



# Safety Manual

## Pre-Construction Information

Procedure:  
Issue 1, Revision: 0  
Date 25<sup>th</sup> April 2019

<b>Pre-Construction Information</b>	Compilation Date:	
	Author:	
	Revision Number:	
Project Title		
Project Reference Number		
Site Address		
Commencement Date		
Completion Date		

**DOCUMENT CONTROL**

ISSUE	DATE	STATUS	AUTHOR	AUTHORISATION

**Prepared by (Principal Designer)**

Replace with name

Replace with Company Name

Date: 00/00/0000

.....Signature

**Accepted by (Project Manager)**

Replace with name

Replace with Company Name

Date: 00/00/0000

.....Signature

**Authorised by (Client)**

Replace with name

Replace with Company Name

Date: 00/00/0000

.....Signature

**DISTRIBUTION LIST**

NAME	TITLE	COMPANY	COPY

## CONTENTS

- 1 Introduction**
- 2 Description of Project**
  - 2.1 Project Description
  - 2.2 Site Location
  - 2.3 Key Dates
  - 2.4 Project Team
  - 2.5 Extent and Location of Existing Records and Plans
  - 2.6 Workplace Regulations
  - 2.7 Nearest A&E Hospital
- 3 Client Considerations and Management Requirements**
  - 3.1 Client's arrangements
  - 3.2 Client's Requirements Relating to Health & Safety
- 4 Environmental Restrictions and Existing On-site Risks**
  - 4.1 Safety Hazards
  - 4.2 Health Hazards
- 5 Significant Design and Construction Hazards**
  - 5.1 Arrangements for Co-ordination of on-going Design Work and Handling Design Changes
  - 5.2 Information on Significant Risks Identified During Design
  - 5.3 Materials Requiring Particular Precautions
- 6 Health and Safety File**
  - 6.1 Format, Content and Responsibilities

**Appendix A – CDM Responsibilities – Brief**

**Appendix B – Flowchart Duty Holders**

**Appendix C – F10 Notification** *(where applicable)*

**Appendix D – Asbestos Refurbishment / Demolition Survey Reports** *(To be made available from the Client)*

## 1. INTRODUCTION

Cheshire East Council are committed to providing a safe environment for everyone entering the properties where maintenance, refurbishment, adaptations and construction works are programmed and will only appoint contractors that can always demonstrate an ongoing commitment to manage their works to the highest standards.

All contractors tendering for work with Cheshire East Council must demonstrate an acceptable standard of competence and have the necessary, skills, experience, knowledge and resources to fulfil the works in a safe situation to recognized best practices as a minimum. This will be identified by the required completion of a Pre-Qualification Questionnaire and issue of the completed form with supporting evidence such as up-to-date policies, insurances, risk assessments, method statements and skills cards.

Any contractor failing to adhere to the procedures contained within this document or allowing unsafe working practices on any works under their control will be subject to an immediate review of their appointment. If the breach is considered serious, this may result in cessation of the work, cancellation of the contract, cancellation of security clearance and removal from our Supply Chain.

Contractors are required to follow the guidance and ask the Works Supervisor or the Cheshire East Council point of contact if they are unsure of any aspect.

Cheshire East Council (the Client) with support from the Principal Designer have prepared this Pre-Construction Information Pack in accordance with the recommendation laid down within Schedule 5 - Appendix 2 of Document L153 forming part of the Construction (Design and Management) Regulations 2015 (CDM 2015).

The information included in this document, is an amalgam of information available to Cheshire East Council and, provided by the appointed Designers, and other consultants who have been involved with the design and development of the project at the pre-construction stages.

*Please Note:*

*The CDM Regulations 2015 require the Principal Contractor who will undertake the works specified, to develop this information to form the Construction Phase Health & Safety Plan in accordance with the recommendations laid down within Schedule 5 – Appendix 3 of Document L153.*

Statutory duties are conferred on all persons and companies who are involved with the Design & Construction Phase of this project to ensure compliance with the Regulations and to ensure that relevant information is provided to the Principal Designer (PD) appointed by the Client, Project Manager on behalf of the Client) to ensure that the Health & Safety File can be up-dated throughout the project and to be handed over to the Client by the Principal Contractor at the end of the Construction Phase of the Contract.

*Please Note*

*Cheshire East Council (the Client) require all Principal Contractors appointed to work on our projects to issue a completed Health and Safety File and Operation / Maintenance Manual on completion and handover of the completed project. This does not have to be a robust complicated document but, suitable and sufficient to cover all required information that will be needed for reference on future maintenance and construction works where all residual risks are identified.*

Where required the project will be notified to the Health & Safety Executive via the appropriate form F10 immediately.

*Please Note:*

*The information contained within this Pre-Construction Information document is solely for the appointed Principal Contractor to develop their Construction Phase Health & Safety Plan and present this to the Principal Designer to check and if appropriate, to confirm to the Client that it has been sufficiently developed to allow work to commence. It does not form any part of the contract between the Client and the Principal Contractor.*

## 2. DESCRIPTION OF PROJECT

### 2.1 Project Description

The project is to ...

*Important Note:*

*The Principal Contractor is to fully ensure that they do not authorise any disturbance of fabric or demolition until the Asbestos Refurbishment & Demolition Survey report has been issued to them and any identified asbestos has been removed by a specialist contractor where required. Work cannot commence until the removal contractor has issued a works clearance form signed and dated by them.*



Reference should also be made to other tender documents, scopes of work, drawings and specifications applicable to the project, the discipline and the activities being tendered for.

The Contractors tendering for the work shall contact the Principal Designer to seek clarification on any points as far as they relate to the health and safety aspects of the work.

### 2.2 Site Location

The site is located at ..... owned by .....

Post Codes for the property/properties on this project are.....

### 2.3 Key Dates

- Project commencement date: 00/00/0000
- Project completion date: 00/00/0000

#### 2.3.1 Mobilisation Period

The Principal Contractor is to produce a realistic achievable programme as part of the initial meetings before commencement of the site establishment and, agreed with the Client and Client project team.

## 2.4 Project Team

Function	Organisation	Contact/Tel No/ Fax	Address/Postcode
<b>Client</b>	Cheshire East Council	Contact Name T: M: E:	Delamere House, Delamere Street, Crewe, CW1 2JZ
<b>Principal Designer</b> <i>Please note BPA can offer this service if required</i>	Cheshire East Council	Contact Name T: M: E:	Delamere House, Delamere Street, Crewe, CW1 2JZ
<b>Principal Contractor</b>	T.B.A.	Contact Name T: M: E:	T.B.A.
<b>HSE Office</b>	Local Office	Fax: 01270 256654	Hornbeam House Electra Way Crewe CW1 6GJ

## 2.5 Extent and Location of Existing Records and Plans

All existing drawings, records or plans will be made available for review upon request to the project manager.

## 2.6 Workplace Regulations

No one is authorised to work on the project unless they have received induction training from project/site manager.

It should be noted that the Public and occupiers in particular young children during the school mid-term breaks will continue to use areas adjacent to the work locations and it is essential that adequate controls, segregations and management of the areas are implemented and detailed within the Construction Phase Health & Safety Plan. Under no circumstances are contractors to leave discarded building materials on people's private gardens or on public footpaths as this creates a potential risk of injury to members of the public.

### *Please Note:*

*No work will be authorised to commence until the construction phase plan has been approved by the client / client representative as suitably and sufficiently developed. The Construction Phase Plan is expected to cover the following criteria.*

- |  |  |
|--|--|
| <b>1 Introduction</b>                  | <b>8 The Design</b>  |
| <b>2 Description of Project</b>        | 8.1 Significant Hazards                                      |
| 2.1 Project Description                | 8.2 Risk Assessments and Method Statements                   |
| 2.2 Site Location                      | 8.3 Protection of all Persons Working on and around the Site |
| 2.3 Key Dates                          | 8.4 Work at Height   |
| 2.4 Mobilisation Period                | 8.5 Control of Lifting Operations                            |
| 2.5 Project Team                       |  |
| 2.6 Site Team and Management Structure |  |

2.7	<i>Nearest A&amp;E Hospital</i>	8.6	<i>Manual Handling</i>
2.8	<i>Health and Safety Considerations (Regulations)</i>	8.7	<i>Reducing Noise, Dust and, Vibration</i>
2.9	<i>Welfare Provision</i>	8.8	<i>Permits to Work</i>
<b>3</b>	<b><i>Emergency Procedures</i></b>	<b>9</b>	<b><i>Design and Safe Installation Principles</i></b>
3.1	<i>First Aiders</i>	<b>10</b>	<b><i>Residual Hazards</i></b>
3.2	<i>Evacuation</i>	10.1	<i>Hazardous Activities</i>
3.3	<i>Emergency Evacuation Assembly Point Location</i>	10.2	<i>Hazardous Materials</i>
3.4	<i>Briefing</i>	<b>11</b>	<b><i>Principal Contractor's Health and Safety Proposals</i></b>
<b>4</b>	<b><i>Existing Environment</i></b>	<b>12</b>	<b><i>Site Wide Elements</i></b>
4.1	<i>Current Use of Site and Surrounding Land and, Use</i>	12.1	<i>Site Occupiers and Client Undertakings</i>
4.2	<i>Existing Services</i>	<b>13</b>	<b><i>Site Rules</i></b>
4.3	<i>Ground Conditions</i>	13.1	<i>General Security</i>
4.4	<i>Existing Traffic Systems and Restrictions</i>	13.2	<i>Statutory Regulations and Requirements</i>
4.5	<i>Location of Unloading Areas and Storage Areas</i>	13.3	<i>Ladders</i>
4.6	<i>Removal of Waste</i>	13.4	<i>Step Ladders</i>
4.7	<i>Access and Egress Points</i>	13.5	<i>Use of Mobile Elevating Working Platforms (MEWP)</i>
<b>5</b>	<b><i>Existing Drawings</i></b>	13.6	<i>General</i>
<b>6</b>	<b><i>Existing Structure</i></b>	13.7	<i>Environmental Considerations</i>
<b>7</b>	<b><i>Preparatory Works</i></b>	<b>14</b>	<b><i>Continuing Liaison</i></b>
		14.1	<i>Design by Contractor</i>
		15	<i>Health and Safety File</i>
		15.1	<i>Format, Content and Responsibilities</i>
			<i>Appendix A – Programme for the works</i>

Particular attention is to be given to the management and control of work areas to ensure that there is no point of access to open floor boards, voids or scaffold left when not in use by the operatives and this is to be clearly shown in the construction phase plan so that the Client and Principal Designer are aware of the proposed management system.

Method statements and risk assessments accompanying the contractor should be sufficiently detailed to describe the work being undertaken.

The safety goals for the project are zero accidents, major incidents and dangerous occurrences. This can be achieved through the respective line supervision, vigilance and effective communications with those physically carrying out the work.

The project team encourage the reporting of minor incidents in order to eradicate any potential major incident or accident.

The attention to health and safety is paramount to the implementation of the project. Contractors shall advise with their tenders the means of ensuring that they always have the necessary resources to deploy safe systems of work, including the safe use of equipment, and competent personnel, and to effectively control all activities safely.

The Principal Contractor's health and safety representative MUST carry out independent monthly safety audits of the activities during the contract and issue the report to the client before the last working day of each month.

Each contractor shall provide to the Principal Contractor a suitable and specific risk assessment and method statement for the works being undertaken. It shall be the Principal Contractor's responsibility to review the documents and provide feedback to the contractor where the Principal Contractor

deems that the documents do not fully consider the health and safety implications of the task which the contractor is to perform.

All method statements should give maximum consideration to the following elements:

- Task, process and area of specialisation
- Supervisory and labour arrangements
- Monitoring arrangements
- Schedule of plant and equipment
- Schedule for personal protective equipment
- Sequence of work
- Reference to occupational health standards
- First aid arrangements (*where applicable*)
- Emergency procedures
- Controls for the safety of third parties
- Assessment of high risk or safety critical phases with controls

## 2.7 Nearest A&E Hospitals

The nearest A&E hospital information should be identified within the Principal Contractors Construction Phase Plan identifying the one nearest to the site. This information must also be communicated to any contractors working on the project.

<b>Leighton Hospital</b> Middlewich Road Crewe, Cheshire, CW1 4QJ Tel: 01270 255141	<b>Royal Stoke University Hospital,</b> Newcastle Road, Stoke on Trent, ST4 6QG	<b>Macclesfield District General Hospital</b> Victoria Road, Macclesfield, SK10 3BL
<b>Stepping Hill Hospital</b> Poplar Grove, Hazel Grove, Stockport, SK2 7JE	<b>Wythenshawe Hospital</b> Southmoor Road, Manchester, M23 9LT	

## 3. CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

### 3.1 Client's Arrangements

Any additional required surveys and work are to be undertaken following full communication between ALL parties associated with the project i.e. Client, Principal Designer, Structural Engineers, Surveyors and Principal Contractor. No one is authorised to access premises unless accompanied by a client representative or via pre-arranged communication at all times. All contact details are outlined in section 2.4 of this document.

The main reason for accidents and incidents is lack of communication and to prevent this it is to be instilled from the outset that all key personnel on the project; communicate - communicate – communicate.

General issues can be summarised as follows;



- The contracting company must provide information on those individuals who need access prior to work commencing.
- Contractors found outside their designated area without accreditation will be escorted from site.
- Contractors are to be aware of their safeguarding responsibilities and not, be put in to or, put anyone else in to a vulnerable situation.
- If, the contractor suspects any situation that appears to be a vulnerable adult or child being subjected to situations outside the normal expected they are to report their concerns in confidence to Cheshire East Council project manager.

### 3.1.1 Planning for and managing construction work

The Principal Contractor appointed **must** copy the developed Construction Phase Health & Safety Plan to the Principal Designer to enable them to fulfil their role in advising the Client on its suitability.

*Please Note:*

*As previously mentioned in this document no authorisation to commence work on the project will be given until the construction phase plan has been reviewed and accepted by the Principal Designer and, the client has been informed that work can commence.*

#### 3.1.1. A - Health and Safety Considerations for Tender Package

The Relevant Regulations that are applicable when undertaking the works specified are:

- Construction (Design and Management) Regulations 2015
- The Health and Safety at Work Act 1974
- The Work at Height Regulations 2005 (as amended)
- Management of Health and Safety at Work Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 1998)
- The Provision Use of Workplace Equipment Regulations 1998 (PUWER 1998)
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002)
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Health and Safety (First Aid) Regulations 1981 (as amended)
- The Health & Safety Consultation with Employees Regulations 1996

The above list of legislation is not full and exhaustive and further legislation may be applicable to activities that the Principal Contractor may undertake. These need to be considered by the successful Principal Contractor when tendering for the project.

#### 3.1.2 Health and Safety Goals

It is the Client's aim that this project will be conducted without risk or injury or ill health to the workers involved in the project and to members of staff, official visitors to the site, the Client's representative, facilities management and the Clerk of Works etc. and any other persons or organisations who may be affected by the works.

### 3.1.3 Arrangements for Monitoring and Review

Please see below copy of ID codes Column explanation from the list of properties provided so that the Principal Contractor is aware of the meanings.

A	elderly and vulnerable
B	Disability & Mental health issues
C	aggressive, Access Issues & 2 People to attend
D	No Issues

Principal Contractor Risk Assessments for the tasks will identify elements of the project which require a strict safe working procedure to be implemented and managed i.e. the use plant and equipment, work at height, and hot works

The management of the project will require regular site audits by a competent safety practitioner and/or engineer to ensure full compliance with the Construction Design Management Regulations 2015 and Health and Safety recognised best practices are being performed.

Copies of these compliance reports are to be issued to the Client within 48 hours of the visit.

No work will be authorised until the risk assessments, method statements, COSHH assessments and any associated documents, drawings have been issued to the Principal Contractor for review and comment.

Hard copies of these documents must be brought to site with the person/s carrying out the task so that they can sign and date them before commencing the task. Associated trade cards relating to the work i.e. proof of experience or qualifications are also required to be issued at the induction session so that they can be photocopied.

Permits to work are required for the following high-risk activities;

- Demolitions
- Excavations
- Hot Works,
- Work at Height,
- Mechanical or Electrical Works

These are required to have been issued by the Principal Contractor before the work is undertaken which will be issued at the initial Induction which is given and as and when required throughout the project.

The Principal Designer will carry out unannounced audits to ensure compliance with recognised best practices.

### 3.1.4 Proposed Communication/Liaison Process

A communication and liaison process will be agreed with structural engineers, surveyors, etc. as they are required to visit site and the Principal Contractor at the pre-start meeting.

#### 3.1.4. (A) Handover of controlled areas

All contractors must ensure that they have liaised with the client and the tenant has been informed via a letter or Occupiers Liaison Officer. Contractors are to ensure that they have ID, which must always be worn and clearly visible .

### **3.1.5 Site Security (Properties)**

All contractors are to ensure that all tools and materials of value are locked away when left unattended or when not in use and removed from the premises at the end of each day. Neither the Client nor the Principal Contractor can accept any responsibility for ensuring the safety of any individual's tools and equipment.

To ensure that all construction areas always remain safe the contractor is to ensure that any unfinished work, which may pose a risk to individuals, is barriered off when left unattended and identified as 'work in progress/restricted area'.

All mobile plant to be removed from site each day and, to be isolated when left unattended.

It is essential that when work commences the Principal Contractor ensures that the immediate work site remains secure to the satisfaction of the Clients' representative throughout the duration of the project.

### **3.1.6 Welfare Provision**

To be provided by the Client. A void property will be made available wherever possible but, under the CDM Regulation it is the principal contractor duty to ensure welfare facilities are made available.

The facilities will be expected to follow the guidelines as per Part 5 – Schedule 2 of Document L153 and listed below to ensure that the CDM Regulations 2015 are conformed to. No consumption of food or drink is authorised within the work areas or elsewhere other than in the canteen provided.

- Schedule 2 – Minimum welfare facilities required for construction sites Document L153 Page 63.
  - Regulation 4(2)(b), 13(4)(c) and 15(11)
  - 1 – Sanitary conveniences;
  - 2 – Washing facilities;
  - 3 – Drinking Water;
  - 4 – Changing rooms and lockers; and
  - 5 – Facilities for rest.

## **3.2 Client's Requirements Relating to Health & Safety**

The Client will expect the Principal Contractor to have accounted for all health and safety, environment and welfare requirements to ensure full conformity with the recognised best practices and the current legislations covering the works undertaken.

### **3.2.1 Site Hoarding/Fencing Requirements**

All site compounds are required to be suitably identified as construction sites, with site activities being adequately controlled. The Principal Contractor must ensure occupiers and the public and construction activities are always suitably segregated . Especially due to the high-risk nature of the works.

### **3.2.2 Site Transport/ Vehicle Movement Restrictions**

All local vehicle restriction and controls must be adhered to and it will be the responsibility of the Principal Contractor and other contractors to visit the work areas and assure themselves of the parking and traffic restrictions in the area and the limited means of access for the loading in of materials and equipment.

### **3.2.3 Fire Precautions**

The Principal Contractor will ensure that their operation do not jeopardise any current fire safety arrangements that are in place within the property. All escape routes are to be kept clear at all times.

### **3.2.4 Emergency Procedures**

So far as we have been made aware, there are no specific issues relating to emergency procedures that will not be apparent to a competent Principal Contractor. It is essential that the developed construction phase health and safety plan refers to these arrangements and that they are made available to all other contractors employed on the site.

### **3.2.5 Details of “No-Go” or Authorisation Requirements**

Unless arrangements are made with the Client’s representative the contractor is not allowed to enter areas of property outside their agreed locations as these are restricted to the area of the works.

### **3.2.6 Site Rules and Other Restrictions**

#### **(a) Smoking**

Statutory regulations on smoking shall always apply.

#### **(b) Parking**

Estate roads are, in the main, standard width, however, are susceptible to obstruction by parked vehicles. Access for Emergency vehicles must be maintained at all times and any vehicles associated with the works that are parked so as to cause an obstruction may be removed without warning at the contractors’ cost.

Parking arrangements will have to be arranged by the Principal Contractor and local parking restrictions will apply at all times.

#### *Please Note:*

*Contractors are to consider the neighbouring residents’ requirements to access their properties so must not park in any areas that could cause additional risk e.g. in front of official driveways, close to junctions, or, near to schools.*

#### **(c) Site Rules**

All site rules required to be known by the personnel carrying out the project will be highlighted by the Client and hence the Principal Contractor during the induction.

#### **(d) Storage of Materials**

Contractors **MUST NOT** under any circumstances leave materials in any part of the property other than in their area of control which will be segregated from the client’s day to day business.

#### **4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

##### **Safety hazards, including boundaries and access, including temporary access**

There are no known restrictions of access to the properties apart from normal parking restrictions etc. But in view of the close proximity of occupiers and the Public, it is essential that the Principal Contractor visits the site to establish the site-specific factors that will require inclusion in their CPH&S Plan.

##### **Any restrictions on deliveries or waste collection or storage**

The Principal Contractor is to provide waste containers which are able to be closed to prevent debris being blown around site for the disposal of any waste arising from construction activities.

##### **Adjacent land uses**

There are no known construction activities planned on adjacent land at the time of preparing this document. If this situation changes – i.e. roadwork's, utility provisions etc., then it will need to be covered within the development of the CPH&S Plan and this will remain a 'live' document.

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

All hazardous, flammable materials are to be kept to a minimum by enforcing the procedure of a maximum quantity for the work being undertaken so as not to have excess storage and, these need to be removed at the end of each day.

##### **Location of existing services particularly those that are concealed – water, electricity, gas, etc.**

There will be existing services, electricity, gas, water and telecoms/data in various locations which need to be maintained throughout the works so the tenant does not lose service connection unless, it is part of the works in which a permit would be required.

##### **Ground conditions, underground structures or water courses**

**There is no requirement for considering the ground conditions on this project.**

##### **Information about existing structures**

It is essential, that the contractors who are undertaking works check the Asbestos Register before attempting to remove or disturb any elements of fabric of the building, services or fitting.

##### **Previous structural modifications, including weakening or strengthening of the structure**

**Not Applicable.**

##### **Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure**

Unlikely to be applicable this project.

**Health and safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures**

Will be provided as part of the pre-construction and, ongoing construction activities.

**Health hazards, including:**

**Asbestos, including results of surveys (the records are located in the contractor control area**

Survey reports have been made available by the Client to cover the work which will be undertaken.

Our advice in this matter will be to check all activities carefully and if any suspicious materials are found, they must be thoroughly investigated before any work continues in the suspect area/s.

*Please Note:*

*No work can legally commence until an Asbestos Refurbishment / Demolition Survey Report is made available to the Principal Contractor and other Contractors working on the project in accordance with the Control of Asbestos Regulations 2012.*

**Existing storage of hazardous materials**

All hazardous materials are to be kept to a minimum by enforcing the procedure of a maximum quantity for the work being undertaken so as not to have excess storage and, these need to be removed at the end of each day.

**Contaminated land, including results of surveys**

Not applicable this project.

**Existing structures containing hazardous materials**

Possible ACM's as mentioned previously within this report

**Health risks arising from client's activities**

It is the responsibility of the Principal Contractor to obtain any required information from the Client and other design consultants to ensure that communication is frequent and adequate to ensure that all eventualities are considered at an early stage.

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

Any design changes for the control upgrade are to be referred back to the design authority throughout the project. At the end of the project all construction drawings are to be red lined by the Principal Contractor, or specialist contractor, where there is a deviation and the drawings returned to the respective design authority for revising the drawings to 'As Built' status.

**Information on significant risks identified during design**

The Principal Contractor is to identify and outline procedures and control measures for the following identified risk: -

- Consideration for getting the materials and equipment from point of delivery to final location position.
- Working at height
- Delivery of materials
- Working adjacent to telecommunication lines and other cabling which may exist at roof height
- Erection of hoardings, fencing and scaffolding in publicly occupied areas

### **Materials requiring particular precautions**

There are no materials requiring particular handling and use precautions other than what the respective contractors are aware of and used to.

## **5. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **5.1 Arrangements for Co-ordination of on-going Design Work and Handling Design Changes**

It is essential that the Principal Designer is informed of the following:

- *The appointment of any other designers (temporary works etc.) and other consultants (Structural Engineer etc.)*
- *Design changes where safety considerations are required.*
- *Proof that safety has been considered for all design various however small they may be.*

### **5.2 Information on Significant Risks Identified During Design**

It is the responsibility of the Principal Contractor to obtain any required information from the Principal Designer and ensure that communication is frequent and adequate to ensure that all eventualities are considered at an early stage.

### **5.3 Materials Requirements Particular Precautions**

All information on materials requiring particular precautions will be passed to the Principal Contractor by the Principal Designer, Client and, other design team consultants and this will apply particularly if and when design changes are required.

## **6. HEALTH AND SAFETY FILE**

Schedule 5 – Appendix 4 of the Document L153 under the Construction (Design and Management) Regulations 2015.

This Appendix gives guidance on the preparation, provision and retention of a health and safety file and the actions on each duty holder. It shows how the health and safety file relates to and, influences other types of information during a construction project involving more than one contractor.

### **6.1 Format, Content and Responsibilities**

The purpose of the health & Safety File is to provide information for future construction work including cleaning, maintenance, refurbishment, operation and eventual demolition. **The file is only required for projects involving more than one contractor.**

The Principal Contractor shall provide the following information to enable the File to be prepared and completed:

- A brief description of the work carried out;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre, or post tensioned members) and safe working loads for floors and roofs;
- Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structures;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, etc.
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

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.

It is anticipated that the above documents should be made available in 'hard' copy and electronic 'open word' format at practical completion for checking and comment.



## APPENDIX A – CDM RESPONSIBILITIES – BRIEF

### THE CDM REGULATIONS 2015 – RESPONSIBILITIES OF ALL MAJOR PARTICIPANTS

#### Generally

The current Construction (Design & Management) Regulations came into force on 6th April 2015. Health and safety management must now be considered at the planning and design stage of all construction work with the exception of the smallest projects. Even these exempted projects are still subject to Health and Safety Legislation. The Regulations provide details of how the various parties to a project are required to contribute to health and safety management.

#### Definitions

##### The Client

The Client is defined as a person for whom a project is carried out. The Client has an obligation to appoint a CDM Principal Designer and Principal Contractor. The Client has to be satisfied that the persons appointed are competent and that they have allocated, or will allocate, adequate resources to enable them to perform their function and comply with the requirements of the Regulations.

The Client has the duty to ensure that the F10 notification form is issued to the Health & Safety Executive when the project is notifiable.

##### The CDM Principal Designer

The CDM Principal Designer is required to ensure that the design of any structure comprised in the project includes design considerations adequate to avoid foreseeable risks in the health and safety of any person carrying out the construction work or cleaning work in or on the structure. They are also required to ensure that the design includes adequate information about any aspect of the project or structure or materials which might affect the health or safety of any persons carrying out the construction work or cleaning work of or in the structure.

The CDM Principal Designer is required to give adequate advice to the Client to enable them to comply with the conditions relating to the appointment of a Principal Contractor and to ensure that the construction phase does not start until a Pre-Construction Information Pack has been prepared. The CDM Principal Designer is also required to give advice to the Client concerning the appointment of other Designers and a Principal Contractor.

The CDM Principal Designer must also prepare, review, amend and maintain a Health and Safety File which is returned to the Client on completion of the construction work. It is the Client's responsibility to ensure that the role is fulfilled at all times until the end of the construction phase. A CDM Principal Designer position can be terminated by the Client, but the Client has to ensure that someone is appointed in their place.

##### The Principal Contractor

The Principal Contractor is responsible to ensure co-operation between all Contractors working on the site and to enable all Contractors to comply with the requirements and prohibitions imposed under the

relevant statutory provisions relating to construction work. They have to ensure that every Contractor and every employee at work in connection with the project complies with any rules contained in the Health and Safety Plan.

They must make sure that only authorised persons are allowed into any area where construction work is being carried out. In practice the Principal Contractor will take over and develop the Health and Safety Plan and co-ordinate the activities of other Sub-Contractors working on the construction site.

### **Other Contractors**

Other Contractors or Sub-Contractors are required to co-operate with the Principal Contractor so far as it is necessary to enable each of them to comply with their duties under the relevant statutory provision. This includes complying with directions given by the Principal Contractor to enable the work to be carried out in accordance with Health and Safety Regulations. Contractors and Sub-Contractors must provide information to the Principal Contractor to enable him and the CDM Principal Designer to comply with the Regulations.

## **Summary of Tasks**

### **Client's Tasks**

- } Provide information for the Pre-construction information pack.
- } Ensure the Pre-construction information pack forms part of the tender documents.
- } Appoint the CDM Principal Designer, ensuring competence and provision of adequate resources.
- } Discuss with the CDM Principal Designer the issue of the F10 to the HSE if this is not to be done by the Client.
- } Appoint other Designers ensuring competence and adequate resourcing, seeking the advice of the CDM Principal Designer if required.
- } Check that the CDM Principal Designer has notified the HSE of the project.
- } Appoint the Principal Contractor, ensuring adequate competence and resourcing, seeking advice of the CDM Principal Designer if required.
- } Upon completion receive the Health and Safety File from CDM Principal Designer and pass to any future maintenance and/or construction workers.

### **CDM Principal Designer's Tasks**

- } Inform client of their duties.
- } Ensure they have received formal written notification from the Client of their appointment.
- } Ensure they have an agreed line of communication with the Client.
- } Allocate adequate time and resources to the project.
- } Advise on competence and resources of Advisors, Designers and Contractors.
- } Ensure safety considerations are incorporated in the design process.
- } Make sure the Designer considers Health and Safety issues.
- } Ensure that information on hazards and risks are incorporated in a Health and Safety Plan and if appropriate in the Health and Safety File.
- } Prepare the Pre-Construction Information Pack and submit to the Principal Contractor.
- } Prepare and update Health and Safety File.
- } Deliver the Health and Safety File on completion to the Client.
- } Ensure that Principal Contractor and Contractors have systems to manage Health and Safety in their works procedures.
- } Advise client of the adequacy of the Principal Contractors Construction Phase Health and Safety Plan.
- } The CDM Principal Designer does not have any responsibilities to monitor the activities of the Principal Contractor and his Contractors.

- } Ensure that any structure designed for use as a workplace has been designed so as to comply with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992.

### **Designer's Tasks**

- } Take reasonable steps to ensure that the Client is aware of his duties under the Regulations.
- } Identify hazards and risks inherent in the design and provide information to CDM Principal Designer and ensure all information relating to the design is promptly provided.
- } Co-operate with the CDM Principal Designer, Principal Contractor and other Designers.
- } Provide information to CDM Principal Designer for the Health and Safety file.

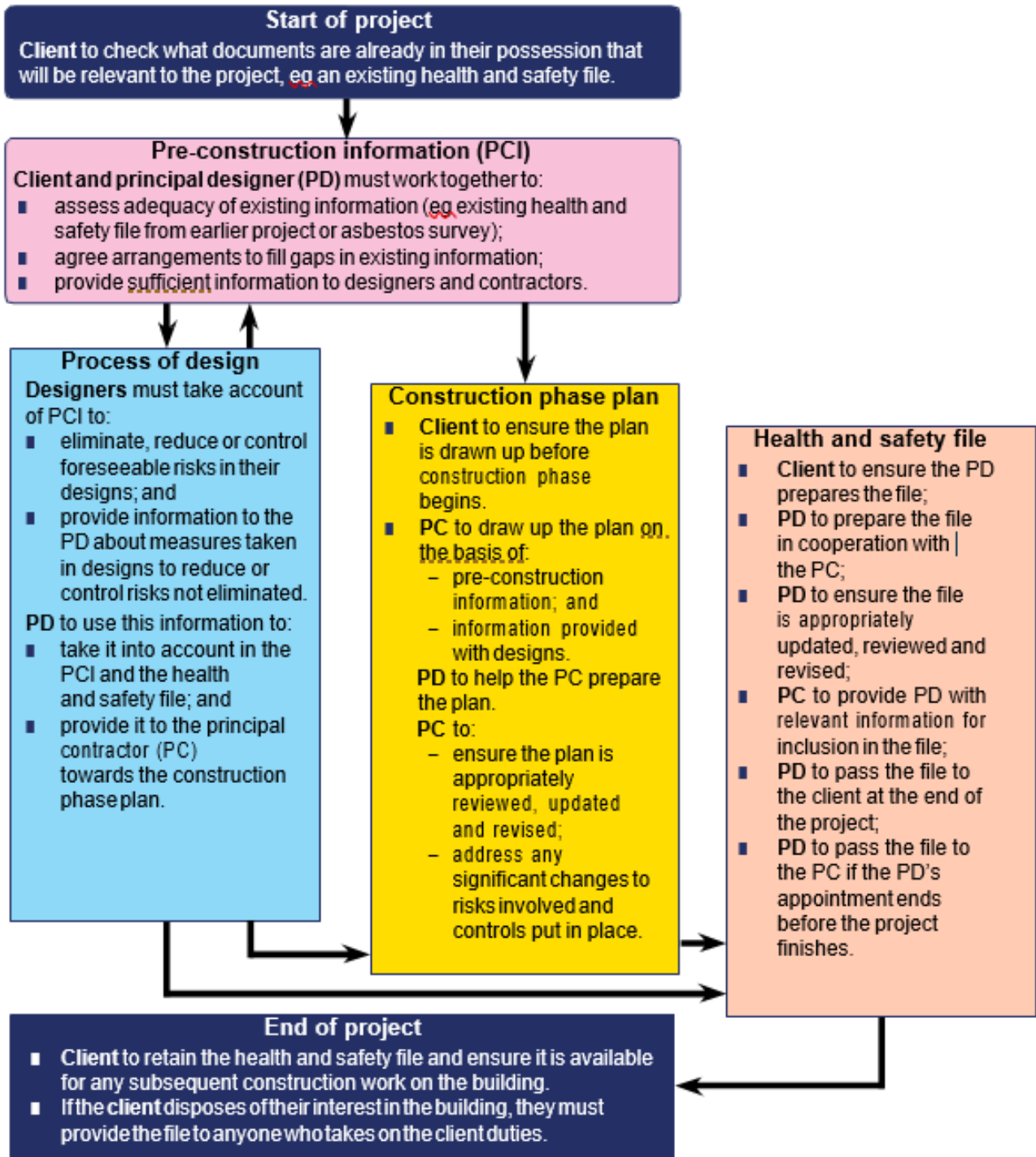
### **Principal Contractor's Tasks**

- } Be satisfied that the client is aware of his duties.
- } Consider any temporary works which may be required and liaise with CDM Principal Designer and Designer to ensure that such works can be incorporated into the project with due regard to Health and Safety.
- } Consider the Pre-Construction Information Pack when compiling tender.
- } Do not commence works until satisfied that suitable and adequate welfare facilities are available.
- } Ensure that the CDM Principal Designer has notified the Executive of his appointment.
- } Ensure they have an agreed line of communication to the Client and CDM Principal Designer.
- } Take on responsibility for the Health and Safety Plan.
- } Develop Health and Safety Plan to include management of work on site conducting necessary risk assessments.
- } Provide a copy of the Health and Safety Plan to the Principal Designer and receive written confirmation that the construction phase can start.
- } Supply a copy of the Health and Safety Plan to every Sub-Contractor.
- } Enlist the co-operation of all Sub-Contractors to ensure they all fulfil the requirements of the Health and Safety Plan.
- } Supply necessary information to the CDM Principal Designer for the Health and Safety File.
- } Obtain the CDM Principal Designer's agreement to any changes made to the Health and Safety Plan due to design changes.
- } Instruct other Sub-Contractors as necessary to ensure compliance with the Health and Safety Plan.
- } Provide information to Sub-Contractors on Health and Safety risks.
- } Ensure employees and Sub-Contractors' employees are provided with Health and Safety information and training.
- } Prevent unauthorised site access.
- } Ensure that a notice given under Regulation 7 is displayed in a prominent position on the site.
- } Continue to plan, manage and monitor construction work in a way which ensures it is carried out without risks to Health and Safety.

### **Sub-Contractor's Tasks**

- } Co-operate with Principal Contractor to meet the Regulations.
- } Meet the requirements of the Health and Safety Plan.
- } Provide the Principal Contractor with a risk assessment and method statement or other information which may affect the Health and Safety Plan.

## APPENDIX B – FLOWCHART DUTY HOLDERS



**APPENDIX C – F10 NOTIFICATION**  
*(where applicable)*

**APPENDIX D – ASBESTOS REFURBISHMENT / DEMOLITION SURVEY REPORTS**

*(To be made available from the Client)*