reduce the potential risk associated to the hazard. Copies of all DRA's are included in Appendix D.

5.3 Additional Risks & Requirements

5.3.1 Access to Adjacent Properties

Provision is to be made to ensure safe access and egress is provided for the public to the nearby train station and bus station throughout the contract period.

6.0 THE HEALTH & SAFETY FILE

6.1 Responsibilities & Arrangements

All relevant information which is required to be included in the Health & Safety File should be collected by the Principal Contractor and issued to the Principal Designer in duplicate within **4 no.** weeks of Practical Completion. This shall include, but not exhaustively, all guarantees, certificates of testing/commissioning, material types, any suppliers, all subcontractor details and information on maintenance/servicing of any installations.

Format and Information to Be Provided

The Health and Safety File will take the form of 2 No. copies in an A4 lever arch file(s) and an electronic copy on disc once approved by the Principal Designer. The Principal Contractor should provide, as a minimum, the following information in the sections listed below;

- a) A brief description of the works carried out.

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- b) Residual hazards and how they have been dealt with (for example survey information concerning asbestos, buried services etc.)
- c) Key structural principles incorporated in the design of the structure (e.g., 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) Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off),
- e) Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements),
- f) Health and safety information about equipment provided for cleaning or maintaining the structure,
- g) The nature, location and markings of significant services, including fire-fighting services,
- h) Testing certification of equipment that is to be maintained on a regular basis. This particularly applies to the boiler, electrics, fire alarm and drains position of all access points,
- i) All contractors' operation and maintenance information,
- j) Information and As-built drawings of the structure, its plant and equipment (e.g., the means of safe access to and from service voids, fire doors and compartmentation, also recording the location of all buried services and details of the materials used).
- k) Any other pertinent information considered relevant/necessary for the ongoing maintenance and future works to the property.