
Pre-Construction Information

Cherwell District Council
Brethertons Offices
Castle Quay Shopping Centre
Banbury
Oxfordshire OX16 5YA

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PRE-CONSTRUCTION INFORMATION PACK

INTRODUCTION

This Pre-Construction Information Pack highlights the main health and safety issues in connection with the work on this project. It forms the basis for the Main Contractor appointed under the Construction (Design and Management) Regulations 2015 to develop his proposals for managing the health and safety issues.

Before construction commences, the Principal Contractor, as part of their contractual duties, shall develop and submit to the client for consideration, a suitably developed Construction Phase Plan outlining how the project will be managed with due consideration to the identified health and safety risks. Under Regulation 4(5)(a) and paragraph 44 of the HSE publication L153 the Principal Contractor and the Client must be satisfied, so far as is reasonably practicable, that the construction work does not start unless a Construction Phase Plan complying with Regulation 12(2) and Schedule 3 of the Construction (Design and Management) Regulations 2015 and paragraphs 111-112 of HSE Publication L153 is in place.

Furthermore, the client is required to ensure that the requirements of Regulation 13(4)(c) and Schedule 2 (provision of welfare) are also complied with.

Following a review of the Principal Contractors Construction Phase Health and Safety Plan, Gray Baynes & Shew as Principal Designer will recommend via a CDM acceptance form to Cherwell District Council as the Client that the Contractors Construction Phase Health and Safety Plan is suitably developed to allow construction to commence.

The principal contractor shall implement and update the developed Construction Phase Plan during the construction phase, and shall take reasonable steps to co-ordinate and ensure co-operation between all contractors to achieve compliance with the regulations and with the requirements of the Construction Phase Plan.

During the construction period the Principal Designer will co-ordinate the preparation of a Health and Safety File containing safety information pertinent to the use, maintenance, repair, and eventual demolition of the facility. The Health and Safety File will be handed to the Client on completion of the project. The Regulations require the Principal Designer, Principal Contractor, the Designers, Contractors and the Client to provide relevant information for inclusion in the file.

The content of the Health and Safety File is discussed in further detail in Section 10.3 of this document.

Throughout this document reference is made to the Principal Contractor, Main Contractor and contractors. Whenever the term contractor is used, the text shall apply equally to the Principal Contractor, Main Contractor and sub-contractors alike.

1 NATURE OF THE PROJECT

1.1 Contacts

Client: Cherwell District Council
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1.2 General Information

This project comprises the fit out of a redundant retail unit in Castle Quay Shopping Centre over two floors. The fit out will create a permanent office space for Brethertons Solicitors and will comprise all fixed furniture, screens, sanitaryware, kitchen units, signage, finishes, doors and mechanical and electrical systems.

Site Details

The site is part of Castle Quay Shopping Centre and fronts on to Castle Street in Banbury. Although not a listed building, there are listed buildings immediately adjacent the site. With the site forming part of an operational shopping centre in the middle of a town, security is paramount and the contractor is to ensure that suitable precautions are taken to prevent trespass and unauthorised access.

It is envisaged that the following traditional / specialist construction techniques will be adopted for the construction processes, with the principle construction elements consisting of:

- Masonry cleaning
- Floor laying (vinyl, carpet)
- Kitchen fitting
- Joinery (doors, skirting, studwork, boxing)
- Plastering, inc dry lining
- Below ground drainage connections
- Bespoke joinery items
- Ceiling grid and linings
- Electrical works
- Plumbing (heating and h&cws)
- Plant installation & bracketry
- Decorating
- Fire alarm, sprinklers and dry riser installation
- Glass partition walls

1.3 Programme

Refer to the prelims and invitation to tender for details of programme

1.4 Health, Safety & Welfare Objectives

This project is to be completed within the proposed timescale submitted as part of the tender return, to the specified design criteria and in accordance with the project drawings and specifications, whilst at all times

giving due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project.

All contractor designed items are to be designed such that they meet all requirements of the project specifications, and give due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project also. Any CDP items are to be submitted to the Principal Designer for comment in advance of the works being carried out. For clarification on CDP items reference should be made to the specifications and schedule of works.

The Main Contractor shall at all times ensure:

- All operatives have received a site induction and signed a contractor workbook prior to completing any work on site
- A competent person is employed to manage health, safety and welfare throughout all stages of the project.
- Risk assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced.
- Control of Substances Hazardous to Health Regs. (COSHH) assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced.
- Method Statements are complied with and communicated to all those affected.
- That persons employed on the Site, either directly or indirectly are competent and appropriately trained for the tasks they are undertaking.
- All persons affected are made aware of potential hazards and risks that may exist on the Site.
- That the location of first aid facilities, together with the identity of trained first aiders are made known to all persons on Site.
- That Health, Safety and Welfare issues remain a top priority and consequently that all persons employed on and/or visiting the Site are made aware of potential hazards and the Site rules as contained in section 8.0 of this plan.

At all times the Contractor shall adopt safe methods of working through the adoption of best practice. The Contractor's attention is therefore drawn to guidance that is given in publications such as the HSE Construction Series Information Sheets and the CITB Construction Site Safety – Safety Notes (GE700).

All permanent and temporary site operations shall comply with all appropriate Acts and Regulations, including but not limited to the following: -

- A. Health and Safety at Work etc. Act 1974 (HASAWA)
- B. Management of Health and Safety at Work Regulations 1999
- C. Electricity Supply Regulations.
- D. The Electricity Council National Codes of Practice.
- E. BS 7671 Requirements for Electrical Installations, Seventeenth Edition, incorporating all amendments current at date of Tender issue.
- F. Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- G. Construction (Design and Management) Regulations 2015 (CDM)
- H. The Manual Handling Operations Regulations 1992
- I. The Provision and Use of Work Equipment Regulations 1998
- J. Health and Safety Executive Guidance Notes
- K. BS 5228 Noise Control on Construction and Open Sites
- L. The Control of Noise at Work Regulations 2005
- M. The Control of Vibration at Work Regulations 2005

1.5 Notification of the Project to the HSE

The initial notification of the project will be sent to the Health & Safety Executive (HSE) by the Principal Designer, on behalf the Client, when the programme has been agreed.

The address of the local Health & Safety Executive office is:

The Health & Safety Executive
Priestley House
Priestley Road
Basingstoke
RG24 9NW

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2 THE EXISTING ENVIRONMENT

2.1 Surrounding Land Uses & Restrictions

The surrounding land uses around the site are part of the main shopping centre and town centre. Vacant retail units are immediately adjacent the site on the ground and first floor, with vacant office space above. There is a loading deck and plant room serving the main shopping centre adjacent the contractors compound area. A publicly accessible mall connection thoroughfare is located adjacent a primary access point to the site.

Reference should be made to drawings 7002.800 and 7002.801 for details of the contractor's compound and site setup proposals.

The contractor is to abide by all rules and restrictions set out by the client, including any that are advised by the shopping centre management in relation to the wider shopping centre rules and procedures.

Access internally within former M&S to be limited by areas on GBS site access plans noted above. as we The contractor is to propose the extent of compound required during his tender submission, noting that the areas outlined in the drawings above are the maximum permitted, and the preference will be that the contractor reduces his footprint for his compound.

2.2 Existing Services

Information on the existing services has been provided to the Contractor as part of the tender documents and is also available for inspection as and when required by contacting the client PM or the PD.

Existing services and site information provided as part of the tender documents includes the following:

- Record drawings, noted as 'existing....' as part of the tender issue drawings.
- Smart Drain below ground drainage CCTV survey report dated 09/06/21
- Full below ground utility survey by Site Vision Surveys Ltd, dated 17/05/2021 ref. 0421-CDC-14263

The Contractor shall be responsible for liaising with the client's PM with regards to the location of existing underground and overhead services. Before commencing any excavation the Contractor shall take all reasonable steps to investigate the location of any underground services. This shall include a survey with a cable locator e.g. Cable Avoidance Tool (C.A.T.), trial pits and hand excavations as deemed necessary by their own risk assessments.

The Contractor shall take any such steps required to protect and maintain all existing services during the life of the project. This will include the flushing of lightly used water outlets in accordance with HSE L8.

2.3 Existing Traffic Systems & Restrictions

Parking on site will be restricted to a small number of vehicles on the loading bay. All vehicles will need to be pre-registered with the shopping centre management office before arriving on site – the make, model, colour and vehicle registration number must be provided to the security desk in advance so that they are aware of certain vehicles parking in the relevant area.

For reasons of Health and Safety, parking of contractors' vehicles will only be permitted in designated areas. The Contractor shall therefore provide alternative off-site arrangements, such as the transport of staff to the site using minibuses or public transport.

Deliveries of equipment and materials shall be planned to avoid school runs, and other busy times.

2.4 Existing Structures

There are no structures or parts of the building that are scheduled for demolition. Various alterations will require a degree of strip out which may involve chasing of surfaces or drilling through walls.

Asbestos containing materials (acm's) may be present in the site. A management survey will be available for inspection by contacting the client PM or the PD.

Prior to commencing works the principal contractor is to engage the services of a licensed asbestos surveying company to complete a full Refurbishment & Demolition Survey of all areas of work. The results are then to be used to programme in the removal of all acm's using a licensed company. All areas of work must be clear of all acm's prior to commencement of any work.

Should the contractor, once on site (and following the removals noted above), suspect any acms, works must be stopped, and the area secured until a competent asbestos surveyor has sampled and analysed the material. Works should only recommence following the all clear or the removal of all identified Asbestos Containing Materials by a licenced asbestos removal company.

All operatives will be required to have completed accredited Asbestos Awareness Training, such as UKATA Asbestos Awareness Training and are to remain vigilant to the presence of potential unidentified Asbestos Containing Materials.

2.5 Ground Conditions

Ground is a generally concrete, tarmac or paving around the outside of the shopping centre. The main road to the front of the site is a busy throughfare in the middle of town and careful planning will be required, along with applications for the requisite consent notices being made, when undertaking excavations in the public footpath to bring in new mains services. No works are to take place without copies of all approvals and notices being copied to the client PM and the PD.

3 EXISTING DRAWINGS

3.1 Historic Drawings

Should these be required by the Contractor, a selection of historic drawings are available from the client PM, although these are generally limited to measured surveys and historic project information from nearby areas within the shopping centre.

3.2 Existing O&M and Health & Safety Files

Copies of the existing Health and Safety File and O&M manuals for the site are held by the client and the shopping centre management team. These can be reviewed by appointment, by contacting the Principal Designer or client PM.

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4 THE DESIGN

4.1 Hazards

The Contractor's attention is drawn specifically to the Design Safety Reviews and Design Risk Registers / Assessments, which are contained in Appendix A. The purpose of these reviews and assessments was to identify and record all significant safety issues and hazards that are likely to arise during either the temporary or permanent works phases of the project.

During these reviews, only the significant hazards have been identified and recorded, as competent contractors / designers should be aware of the less significant hazards that may also exist.

In summary, the more significant hazards that have been identified to date include:

- Working with live services and connecting to new mains services
- Working at height
- Potential for harmful gases in existing below ground drainage
- Covid-19 transmission on site
- Open trenches outside
- Excavations
- Live shopping centre and traffic movements on the loading deck and surrounding roads

4.2 Design Principles

The basic design principles to be complied with are that safe, practical and robust solutions have been developed, which adopt proven and reliable technology whilst offering the Client value for money and complying with all relevant design guidance and legislation.

4.3 Specific Problems Requiring Management Proposals from the Contractor

Specific issues identified during the pre-construction phase and which require attention by the main contractor, include:

- Separation of construction site and occupied areas of the shopping centre
- Preventing unauthorised access from occupied areas out of hours
- Maintaining live services to adjacent buildings / areas for the duration of the works
- Installing a new fire alarm system that interfaces with the existing site wide fire alarm system and is not closed protocol
- Installing a sprinkler system and location / installation of the tanks
- Storage of materials and location of site compound. It is anticipated that the contractor will utilise the loading deck for the main compound with other parking available in the pay and display car park nearby
- Access routes to site – the contractor is not to use the escalator so as to protect it from damage
- Protection of the escalator and running gear during construction, noting that the escalator will be in the middle of the compound

Contractor will need to provide fire strategy with CPH&S Plan for review by PD/CDC/Castle Quay management team. Site will be self contained, temporary sounders during working hours and if fire starts site manager alerts CQ security. Out of hours site needs to be left secure, check all equipment turned off.

The Contractor shall supply detailed method statements detailing how such issues are to be managed.

4.4 Contractor's Designers, Competence & Resources

The Contractor shall provide detailed information regarding programming in relation to all contractor designed elements, in order to facilitate the co-ordination of Health and Safety issues. He shall assess the Skills; Knowledge; Experience and Organisational Capability (competence) of his designers and be satisfied that the

designers will allocate sufficient resources and time to the development of the project. Identified items that may create significant hazards must be notified to the project team, including the Principal Designer.

All designs and scheme proposals must be submitted to the client and Principal Designer for approval prior to any works being undertaken.

The Contractor shall obtain from all sub-contractors sufficient design information and drawings, including where appropriate Designers Risk Assessments, including for any temporary works, which shall be copied to the Principal Designer.

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5 MATERIALS, CHEMICALS & SUBSTANCES REQUIRED DURING CONSTRUCTION, TESTING AND OPERATION

5.1 Control of Substances Hazardous to Health

The Contractor shall, before bringing or allowing any substance on Site, provide documentation to verify compliance with the "Control of Substances Hazardous to Health (COSHH) Regulations 2002".

It is envisaged that this project will require the use, handling, transportation and storage of the following potentially hazardous products / chemicals:

- Potential for old historical lead based paints
- Silica dusts
- Adhesives
- Paints
- Solvents
- Admixtures

The Contractor shall familiarise himself with and review the contents to ensure that the correct safety measures are implemented to manage the associated risks.

5.2 Manual Handling

Due to the nature and principal elements of this project, consideration shall be given to the manual handling of large and bulky equipment and materials. Wherever possible, the manual handling of such items shall be designed out, with consideration being given to the provision of sufficient and appropriate lifting equipment and facilities. It should be noted that there is a lift available for use for transportation of materials only, not personnel. The contractor will be responsible for returning this lift to the shopping centre on completion in good, clean working order. Escalators are not to be used and the contractor will need to protect these.

The following items have been identified as posing a potential problem in terms of manual handling:

- Sheet timber
- Plasterboard walls and ceilings
- Large / bulky sanitaryware items and white goods
- Large / bulky kitchen cupboards, worktops etc. and white goods
- Removal of ductwork and installation of new
- Doors
- Plant
- Glass partitions
- Flooring materials

5.3 Safe Lifting

Only competent trained personnel shall be permitted to operate, inspect or maintain any lifting equipment. Slings, blocks and chains, etc. as well as the physical lifting devices, shall be inspected by a competent person on each occasion before they are used. Such equipment shall also be tested at intervals of not more six months and a validated test certificate must be obtained in such instances.

To assist in the identification of currently certified lifting equipment, all chains, tackle and slings, etc. shall be colour coded, with a different colour being adopted for each period. The current colour shall be displayed in a prominent position within the Site, such as at the site offices or stores areas.

Designs shall give consideration to safe lifting within their design and incorporate lifting eyes, bolts and slinging points wherever appropriate. This process shall be adopted at all stages and third party suppliers / designers shall be notified of this requirement. Specific care shall be given to the ongoing maintenance of the facility with suitable lifting / access facilities being made available.

All lifting operations must be planned, coordinated and supervised by an appropriately qualified 'Appointed Person' as defined by the LOLER Regulations.

It is not anticipated that there will be any significant lifting operations other than lifting plant on to supports and lifting distribution systems to high level for installation / fixing to the soffit.

5.4 Disposal of Materials

The Contractor shall describe in a method statement his proposals for disposal of waste generated at the Site. A statement shall be made regarding recycling policy and the 0% aim of materials to be recycled for the project. This should make reference to disposal to a registered tip and any documentation required in order to comply with statutory requirements.

5.5 Health & Safety Data Sheets

The Contractor shall attach Safety Data Sheets, as required under the Chemical (Hazard Information and Packaging for Supply) Regulations 2009, to the Construction Phase Plan. They shall also be copied to the Principal Designer for inclusion within the Health & Safety File.

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6 SITE-WIDE ELEMENTS

6.1 Safe Access & Egress

Safe access and egress means not only access to and from the site, but also access to working areas, be it the roof of a partly completed structure or a deep excavation. The Contractor shall ensure that safe and secure access is provided to all work areas and that such means of access are readily available and regularly inspected by a competent person.

6.2 Location of Temporary Site Accommodation

The site accommodation facilities, to be provided by the Contractor, should be sufficient for not only his direct employees, but also for those working on a sub-contract basis. Sufficient welfare facilities should be provided, including rest rooms, toilets, wash rooms, drying facilities, potable water, hot and cold water and first aid facilities.

Outline plans have been provided which detail the most suitable locations for his site compound. Reference to drawings 7002.800 and 7002.801 should be made when planning site accommodation. The contractor is to submit a marked-up plan outlining his proposals for site welfare accommodation (location, layout and facilities) within his tender return.

6.3 Location of Unloading, Layout and Storage Areas

It is anticipated that specific unloading and storage areas will be required by the Contractor, the likely extent and position of such areas shall be identified with the tender return, making reference to the drawings noted above.

Care must be taken to ensure adequacy of access, manual handling, etc as well as appropriate measures to protect from the risk of theft, and vandalism out of hours.

6.4 Traffic / Pedestrian Safety & Management

The site is self contained, although routes around the shopping centre itself are busy and the Principal Contractor will encounter members of the public, deliveries, buses, and other vehicles in all areas around the shopping centre.

Any construction vehicles are to be parked in the designated loading bay areas only, with the majority of vehicles needing to be parked off site – there is a pay and display car park adjacent the shopping centre.

The roads around the site are in constant use and include not only motor vehicles, but also cyclists and pedestrians. Consideration shall therefore be given to restricting the movements of site vehicles and deliveries during peak times of the day.

6.5 Site Security

Site security is an extremely important issue even though this is within a shopping centre that has a security office. Secure perimeter fencing / hoarding and or doors secured and locked to the site will therefore be crucial in limiting and restricting unauthorised access out of hours. Any fencing or hoarding erected around the Site should give careful consideration to these issues and the Contractor's attention is directed to HSE Publication: Protecting the public: Your next move (HSG151).

Site lighting is an important issue for safe working on site during periods of poor or low light, whilst a well illuminated site can also help to deter unauthorised persons from entering during the night. The site is to be adequately lit at all times.

If the Site is to be left unattended at any time, especially at night-time or during holidays, then the Site shall be properly secured with emergency 24-hour contact numbers given to security and displayed at the site entrance.

6.6 Operation of Existing Facilities

The Contractor will have vacant possession of his areas of the site for the duration of the contract. Adjacent areas of the shopping centre, including nearby buildings and access routes, will however remain in use and the Contractor is not to interfere with or disrupt any services or operations nearby. Continued liaison with the shopping centre management team will be essential when planning activities and ensuring that disruption is avoided where possible, and minimised where unavoidable.

6.7 Snagging

Consideration shall be given to the prompt completion of all snags prior to hand-over to the Client, to ensure that added risks are not placed on the operatives and users of the facility. A snagging programme is to be provided prior to the commencement of any works, with pre-snap activities, including a schedule of client and design team snagging visits, and other key inspections clearly noted on the main construction project programme.

6.8 Operation & Maintenance Manuals

Fully approved O&M manuals shall be provided before the facility is handed over to the Client. The O&M manuals will form an integral part of the Health & Safety File for the project and hence will need to be made available to the Principal Designer during the compilation of the Health & Safety File.

Failure to issue completed O&Ms on time may delay the issue of Practical Completion certificate.

6.9 Operator Training

To ensure the facility is operated in a safe and controlled manner, the Contractor shall ensure that training and instruction of a sufficient standard is provided and delivered to key client personnel, including end user key stakeholders, prior to the facility being taken over.

Thought should be given to the timing of the operator training during the commissioning period to ensure that adequate transfer of knowledge is achieved.

6.10 Compilation of Health & Safety File

The Contractor shall supply information and documentation, as detailed, and in the format specified, in this plan. This information and documentation shall be supplied to the Principal Designer for inclusion within the Health and Safety File. The supply of such information will be required on a regular basis as the project progresses, with all information having been supplied to the Principal Designer at least two weeks prior to take-over by the Client.

6.11 Other Contractors

It is not anticipated that other contractors, other than those employed by the Principal Contractor to carry out the contract works, will be present on site at any time during the works.

7 SITE-WIDE ELEMENTS

The Contractor shall ensure that the following site rules are enacted and enforced on Site at all times. A copy of the rules shall be displayed clearly on Site together with a copy of the rules being issued to all employees, operatives and visitors to the Site.

- Smoking will not be permitted on the Site.
- Normal working hours will be 0730 to 1630 hours Monday to Friday and 0830 to 1200 Saturday. Out of hours working is only allowed when prior agreement has been obtained in writing from the client Project Manager.
- The Contractor shall regularly undertake and document site safety inspections and audits and make these available for inspection on request
- PPE shall be made available to and maintained for use by all staff, operatives and subcontractors at all times, where appropriate, whilst present on the Site.
- Whilst operating on Site, safety footwear and high visibility waistcoats / jackets displaying the contractors' corporate identity shall be worn at all times. Other PPE such as hard hats, goggles and gloves shall be provided as appropriate and worn to suit the task in hand
- Access routes, stairways, means of escape and fire exits shall be kept clear and unobstructed at all times.
- All prohibition and warning signs shall be obeyed at all times.
- The Contractor shall ensure that all staff, operatives, sub-contractors and visitors have received a site specific safety induction prior to being allowed onto the Site (Identification to be displayed on site helmets or ID badges). A copy of the site rules is to be issued to each individual present at the site safety inductions.
- The Site shall be kept clean, with noise and dust levels being controlled to within the specified limits.
- 'Hot Work' will only be permitted under the use of a Hot Work Permit which is to be completed & held by the contractor for inspection if required. Note that a 2 hour fire watch is in place at the shopping centre for all hot work permits.
- All approach and access roads shall be kept clean and free from spoil and debris at all times.
- Only competent and trained electricians shall be permitted to work on electrical services and devices.
- Plant operatives must be certified by a recognised authority e.g. CITB, CSCS, CPCS, CSR, CTA and valid certificates produced on request.
- Fires and the burning of waste shall not be permitted on the Site.
- All vehicles, plant, machinery, tools and other equipment shall be regularly inspected and serviced in accordance with recognised standards.
- All site generators, equipment and machinery shall not exceed specified noise levels when operating.
- All statutory requirements shall be conformed with, e.g. the electricity at work, PPE, COSHH, noise at work and Construction Regulations.
- A formal reporting system shall be provided for any accidents or incidents that may occur.
- The Site shall be kept clear to permit emergency vehicles to have access to all parts of the Site, at any time.
- The Contractor shall adopt the principles of 'A tidy site is a safe site', through the implementation of good housekeeping and organisation.
- Procedures covering the control of deliveries shall be used to avoid random drops all over the Site.

- Sufficient first aid provisions shall be provided and maintained at clearly identified points around the Site.
- The Contractor's Construction Phase Health & Safety Plan shall be reviewed and updated on a regular basis, the interval between reviews not exceeding a period of one calendar month. At the time of review, any information as detailed in this plan, or as considered relevant by the Contractor for the Health and Safety File, shall be copied to the Principal Designer.

Other rules as deemed necessary by the Client, Principal Designer or Project Manager may, if considered necessary for reasons of safety, be imposed on the Contractor.

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8 CONTINUING LIAISON

8.1 Design Development

The Contractor and any appointed designers shall liaise with the Principal Designer, keeping him fully informed and aware of issues concerning the development of the design. The Contractor shall also give due consideration at all times to the health, safety and welfare of not only the construction operatives and construction processes, but also to the future operation and maintenance of the facility. Hazard identification and risk assessments will be required for all phases of the design process, as will the collation of information for the Health & Safety Plans and Files.

8.2 Design Changes

Where changes are made to the design that have Health & Safety implications, they shall be brought to the attention of the Principal Designer. Procedures shall be established with the design team in order that the Principal Designer has the opportunity to review appropriate design risk assessments and co-ordinate with the Contractor. The Contractor shall implement any required amendments into the Construction Phase Plan.

8.3 Deviation from the Specifications or Method Statements

Should either the design or construction deviate significantly from the specification or method statements, then the Contractor shall seek approval from the Client and his representatives prior to proceeding.

8.4 Reporting

All reportable accidents, incidents and near misses shall be reported to the Client without delay. Any fatalities or major accidents / incidents shall also be reported to the Babcock PM immediately following the application of First Aid or emergency measures.

All risk assessments, method statements, design statements, etc. shall be copied to the Principal Designer.

Any information pertinent to the Health and Safety File shall be copied to the Principal Designer.

8.5 Approval of Construction Phase Plan

The Contractor is reminded that site works will not be permitted until a satisfactory Construction Phase Plan has been developed and approved by the Client and their professional team. **A minimum time of 10 working days will be required** to review and approve the Construction Phase Plan.

8.6 Meeting Attendance

The Contractor, subcontractors and designers shall be available for attendance at and participation in design, review and liaison meetings as deemed necessary throughout the life of the project. The purpose of such meetings may be varied and include progress, HAZOPS, HAZCON, design, liaison, safety or other.

9 SPECIAL REQUIREMENTS

9.1 Positive Safety Culture

Once site work commences, the Contractor shall take on full responsibility for safety issues including the Health, Safety and Welfare of all construction workers, Project Team, Client's staff, visitors and members of the public which are affected by the operations of the project.

The Contractor shall establish and develop a positive safety culture through all levels of the workforce. The Client takes safety issues very seriously and the Contractor's ability to demonstrate and develop a positive safety culture will be an essential element in the success of this project. Consideration should also be given to the registration of the scheme under the Considerate Contractors Scheme.

9.2 Safety Training and Inductions

The Contractor shall develop a safety induction programme for all persons working on or visiting the Site. No one shall be permitted onto the Site without having been inducted, and displaying clear evidence of having attended the induction (such as a helmet sticker or photographic ID badge).

The Contractor shall maintain a record of content of safety training / induction of those attending, when and by whom.

9.3 Format & Content for the Health & Safety File

The following requirements are based on Appendix 4 of the HSE Publication: Managing Health and Safety in construction (L153), and is provided as guidance to the sort of information that should be included in the Health and Safety File.

During the construction period the Contractor & designers shall provide the Principal Designer with information relevant to their activities on this project, for inclusion in the Health and Safety File under the headings shown on this list.

a) Drawings

Comprehensive "As Constructed" and "As Installed" drawings including, but not limited to:

- Drainage and manhole details, containment tanks, bunds, outfalls and interceptors, sewer laterals and connections (including pipe sizes, materials and depths etc.)
- Lighting, signing, utilities and other equipment
- Location and details of all buried, hidden and above ground services
- Zoning diagrams
- Pipe work and valves diagrams and schedules
- Wiring diagrams
- Details of hazardous materials used or present within the facility

Health and safety information concerning the cleaning and maintenance of the facility

b) Photographs

Selective photographs illustrating the general construction and progress of the works (both internal and external) from the initial commencement of works through to commissioning. Particular reference should be given to areas that may become buried or inaccessible such as drainage connections, ductwork connections as well as high level or hard to reach installations.

All fire stopping is to be recorded photographically and on a register, carefully itemising each fire stopping measure with location, number and type (i.e. 001 – Reception – High Level to Staircase; cable penetration, 60mins Envirograf intumescent block and mastic)

c) Significant Health & Safety Problems Encountered During Construction

Details of any significant health & safety problems which were encountered during the construction of the facility, giving consideration to instances where this may have implications in respect of use, maintenance, repair, or demolition, together with the steps taken to overcome them.

c) Historic Site Data

No reports are required

d) Legal Papers

Copies of all relevant statutory submissions and approvals such as planning approvals, discharge consents, orders and licenses etc.

e) Design Data

Explanatory text covering the design philosophies, standards, parameters and assumptions adopted during the design which are to be provided by each designer in good time for inclusion in the manual.

f) Construction Methods

Explanatory text (and illustrations) describing unusual construction methods, sequences and techniques adopted if applicable. Particularly relevant where these factors may affect the operation, maintenance, repair or demolition of the facilities. It is not anticipated that any unusual methods will be adopted, however the installation of plant on the roofspace may need to be included in this section depending on the methodology adopted.

g) Significant Health & Safety Problems Encountered During Construction

Details of any significant health & safety problems which were encountered during the construction of the facility, giving consideration to instances where this may have implications in respect of use, maintenance, repair, or demolition, together with the steps taken to overcome them.

h) Equipment & Material Details

Schedule of the equipment and principal materials used, together with the names and addresses of the suppliers and COSHH data sheets where applicable.

i) Contractor and Sub-Contractor Details

Provide contact details for all contractors and sub-contractors who have worked on the project and the elements of the project for which they were responsible.

j) Equipment & Systems Details

Provision of Operation and Maintenance Manuals, Service and Repair manuals, keys and key / suiting schedule, specialist tools required for maintenance and any supplied, specialist equipment access codes for maintenance, spares details, manufacturers details and literature.

k) Emergency Systems and Procedures

Provide details of fire-fighting facilities, hydrant locations and emergency procedures, together with any fire compartmentation details, "shut down" procedures and alarm system operating and testing methods.

l) Commissioning Requirements

Provide details of commissioning procedures, along with evidence of witnessing.

m) Test Results

Provide test results from proof loading, electrical and hydraulic tests.

n) Demolition Restrictions and Requirements

Detail any special restrictions or requirements that should be taken into account during the demolition of the facility.

Asbestos registers / reports should be consulted prior to any demolition works taking place. Should an ACM's be located and removed or encapsulated all registers / reports should be updated and locations noted with all information included within the O&M.

It will not be acceptable to simply provide drawings and manuals for the purpose of generating the Health and Safety File. The Contractor shall extract relevant Health and Safety information and issue it to the Principal Designer in sufficient time to compile the Health and Safety File prior to Take-over.

