CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015
PRE-CONSTRUCTION INFORMATION PACK

ALTERATIONS AND REFURBISHMENTS

TO

THE SILEBY MEMORIAL PARK SPORTS PAVILION

SEAGRAVE ROAD SILEBY

LEICESTERSHIRE

LE12 7TP

Employer:

Sileby Parish Council
41 High Street
SILEBY
Leicester
LE12 7RX

Prepared by:

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Chesterton Smart Ltd
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Project: Refurbishments to Sileby Memorial Park Sports Pavilion
Client: Sileby Parish Council
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In compliance with The Construction (Design and Management) Regulations 2015 Appendix 2

Revision / Addition schedule:

Revision	Section	Detail of Change	Details of Additions	Date	Initials

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Introduction

The Pre-Construction Information Plan is the foundation on which the health and safety management of the construction phase of a project is to be based on the duties specified in the Construction (Design and Management) Regulations 2015 (CDM 2015). The Principal Contractor must understand the requirements and accept responsibility for the development of the plan.

In addition to the detail provided under this Pre-tender Health and Safety Plan, the developed plan must cover the following areas:

a) The approach to be adopted for managing health and safety throughout the construction phase.
b) Assessment requirements under the Management of Health and Safety Regulations 1999.
c) Common site arrangements.
d) Arrangements for requirements under the CDM 2015, i.e.

- Competency in all appointments.
- Co-operation between contractors.
- Compliance with H & S rules in plan.
- Control of unauthorised persons on site.
- Display of legally required notices.
- Provide required information to planning supervisor.
- Bring rules to attention of relevant persons.
- Provide information, instruction and training.

Health, Safety and Welfare Objectives

The Employer, and Principal Designer believe that sound Health and Safety Management is the key to the Principal Contractor providing services which are, so far as is reasonably practicable, free from risks to employees, sub-contractors, general public and others who may be affected by their operations. As such they must aim to construct, complete and maintain works:

- Within specified periods.
- In accordance with designs and specifications.
- Having due regard to welfare of staff.
- Without putting anyone at significant risk.

This document has been assembled on behalf of the Client, in accordance with the Construction (Design and Management) Regulations 2015 and other appropriate legislation. Its purpose is to help the Principal Contractor, as far as possible, to take provisions to minimize the key risk features of the project (identifiable at the planning stage). It also highlights the health, safety and welfare provision that must be made for this project.

The Construction Phase Plan (CPP) will be the health and safety management document for use and expansion during the course of the works.

All contracting companies and personnel working on this project must adopt high standards of on-site health and safety. Risks must be minimized as far as reasonably practicable by the selection of appropriate working methods. It is the Principal Contractor's responsibility, through effective site direction, to ensure that this occurs in practice as well as theory. It is essential that all contractors and their employees agree to adhere to on-site safety rules and current health and safety legislation, guidelines and codes of practice.

All contract personnel must receive a site safety induction, covering the relevant points of the Plan, the key risk elements, the pre-agreed safe methods of working and any site rules, from the Principal Contractor, prior to starting work.

Project Arrangements

Management

The Health and Safety management structure must be clearly laid out. Responsibilities of the project team must be detailed in the Company’s Health and Safety policy.

Standards

The Principal Contractor should establish the Health & Safety objectives for the project to ensure the continued safety and health of its contractors and those in the vicinity of the works during the project. Contractors should be actively encouraged during induction; team briefings and toolbox talks for input into further improving safety standards.

The health and safety standards for the project shall be, as a minimum, those required by the relevant legislation but not limited to:

- ***The Health & Safety at Work etc Act 1974***
- ***The Management of Health & Safety at Work Regulations 1999***
- ***The Construction (Design and Management) Regulations 2015***
- ***The Provision and Use of Work Equipment Regulations 1998***
- ***The Manual Handling Operations Regulations 1992***
- ***The Electricity at Work Regulations 1989***
- ***The Control of Substances Hazardous to Health Regulations 2002 (As amended)***
- ***The Personal Protective Equipment at Work Regulations 1992***
- ***The Lifting Operations and Lifting Equipment Regulations 1998***
- ***The Confined Spaces Regulations 1997***
- ***The Control of Asbestos Regulations 2012***
- ***The Regulatory Reform (Fire Safety) Order 2005***
- ***The Health and Safety (First Aid) Regulations 2013***
- ***The Control of Noise at Work Regulations 2005***
- ***The Reporting of Injuries, Diseases & Dangerous Occ. Regs. 2013***
- ***The Work at Height Regulations 2005***
- ***The Control of Vibration at Work Regulations 2005***
- ***The Waste (England & Wales) Regulations 2011***

All other relevant and current Regulations, ACOP'S and Guidance Notes are to be observed. Contractors need to be aware of their various responsibilities under all health, safety, and environmental legislation

- 'Managing Health and Safety in Construction (L153)', which provides guidance on duties, responsibilities, and safe working practices to be followed on construction site and related activities.

- 'Protecting the Public - Your Next Move (HSG 151)' which provides advice on segregation and protection of third parties.

- "The Safe Use of Vehicles on Construction Sites" (HSG 144), which provides practical guidance on how to prevent on-site vehicle accidents.

Information for Sub-Contractors

Sub-Contractors should be informed of the risks associated with the surrounding operations by pre-start induction training and regular 'on-the-job' communication.
Selection Procedures

Suitable arrangements must be put in place to ensure the competence of all sub-contractors.

It is the Principal Contractors/Designers responsibility to ensure all operatives /personnel employed on site are competent to do so. This will take the form of questionnaires, interviews, examination of current working practices and evaluation of qualifications and experience.
Materials and equipment must be evaluated by examination of suppliers' information to ensure safety in use. Training and information should be provided as necessary. The Principal Contractor is required to direct all site activities by constant on-site supervision.

Communication and Co-operations

Regular site meetings of relevant parties should be convened to ensure adequate liaison and communication of health and safety matters.

Co-operation from all construction workers must be encouraged by regular 'on-the-job' consultation and involvement in day-to-day health and safety activities such as inspections and reviews.

Information & Training for People on Site

Suitable arrangements shall be made to ensure that all construction workers are given health and safety information and training relevant to the project. A checklist shall be introduced to facilitate this arrangement. Such information shall include:

- Method statement details
- Risk assessment details
- Permit Systems
- Relevant Parts of the H & S Plan
- Project specific awareness training
- Display of statutory notices
- Site induction
- Regular Toolbox Talks on relevant Health and Safety Topics
- Etc.

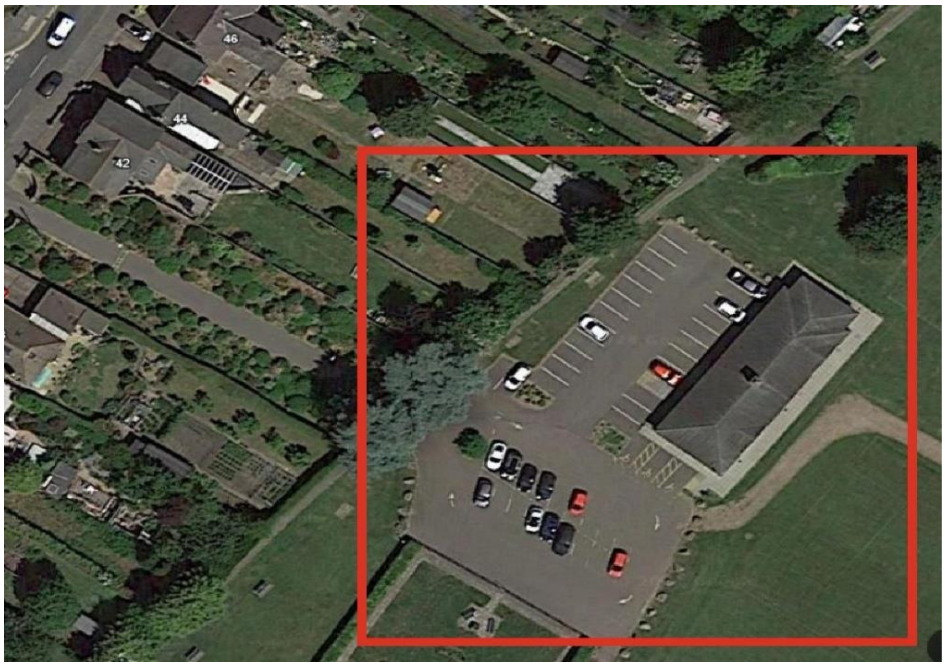
Arrangements for Monitoring

Effective monitoring of the health and safety situation throughout the project need to be carried out by:

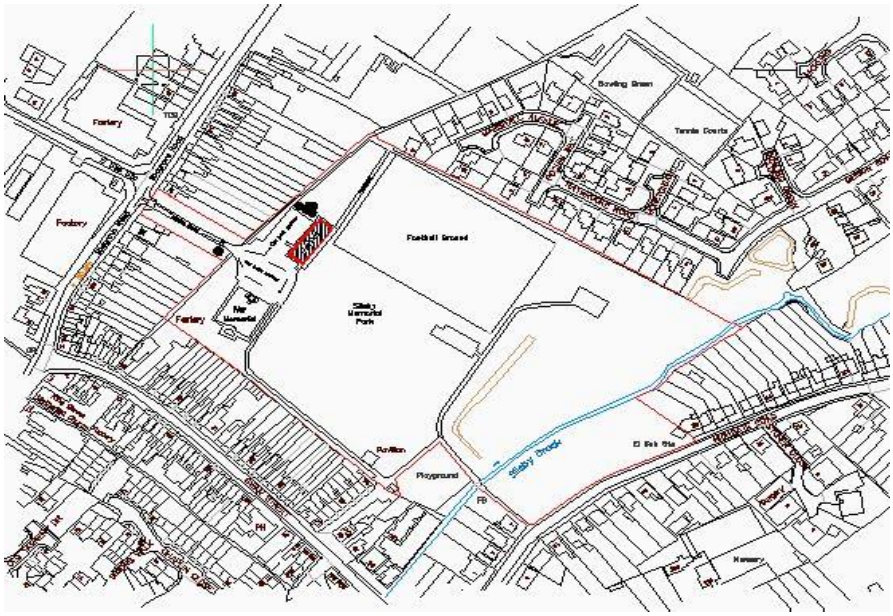
- Pro-active inspections, samples and tours to defined rotas.
- Review of any accidents and thorough investigations to ensure adjustments to procedures to prevent recurrence.
- Documented inspections as required under the CDM 2015 Regs.
- Monitoring the effectiveness of procedures by regular management review meetings.
- Appropriate Health Monitoring to be conducted.
- Monitoring the actual performance of sub-contractors and reviewing against the expected performance from selection arrangements.
- Examination of health and safety standards achieved against project targets etc.
- Pro-active inspections, samples and tours to defined rotas.
- Review of any accidents and thorough investigations to ensure adjustments to procedures to prevent recurrence.
- Documented inspections as required under the CDM 2015 Regs.
- The Principal Contractor shall provide weekly reports regarding Health and Safety, copies to be issued to the Principal Designer and their CDM Consultant.
- Any accidents or dangerous occurrences must be reported to the Principal Contractor/Designer. This is in addition to any statutory requirements.

Project Details and Responsibilities Under CDM 2015

Refurbishment Site: Sileby Memorial Park Seagrave Road Sileby Leicestershire LE12 7TP.



Birdseye view: NTS



Location Plan: NTS

***Note**

Please note you should familiarise yourself that there is a narrow give way two lane system in and out of the park along with other relevant parking, access, egress and localised site restrictions pertinent to this project.

Details of client, designers, Principal Designer, Principal Contractor and other consultants. Duty holders under CDM 2015 are:

Clients - A 'client' is one having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

Principal Designer - A 'Principal Designer' Must be appointed by the Client in righting and must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety

Designers - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.

Principal Contractors - A 'principal contractor' has to be appointed for projects which has 2 or more contractors on site and / or if the project last more than 30 days with 20 or more operatives on site at any one time or involve 500 person days of construction work (notifiable). The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.
Contractors - A 'contractor' is a business who is involved in construction, alteration, maintenance or

Contractors - A 'contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

Client

Sileby Parish Council
41 High Street
SILEBY
LE12 7RX
Tel: 01509

Principal Designer

Chesterton Smart Ltd
28 Highfield Rd
Leicestershire
LE6 0GU
Tel: 07505 814066 or 0116 2243165

Principal Contractor

TBC

Designers

Architect
AMLI Design Ltd
Kenvale House
241 Birstall Road
Birstall, Leicestershire
LE4 4DJ
M: 07974807111 T: 0116 410 50 60

Structural Engineer

TBC

Site Location

Sileby Memorial Park
Seagrave Road
Sileby
Leicestershire
LE12 7TP

There are no other designer associated with this project at this time.

Description of Work

The works involve external alterations and internal refurbishment of Sileby Memorial Park Sports Pavilion, including roof, walls, doors/windows, and grounds. Additional tasks cover below-ground drainage changes. Internally, partial wall demolition, remodelling drainage and refit will create two function rooms, a kitchen, two restrooms, two officials' changing rooms and an accessible WC facility. Electrical, heating, rainwater harvesting, and kitchen systems are to be upgraded in the accommodation to be refurbished.

Changing rooms three and four will remain unchanged, ensuring their continued use. Maintaining all existing service connections is critical to the projects success.

Programme of the Work

Provisional start date for the project is on or shortly after 06 October August 2025 or otherwise agreed. This is a 14 week project with estimated completion date of 07 November 2025. (This is indicative, and timings are subject to change).

Notification to HSE

The project is not notifiable in accordance with the CDM 2015 Regulations but in the spirit of the application of good health and safety the HSE has been notified. For your information the nearest office is as follows:

Local HSE Office

Dunham Centre
Kingsley Hill
Nicker
Keyworth,
Nottingham
NG12 5GG

Statement of Policy Objectives

The works will be carried out in a controlled manner, within the agreed timeframe, and in full accordance with the approved plans and specifications submitted as part of the planning application. All activities will be undertaken with due regard for the health, safety, and welfare of staff, the public, and the wider environment.

A key priority is to ensure the health and safety of all individuals who may come into contact with any aspect of the works. Upon completion, the site will be left in a safe condition, free from any significant residual hazards.

The building set for refurbishment is located on the outskirts of Sileby. The Memorial Park can be accessed from either direction off Seagrave Road, by turning right or left depending on your approach.

The sports pavilion is situated at the bottom of the access road as you enter Memorial Park. Parking is available behind the pavilion and to the right, in a central parking area. The park primarily consists of grassed pitches used for sports and general recreation. Near the central parking area, to the right, is a war memorial enclosed by a bow-top fence. Memorial Park is surrounded on all sides by predominantly residential properties, with a few commercial buildings. These commercial buildings are located on Park Road, directly opposite the park's entrance.

Several well-used footpaths cross the park grounds, providing access from multiple directions. Some of these routes pass close to the sports pavilion. During the refurbishment works, appropriate safety measures must be in place. These include Heras fencing, barriers, clear directional signage, and warning notices to guide the public safely around the site.

Planning restrictions that may affect safety

We have not identified any restrictions that are relevant to successful execution of the project.

Existing services

All above and below ground services must be identified before commencing any works.

Access control and restrictions

The Memorial Park and its parking facilities will stay open during the project. Strict safety controls are required to protect the public at all times.

Contractor vehicle movements and material deliveries must be carefully managed to maintain safe access and egress from the site. All construction traffic must be logged in and out, with a banksman present for all material and plant deliveries. Deliveries should be scheduled outside of peak traffic times on Seagrave Road to minimise disruption. Public parking must also remain available at all times. 8 designated spaces have been allocated to the project by the Parish Council for use by
the Principal Contractor's workforce.

During the execution phase Sileby Junior Football Club will require the use of two WC's with hand washing for evening training, weekend fixtures and training sessions. The Principal Contractor is to provide suitable separate welfare/mobile toileting facilities for the football teams use within their preliminaries. A detailed programme is provided showing when these facilities are needed from is provided from the start date of the 06 October 2025 or otherwise agreed with the CA or client at the prestart meeting. These are to be made accessible from a separate secure compound area which can be controlled by the SJFC appointed personnel. An indicative arrangement for this is provided on drawing reference 005_T1 which you may wish to agree with the users to a more suitable arrangement. Access/security arrangements to be agreed at the formal pre-start meeting.

Existing structures

Other than the pavilion there are no other permanent structures on the site apart from the memorial statue located to the right of the carpark.

Existing ground conditions

The bearing capacity of the existing grounds is not known. It is recommended that the principal contractor obtains information on the bearing capacity of the car parking surfaces to ensure they are suitable for supporting construction vehicles and equipment.

Available drawings

The Project drawings are the General Arrangements listed 001/2/2A/2B/2C/3/4/5_T1 and building regulation drawings 2B, 3C, 4B. The drawing 002C_P1 (preliminary) is an indicative Mechanical and Electrical drawing only and is provided as part of the tender pack as part of the Principal Contractors Contractors Design Portion of the contract.

The following elements are to be fully designed by the Principal Contractor under the provisions of the JCT Minor Works 2016 Contract (Contractor's Design Portion), in line with the contractual requirements. Design drawings, calculations, and all other necessary technical information must be provided by the Principal Contractor's appointed designers and installation engineers.

- The mechanical & electrical (M&E) design including heating and ventilation
- Above and below internal and external drainage
- All structural support design work including calculations to all areas to be refurbished
- Alterations and support to the altered roof including any tank support and external openings

Construction issue drawings shall be distributed and will be updated as necessary. A maintained drawing register will track all revisions, alongside the associated designer risk assessments and method statements (RAMS).

Existing Health & Safety Files

There is no Health and Safety file available on the building. There is an Operation Manual for the existing building. This is available to be viewed on request as the Sileby Parish Councils offices.

An up-to-date health and safety file is to be developed throughout the project and completed at close out of the works. The relevant number of copies are to be handed to the CA as set out in the contract documents.

Design Information

Significant Health & Safety Hazards

Outsiders in danger zone – Operatives, Visitors, and members of the public - Suitable arrangements must be introduced to prevent unauthorised persons entering the site work areas. This is to take the form of Heras Fencing etc. The whole of the site must be fully secured where there is the potential for unauthorised access.

Public footpaths and a public car park run close to the proposed construction site. Where necessary the footpaths need to be closed off and/or alternative designated routes need to be established for use by the general public. Alternative directional signage must be in place and maintained for the duration of the works.

All installed perimeter security fencing and associated hazard identification equipment will need to be checked daily and documented accordingly to ensure it remains intact, suitable, and secure at all times.

The existing changing rooms 3 & 4 are to be accessible through the doors to the right gable facing the football pitches. These will need full access during the works on site. The external kit store to the right will also need full access. Heras fencing needs to be positioned appropriately to allow for both.

The grass area at the rear of the car park can be used for sitting in a welfare cabin. This will involve moving the large boulders and protecting both the soft ground and tarmac car park areas.

Where appropriate security personnel should in position at all times.

Work at Height – All work at height must conform to the requirements of the Work at Height Regs. 2005. This includes both the erection and use of safe work platforms/scaffold and use of MEWP's etc.

Any scaffolding structures must be erected to a specification and formally handed over to the Principal Contractor as such and certificated. In addition to this, statutory inspections must also be conducted i.e. every seven days.

A Scaff-Tag system is to be adopted.

Internally the use of Podium steps should be used in preference to normal stepladders wherever possible.

Where appropriate, the use of harnesses and lanyards/work restraints and fall arrest equipment is to be used to prevent injuries from falls. The type of equipment used is to be determined through risk assessment.

In all cases any falls from height risks must be eliminated/prevented

Risks of Fire

General – The Principal Contractor is responsible producing a fire risk assessment for the site which indicates the all the appropriate firefighting facilities, assembly areas and management systems.

Fire exits, firefighting equipment and assembly areas are to be indicated on the site plan.

Hot work – Where hot working is used i.e. drilling, cutting welding, soldering etc, then it must be controlled by the Principal Contractor and subject to a Hot Work Permit system, Hot Work procedure and precautions, as well as an emergency plan to be in place in case of a fire.

During the design phase of this project, every attempt should have been made to minimise hot works wherever possible.

All hot work should cease 1 hour prior to the end of shift and the area be checked prior to leaving site one hour later.

The Principal Contractor must provide their own appropriate Fire Extinguishers in the immediate proximity, and on no account must the Client's extinguishers be used except in the event of an emergency.

Manual Handling – Where possible/practical mechanical lifting equipment must be used for objects over 25 kgs. All work to conform to the Manual Handling Regulations and the relevant risk assessments.

The methodology for lifting must be planned and agreed prior to start, as there must be control at all times.

Manual Handling is the number 1 cause of injury in this country and must not be paid lip service too.

Slips Trips and Falls – Good housekeeping and work methods must be used to control and prevent this hazard which accounts for a significant number of workplace injuries.

Loose/damaged floorboard materials are to be secured/repaired immediately where necessary.

Security – The Principal Contractor must ensure that his work areas are secure at all times. Security arrangements to prevent unauthorised access in or outside working hours must be introduced and maintained. He must liaise with the (client) or their representatives regarding positioning of any 'Heras' fencing, warning signage etc, ensuring all required notifications are in place prior to commencement of the works.

Noise – levels of noise must be kept to a minimum. Exposure must be controlled by suitable PPE for staff, and any other persons entering the area.

Where the noise levels are anticipated to be in excess of the 85db(A) – the wearing of hearing protection is mandatory whilst the plant is in operation.

Dust – The generation of a dust must be avoided where possible by using tools with fitted extraction and/or dust collection where possible.

Appropriate measures must be established to ensure any dust is contained in the working area and not contaminating any other public areas.

Ideally, cleaning should be conducted using a suitable vacuum cleaner.

Vibration – The use of vibratory tools and equipment must be controlled, and no person must be exposed to levels of vibration greater than those laid down in the current Vibration at Work Regulations 2005.

Harmful substances – materials that may or likely to be encountered will be:

- General dust
- Wood dust
- Brick dust
- Lime
- Silica Dust
- Concrete/Cement
- Adhesives
- Various Paints
- Plaster

Electricity – All electrical equipment should be 110v and PAT-Tested.

User checks of electrical equipment is to be undertaken.

Any live services must be located and adequately protected for the duration of the works.

Fire – Fire Risk Assessment – The Principal Contractor is to prepare a site Fire Risk Assessment covering all the fire risks associated with the works.

The control measures identified must be adopted and the assessment must be subject to regular review to ensure that the changing conditions of the works are covered at all times by a robust emergency plan. This includes the electrical works.

There must be fire extinguishers suitable for the type of fire that might occur in the assessed locations at all times, to be provided by the Principal Contractor.

Emergency exit routes must be maintained at all times.

Traffic Management – A simple written plan must be drawn up for all vehicular activities and implemented for the work.

Pedestrians and vehicles should be separated at all times. Suitable signage to be erected at all required points and regularly monitored for continued compliance.

Site speed limits and traffic control measures must be adhered to at all times.

All contractor vehicles must be parked in the designated parking areas at all times unless the client has given special dispensation

Lifting Operations – Lifting must conform to the requirements of the Lifting Operations and Lifting Equipment Regs. 1998 (LOLER).

Any lifting operations must be planned by an Appointed Competent Person and a lift plan produced. Under no circumstances is any lifting equipment to be used outside its safe working load (SWL) capacity.

Lifting equipment is to be appropriate for the type of lifting being conducted and have appropriate inspection conducted as required under LOLER.

Alcohol, Drugs – Contractor Employers must closely monitor their staff, and not allow anyone to work who is under the influence of either alcohol or drugs

Anyone considered under the influence must be removed from site immediately.

Sequence of Work

To be established by the Principal Contractor based on the final design solution.

Method statements and risk assessments should cover

- Work At Heights and in Confined Spaces
- Lifting Operations For Individuals And Equipment Items.
- Manual Handling
- Hot Works
- Excavations (If Required)
- MEWPS (Mobile Elevates Working Platforms)
- Use Of Hand Tools
- Dust Suppression Techniques
- Scaffolding
- Mechanical Works
- Electrical Works
- Roofing Works

Hazardous Materials/Substances

The Principal Contractors must develop this section when material specifications are confirmed.

Hazardous substances:

COSHH Assessments and Material Safety Data Sheets are required for all hazardous substances used in this project.

Where any dust is generated from machines, extraction is to be implemented where practical.

Hazardous Materials/Substances

Dust that is generated from dry windy conditions on site, dampening measure are to be implemented to ensure dust generated from the site does not leave the site.

Waste is to be disposed of in accordance with local and notional requirements and legislation, and at all times controlled. This must be reflected in the Construction Phase Plan.

Recycling is to be adopted where possible to minimise waste to landfill sites.

Dust that is generated from dry windy conditions on site, dampening measure are to be implemented to ensure dust generated from the site does not leave the site.

Site wide elements

The Principal Contractor is responsible for establishing appropriate welfare facilities to include both toilet and canteen/rest facilities with hot and cold running water in accordance with the CDM 2015 requirements. These facilities must be used in the prescribed manner and kept in a clean condition at all times.

The Principal Contractor shall maintain all welfare and other facilities as required by the Construction (Design and Management) Regulations 2015, throughout the Contract period. The provision of which should be marked on a layout plan where required.

Smoking and Vaping restrictions will be clearly identified at the induction; there is to be a strict NO SMOKING/VAPING rule within the building. Smoking will be allowed in a designated smoking area.
Unloading and storage areas: Principal Contractor is to identify appropriate loading and unloading areas and laydown areas. These are to be identified on a site plan.

Traffic/pedestrian: Segregation is key in this area and the work area should be cordoned off and be under the control of the Principal Contractor during the whole of the execution period. As each area may be an emergency escape route from an adjacent area, then these must remain negotiable in an emergency and must be left clear at all times.

Unloading by lifting of equipment by crane etc: Any activities will be carried out by the Principal Contractors, authorised staff ONLY.

Wheel wash facilities to be used to prevent vehicles leaving the site in muddy condition and contaminating any local roads as and when required.

Provision and use of work equipment: Any equipment brought on the site by contractors must be fit for purpose and in good condition. It will be for their sole use, and Contractors will have ultimate responsibility for maintaining such equipment in safe working condition at all times.

Other considerations: The Principal Contractor will develop the Construction Phase Health & Safety Plan originated by this Pre-Construction Health and Safety Information.

- A Site Induction System.
- Provision of required PPE.
- Details of The Appropriate welfare facilities.
- Confirm that all risk assessments have been conducted prior to work commencing and that documented safe working methods have been put in place and that all persons associated are both aware and signed up to it.
- Ensure that all operatives working on site are competent and this has been evidenced accordingly.
- Ensure only authorised personnel have access into the site work area.
- Ensure that all contractors have been inducted correctly.
- Ensure that good housekeeping is maintained throughout the duration of the project thereby eliminating the possibilities of slip, trips and falls.
- Ensure that all appropriate Permits have been obtained on the required basis and prior to any work commencing that require permits.

Site Restrictions

Restrictions on time.

No construction work at the site will be permitted to take place outside the following hours:

- 07:30 hours to 17:00 hours Monday to Friday without client agreement.
- No Saturdays working allowed without the Clients agreement.
- At any time on Sundays or Public Holidays except by agreement with the local planning authority
- All deliveries will be limited to hours (times to be agreed) outside of peak traffic times in the morning and afternoons. As stated below:

    - 8.30 am – 9.30 am
    - 3.00 pm – 3.30 pm

Contact & Park Opening/Closing Information

- Telephone contact details for park opening and closing or in the case of emergency is Sharon Millward Tel: 07949 791 336

Any equipment which needs to be operated outside the specified hours shall be acoustically assessed in accordance with a scheme.

Restriction on access to compounds and work sites.

All contractors and any other authorised vehicles parking is to be restricted to parking in the designated car parking area. All other parking will be strictly in accordance with permits or licenses obtained from the Local Authority. Access and timing will be agreed between the Principal Contractor and the Employer at the pre-start meeting. Only authorised vehicles will be allowed to park on site in the designated parking spaces (no exceptions). No use of any other areas will be allowed unless in the unlikely event an emergency occurs.

Any pedestrian pathways/routes are to be maintained free of vehicles. Care is to be taken in the operation of site vehicles, mobile plant, and delivery vehicles, and must comply with the Safe Use of Vehicles on Construction Sites HSG 144 published by the HSE.

The Principal Contractor shall be responsible for overall health and safety on site including all other personnel and visitors to the site during the contract. He shall take all necessary steps to exclude any unauthorised persons from the works including members of the general public at all times.

Only site inducted personnel allowed on site and must fulfil registering conditions provided by the Principal Contractor. Site induction instruction to be given by the Principal Contractor or their appointed representative who must be suitably qualified.

Other Restrictions

Where possible and practical lifting operations should be with mechanical aids to reduce manual handling, and designers should ideally avoid materials with weights in excess of 25 kgs. Ref. HSG 149 at all times.

Permit-to-work systems.

Permits to Work system should include but not limited to the following: -

a) Specify who is to do the work, time for which the permit is to be valid, the work to be done and all necessary precautions to be undertaken.

b) Only the work covered by the permit shall be undertaken. If there is a change to the work the permit must be amended / cancelled by the originator of the permit.
c) On completion of the works detailed on the permit to work the Sub-contractor must ensure that the permit is signed off without delay with the Principal Contractor. Hot Works must be covered by the relevant permits.
d) The Principal Contractor shall maintain a register of permits issued in respect of the building operation within the construction site, as considered necessary by way of risk assessment.

The erection of work platforms and other scaffolding must be carried out as per the National Access and Scaffolding Confederation and the Health and Safety Executive guidelines (SG 4:10), and the Work at Height Regulations 2005.

Access points on scaffold platforms should be protected by inward opening gates to restrict open edges.

All controls for work at height must conform to the Work at Height Regulations 2005 and the hierarchy of control must be followed. PPE is to be used only as a means of last resort.

The principal contractors appointed Site Manager/Supervisor must be responsible for controlling the daily scope of work and liaise with their Principal/CDM advisor and other appointed persons as necessary.

The Principal Contractor must identify clearly in his developed plan how he will control risk, and detail his management organisation and systems, and how he will implement controls and monitor them throughout the project.

Sub-contractors must be competency assessed, and their risk assessments and method statements (RAMS) must be approved by the Principal Contractor prior to the commencement of the execution phase.

Normal construction hazards that are recognised by competent Principal Contractors and other Sub-Contractors familiar with this site and its procedures are not detailed in this document. Only competent contractors should be employed and must be assessed as such prior to appointment.

Site Rules

The Principal Contractor should establish H&S objectives for this project to ensure the continued safety and health of its contractors and those in the vicinity of the works, throughout the project. Contractors

should be actively encouraged during induction; team briefings and toolbox talks for input into further improving safety standards.

The Principal Contractor is to clearly set out the site rules which identify the minimum safety standards required for the site i.e;

- All staff to be inducted onto the site
- **Minimum Clothing** Standard – Long Trousers, T shirts (No Shorts)
- **Minimum PPE** – Hard Hat, Hi-Vis Vest, Safety Footwear
- No Smoking except in a designated area (and only if available)
- Vehicle Parking Restrictions of the Site
- Etc.

Written method statement standards.

No matter how detailed or brief a written method statement is it must fulfil the following requirements, following a suitable and sufficient task risk assessment: -

Full understanding of what is required and tasks to be performed following the completion of the appropriated and sufficient risk assessment.

Demonstrate that best possible work practices and HSE guidance are being followed, and that best professional techniques are being used.

Potential hazards are identified and what steps are to be taken to control/minimise these.

Personnel are competent to undertake the tasks involved and are aware of safety procedures relevant to their trade or profession and are committed to observing them. Where this is not so then suitable training and instruction must be given.

An accountable management/supervisory structure is in place on site to ensure work is efficiently and safely carried out according to project rules.

Regular site meetings will be arranged between all Contractors and the Principal Contractor to discuss progress and matters of Health and Safety.

Any amendments to the Safety Plan arising from such meetings will immediately be entered into the Safety Plan and revised copies will be issued to all Contractors employed on the project.

Recorded monitoring/inspection on a regular basis carried out, and remedial actions undertaken where appropriate.

Regular progress meetings will have an item of Health and Safety added to the agenda and the Safety Plan will be monitored, amended as necessary and reissued.

Incident reporting.

The Principal Contractor shall inform the Client and Principal Designer of all accidents and near misses that occur on or immediately adjacent to the site, that are as a result of any aspect of the project.
This is in addition to their duties under the RIDDOR 1995 Regs.

HSE INCIDENT CONTACT CENTRE
Caerphilly Business Park
Caerphilly
CF83 3GG
Telephone:0845 3009923
www.riddor.gov.uk

Emergency procedures and means of escape.

The Principal Contractor shall have Emergency procedures in place, together with Induction procedures making those under their control aware of their procedures. The Principal Contractor shall establish emergency procedures and site rules etc, to cover their works on or adjacent to the site, these should be included within the Construction Phase Health and Safety plan.

The Principal Contractor shall maintain a daily register of staff and operatives etc, on site which shall be made available at all times and will be used for the purposes of a "muster role" in the event of an emergency evacuation.

Local hospital.

Loughborough Urgent Treatment Centre
Hospital Way
Loughborough
Leicestershire
LE11 5JY
Tel: 01509 568800

'No-go' areas.

All activities are to be confined to the designated site area and the welfare facilities only.

Fire precautions.

The Principal Contractor will need to produce, as part of the Construction Phase Health and Safety plan, a fire prevention strategy, in line with the "Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation".

Any and all fire escape routes from the building/site, access for firefighting appliances and assembly points shall be maintained for the duration of the works.

Contractor Designed Works.

Any changes to design or to the method or sequence of work should be agreed at formal site meetings that will be held on a regular basis between the relevant appointed Project personnel.

Health & Safety File (See Appendix 2).

The Health and Safety File will be compiled by the Principal Designer/Principal Contractor with additional information supplied by his sub-contractors.

The File will be handed to the Client at the end of the Project (Practical Completion).

Duties of Principal Contractors under the CDM 2015 Regulations:

(a) The PC will ensure that following takes place before and during the works:
(b) To take the initial health and safety information from the Principal Designer and develop it into a management document to control health & safety throughout the project.
(c) To take reasonable steps to ensure co-operation between all contractors sharing the site.
(d) To ensure, so far as is reasonably practicable, that all contractors (and persons) follow the rules contained in the health & safety plan.
(e) To take reasonable steps to ensure that only authorised persons are allowed on site
(f) To ensure that the project notification details (F10) are displayed (when required)
(g) To liaise and co-operate with the Principal Designer and other contractors as required
(h) To give reasonable direction to any contractor, with regards to health & safety
(i) To ensure that any specific site rules are included in the Health & Safety Plan
(j) To disseminate information to contractors on the risks associated with the work
(k) To ensure that contractors' employees are aware of any site rules contained in the health & safety plan and have been trained in the site's emergency procedures.
(l) To make suitable arrangements, taking into account the nature and size of the project, for employees and contractors to advise, discuss and comment on issues that will affect their health & safety.
(m) To take measures to ensure that all other parties involved in the project are;

- Provided with the necessary information in respect of health and safety (and allow adequate time for planning and preparation).
- Are aware of their duties under the regulations (In particular the requirement for the client to appoint a competent Principal Designer).
- Are competent to carry out the roles to which they are to carry out
- Ensure that all workers have been provided with suitable induction, information and training.

(n) To ensure that the construction phase is properly planned, managed, and monitored with competent site management/supervision.
(o) To maintain a project health & safety file and present this to either the Client (If the Principal Designer has left the project) or the Principal Designer at the end of the project.

Significant design and construction hazards

The design of the project, along with the selection of construction techniques/materials should be based around the requirement and desire to minimise any risks associated with the future maintenance and operation of the building. This should take account of all processes including delivery, installation, maintenance, cleaning, and final decommissioning of the structure. For any residual hazards that cannot be eliminated, it is important that the design team provide suitable information providing advice for installers and users.

The Management of Health and Safety at Work Regulations 1999 require every employer to make suitable and sufficient assessment of:-

- the risks to the health and safety of his employees to which they are exposed whilst at work;
- the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking.
- Suitable control measures should be prepared to ensure risks are minimised as far as is reasonably practicable.

Significant design assumptions and suggested work methods, sequences, or other control measures.

(a) Designers Risk Registers

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

(b) The Principal Contractor/Designer will liaise with all Designers during any design work carried out either before or during the construction phase; The Safety Plan is to be amended as necessary and then reissued.

Information on significant risks identified during design are:

(c) To be added as appropriate throughout the design phase.

Materials requiring particular precautions:

(d) To be added as the design process progresses.

Ref	(Hazard) Potential Sources of Risks	Likelihood	Severity	Risk	Action Required (Design Controls)
01	**Work commencing prior to up-to-date documentation being in place:** Health and Safety policies, procedures, and registrations are missing. Emergency response plans for office and site are not established. Documentation is expired or unavailable (e.g., training, PPE tests, work permits). Operatives and subcontractors lack valid competency certifications.	1	5	5	Work must not start until all documentation is reviewed and signed off. Assess site conditions to manage hazards and implement safety and fire precautions. Confirm all workers are competent and risk assessments are completed. Ensure welfare and first aid facilities are in place. Provide necessary training and information to all staff before work begins.
02	**Risk identification:** Work methods are not site-specific. Risks are not properly identified, controlled, or evaluated during site activities.	3	3	9	Work must not begin until all approvals are signed. Conduct baseline Risk Assessments and Method Statements, including site condition evaluation.
03	**Inductions:** Site inductions not properly conducted for employees, visitors, or operators. No sign-in book or induction forms in use. Visitors lack required PPE. Construction and delivery vehicle drivers are not informed of site conditions. Some operatives are inducted without valid work permits or certified IDs.	3	1	3	All operatives, subcontractors, and visitors must have ID and authorization validated by the principal contractor's representative before induction and site access. PPE must be provided upon entry after sign-in.
04	**Operatives and contractors on site:** Operatives and subcontractors are not properly recorded or regularly updated on the principal contractor's site register.	3	1	3	Maintain an up-to-date register of all site operatives and employees. Use a daily sign-in/out book for contractors. Add new personnel to the list immediately after site induction.
05	**Client and Designer Duties:** Client not complying with CDM 2015 regulations. Designers are not formally appointed or informed of their duties and not fulfilling their legal responsibilities..	1	1	1	Client must comply with CDM 2015 regulations throughout construction. Designers should formally acknowledge their duties and conduct regular inspections of all documentation.
06	**Separation between public and construction work:** Security fencing and warning signs inadequate. Risk of unauthorised site access from adjacent land by intruders.	2	4	8	Use Heras fencing or hoardings suited to the site and surroundings to define boundaries. Secure all access points and weak spots to prevent unauthorised entry. Maintain fences and hoarding throughout to avoid displacement.
07	**Site security:** Unauthorised site entry possible due to lack of robust preventive site security measures being implemented.	2	4	8	Implement robust security to control site access at all times. Only authorised entry points to be used at all times.

08	**Access control measures:** Weak points in security arrangements allowing unauthorised site entry due to inadequate prevention, risking vandalism, injury, and theft.	2	4	8	Principal contractor must appoint a site access manager. Provide a dedicated access system and sign-in register. Ensure site is secure and easily monitored.
09	**Site access:** Risk of unauthorised entry to site due to inadequate controls. Safety signs and notices missing near main and other park entrances.	2	4	8	Secure site with Heras fencing/hoardings. Install mandatory and warning signage at all access points.
10	**Site establishment/setup:** Safety and warning signs are missing near main gates, site entrances, and vulnerable access points.	2	3	6	Mandatory warning and obligatory signs must be installed at all site entry points.
11	**Site clearance:** Existing services and building elements at risk; retained items lack protection. Operatives struck during material removal. No dust control in place. Ground surfaces being damaged by vehicles. Uncontrolled interactions between workers and traffic. Construction vehicles using hydraulic jacks without ground protection. Stripped materials stockpiled unsafely, creating trip hazards, debris not sheeted, allowing it to blow around.	3	3	9	Principal contractor must locate all services at start, mark/maintain safe distances from fences and services. Use proper methods for removing any redundant building elements including vehicle jacks. Implement any dust control requirements. Operatives to wear PPE at all times. Vehicles removing skips must protect ground surfaces and sheet down loads on lorries.
12	**Welfare facilities:** Welfare facilities inadequate, leading to contamination. Toilets and general facilities not cleaned or maintained. Changing and canteen areas are missing or unsuitable. No regular cleaning or inspection schedule in place.	2	2	4	Provide welfare facilities per CDM regs (4(2)(b), 13(4)(c), 15(11), Schedule 2). Ensure movable units, cleaned daily by a PC-appointed person, are close to work areas and always available. Install separate male/female WCs per legal requirements. Set up safe, secure eating areas, place waste bins strategically, and provide changing facilities for operatives and subcontractors. Provide toilets/wash basins for use by SJFC as required. Facilities to be maintained as above.

13	**Stripping out/waste removal:** Trips, falls, and stumbles during dismantling; falling materials striking operatives; failure to wear PPE; improper placement of rubble chutes; incorrect material sorting; insufficient waste bins; hazardous waste removed as normal waste.	3	3	9	Remove waste regularly to approved sites with documentary proof. Provide operatives with task-specific PPE per the risk assessment when stripping out.
13	**Parking of contractor's vehicles:** Parking violations in public parking areas causing delays and collision risks; potential risk of injury. No trained banksman at obstruction points. No temporary road closure or lane restriction signage.	2	3	6	Comply with all parking restrictions and obtain any necessary work licenses. Use a banksman for any reversing and implement traffic controls to prevent site and road congestion and collisions. Schedule vehicle movements and site deliveries (with a banksman) outside peak times.
14	**Working in confined spaces:** Confined spaces risk toxic or flammable gases, oxygen deficiency, high noise, temperature extremes, and inadequate access/egress.	2	5	10	Inspect and test confined spaces before entry. Ensure operatives are trained for enclosed spaces. Provide safe, secure access at all times. Communicate risk assessments to workers before work begins.
15	**Material & equipment handling, receiving, and off-loading and loading of equipment and/or materials:** Delivery drivers unfamiliar with site and not briefed on rules. Vehicles parked in unauthorized areas. Loads are offloaded or stacked unsafely, causing materials to fall and risk injuries from incorrect handling. Materials are offloaded in unsafe locations.	3	3	9	Work carried out under supervision by an appointed person. Load/unloading in designated, clearly defined areas only. Operatives must wear task-specific PPE. All equipment must meet statutory standards, have up-to-date inspections and certifications, and be secured when not in use. Provide manual handling training.
16	**Surrounding neighborhoods/businesses liaison:** Inadequate protection (no Heras fences) and poor communication with nearby residents/businesses. Start dates aren't notified. Traffic isn't managed, and excessive noise, dust, and working hours occur. No agreements for road or lane restrictions, and surrounding roads/footpaths aren't cleaned regularly.	3	2	6	Inform businesses, residents, owners, and tenants in advance about any work affecting their access, trading, noise, or dust. Keep the site and surrounding areas clean and free of debris. Provide suitable warning and directional signage at key access/egress points to and from the park.
17	**After-hours work:** No proper supervision or guidance during weekend overtime and inadequate task and security lighting in place.	2	3	6	Work only permissible after employer approval obtained. Comply with all working time restrictions, quiet enjoyment, and statutory requests. Operate under strict site management and supervision. Ensure emergency arrangements cover any agreed after-hours work.

18	**Scaffold erection/dismantling and use**: Scaffold erected by untrained personnel. No protection to prevent unauthorised access to scaffolding; Operatives work at height without certification. Scaffold bases lack sole boards on uneven ground. No daily inspections by competent supervisor. No signage indicating safe/unsafe status. Materials aren't lowered properly during dismantling. Scaffold in adequately tied into existing structure.	3	4	12	Competent person to design and inspect scaffold per specifications; conduct daily inspections with designs available on request. Trained, competent operatives must erect and dismantle scaffold. Sign off as safe with clear warning signage/hazard ID before use and maintain any edge protection.
19	**Use of unsafe lifting tackle/plant:** No test certificates or regular inspections for lifting tackle. Tackles aren't clearly marked or stored properly, risking failure.	3	3	9	Must be certified safe on delivery, inspected by a competent person before use, stored per manufacturer's guidelines, and removed if damaged or unusable.
20	**Working at heights/elevated positions:** Risks include falling objects, unsecured harness anchor points, deliberate dropping of materials, and debris near edges. Uncertified or medically unfit operatives work at heights without valid fitness certificates. No rescue plan in place for working at heights	4	4	16	Operatives working at heights must be trained. Edge protection and harness anchorage must be certified and inspected before use. Tools secured to prevent falling. Risk assessment and safe work system required for confined spaces.
21	**Fall protection:** No site/task-specific fall protection plan. Operatives untrained on it. Plan not approved by a competent person, nor implemented or maintained.	3	4	12	Appoint a competent person to create and approve the fall protection plan. Implement the plan before height work starts and update it if project scope changes.
22	**Working at height – Ladders/steps:** Damaged ladders used without inspection, placed on uneven ground. Unsafe ladder use and wrong ladder types used. Materials fall from height. Ladders lack clear ID, inspections, and records. Missing non-skid bottoms and securing hooks. Improper storage after use.	4	4	16	Inspect ladders before use; remove damaged ones. Store securely without damage. Workers must wear PPE per risk assessment. Use podium steps over standard ladders. Do not ride or move loaded steps. Provide safety signage. Always wear safety boots and helmets.

23	**Roof structure installations:** Falls from heights due to poor access; falling tools/materials risk injury. Electrical shock from unisolated power. Slips/trips from cluttered equipment. PPE not worn; no manual handling or roof installation training.	3	5	15	Provide safe scaffolds, guardrails, platforms, harnesses, and PPE per detailed risk assessments. Ensure operatives are medically fit and trained for work at heights. Follow the fall protection plan. Use 110V equipment and check for power lines. Maintain supervision.
2	**Electric power tools:** Equipment misused by untrained persons; tools not inspected or used in bad weather. Risks include electrocution, noise exposure, contact with moving parts, material ejection, electrical fires, entanglement, vibration, and dust inhalation.	3	5	15	Use only 110V transformers. Inspect apparatus before use; store securely without damage. Remove damaged or defective items. Provide PPE and ensure operatives are qualified. Follow Provision and Use of Work Equipment Regulations 1998.
25	**Hand tools:** Tools not inspected before use. Risks include hand strike injuries, cuts from sharp blades, and lack of proper handles.	4	3	12	Avoid hammers with damaged shafts or heads; ensure heads are secure. Files must have proper handles. Keep chisel edges sharp and prevent mushrooming. Don't use screwdrivers as chisels or with hammers. Avoid split handles and splayed spanner jaws; discard faulty tools.
26	**Stacking and storage:** Brick pallets double stacked near public areas without securing. Unsuitable or damaged pallets used. Storage areas not clearly marked or tidy. Operatives remove materials unsafely from bottom of stacks.	3	4	12	Stack and secure pallets under supervision in clearly marked areas. Provide operatives with PPE per task risk assessment.
27	**Storage and use of flammable liquids:** Flammable materials improperly stored with unclear signage. Insufficient nearby fire extinguishers. Material safety data sheets unavailable or not communicated to operatives.	3	5	15	Store flammable materials under appointed person supervision in clearly marked, designated areas. Provide operatives with PPE per task risk assessment.
28	**Asbestos:** Asbestos unlikely present; building constructed in 2008.	5	5	25	If asbestos or suspect material is found, stop work and isolate the area. Prevent unauthorized access and provide PPE. Train relevant staff (e.g., site supervisor) in asbestos awareness. Contaminated PPE equipment to be disposed of safely in the event of coming into contact.
29	**Environmental:** Risk of spills from hazardous materials during transport, storage, or use. Fumes, noise and dust may affect nearby residents.	3	2	6	Confine and clean spills; personnel must wear PPE. Control noise, dust, and vibration when using power tools. Use quieter methods and equipment; wear PPE.

30	**Manual handling:** Risk of injury from heavy, large, or unstable loads; strenuous tasks and awkward postures. Poor workspace with slippery, uneven floors, extreme temperatures, or poor lighting. Potential for lower back pain and injuries.	2	4	8	Design tasks to minimise manual handling by implementing use of automation and mechanical lifting equipment. Conduct risk assessments, split loads, and provide rest breaks. Train workers in safe handling. Principal Contractor to assess manual handling for items over 25kg or as needed.
31	**Housekeeping:** Materials and equipment poorly stored; waste and debris not cleared regularly. Obstructions block site access and walkways. Site fencing and access control inadequate. Catch platforms missing for overhead work. No supervisor or weekly housekeeping checklist. Flammable substances improperly stored with unclear signage and insufficient fire extinguishers. Safety data sheets unavailable or not communicated.	2	3	6	Principal contractor to manage daily housekeeping. Remove waste and rubble regularly. Provide operatives with PPE per task risk assessment.
32	**Emergency preparation and response:** Emergency plan not communicated or updated for site personnel. Contact numbers not displayed. Weekly evacuation drills not held. No competent evacuation controller appointed. Fire escapes and emergency	2	5	10	Develop emergency evacuation plan considering site conditions. Train all operatives on the plan upon arrival. Clearly mark and maintain assembly areas. Conduct regular drills.
33	**Temporary Works:** Temporary works not properly designed, inspected, or signed off. Erection/dismantling by unqualified personnel. Operatives not using latest drawings. Insufficient support, bracing, and maintenance by competent staff.	2	4	16	Principal Contractor and subcontractors must manage temporary works per BS 5975:2008. Include site-specific temporary works procedures in the health and safety plan. Minimise risks by design and apply suitable controls when necessary.
34	**Incident reporting procedures:** No RIDDOR incident reporting procedures. Incidents not reported promptly or recorded in detail. No accident book or proper records for legal reporting.	1	2	2	Implement a system to record all incidents and appoint a responsible reporter. Follow RIDDOR 2013 (Reg 4) for reporting dangerous occurrences and near-misses to HSE or Local Authority.
35	**Firefighting and prevention**: None identification of those at risk and any potential sources of ignition. Non/insufficient fire-extinguisher equipment available on site. Fire extinguishers not clearly identified in terms of a number/placement or inspected regularly by a competent person for working order. Wrong fire extinguishers. Emergency assembly areas not confirmed.	2	5	10	Identify ignition sources and flammable materials to fully assess fire risk and implement elimination strategies. Train all operators on risks and actions. Conduct regular evacuation drills. Ensure firefighting equipment is sufficient and checked. Clearly communicate evacuation protocols. Place appropriate fire extinguishers at designated site points.

36	**First Aid:** First aid kit location not displayed. Official first aider's name/contact missing. No first aider on site. Restocking of kit not recorded. Nearest emergency hospital details not provided.	1	1	1	Operatives must be trained in incident management and first aid procedures. A qualified person should oversee first aid arrangements, equipment, and emergency calls. Emergency hospital details must be provided.
37	**Toolbox talks:** No toolbox talks conducted to engage operatives in strengthening health and safety practices on site.	2	3	6	Toolbox talks should be run frequently—at least weekly, ideally daily—to build a strong safety culture. Keep them brief (10–15 minutes) and focused on relevant health, safety, and site-specific hazards.

Assessment Matrix

SEVERITY	RATING	LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
>3 day Injury	3	Possible
Major Injury	4	Probable
Death	5	Frequently

Severity

Likelihood	5	4		3	2	1
5	25	20		15	10	5
4	20	16		12	8	4
3	15	12		9	6	3
2	10	8		6	4	2
1	5	4		3	2	1

- **Low 1-6**
- **Medium 8-12**
- **High 15-25**

Appendix 1: F10

F10 document in Appendix – to be updated by Principal Contractor on entering into the contract.

Appendix 2: Health and Safety Plan

THE HEALTH AND SAFETY FILE
GUIDANCE FOR PRINCIPAL CONTRACTORS ON CONTENTS

When putting together the H & S File, you should consider including information about each of the following where they are relevant to the health and safety of any future construction or maintenance work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

1. Brief description of the work carried out and details of the Project responsible companies.

2. Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).

3. Key structural principles (for example, bracing, sources of substantial stored energy- including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

4. Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).

5. Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling).

6. Health and safety information about equipment provided for cleaning or maintaining the structure.

7. The nature, location and markings of significant services, including underground cables; gas supply equipment; firefighting services etc.

8. Information and as-built drawings of the structure, its plant and equipment (for example, the means of access to and from service voids, fire doors and compartmentalisation etc).

9. The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely.

The file should be useful to:

- Clients, who have a duty to provide information about their premises to those who carry out work there;
- Designers during the development of further designs or alterations;
- Principal Designers preparing for construction work;
- Principal Contractors and contractors preparing to carry out or manage such work.

- The file should form a key part of the information that the client, or the client's successor, is required to provide for future construction projects. The file should therefore be kept up to date after any relevant work or surveys.

Format:

- Exact requirements to be confirmed, however the recommended format for each section of the document is:
- General information, introduction, project team, contractor registers, Local Authority consents etc
- Construction / materials
- Test certification
- Maintenance equipment documentation
- Surveys, reports, waste management, energy calculations etc

All as built drawings to be printed in A3 format and in Acad and Pdf format on the electronic copy.

The Principal Contractor is to supply a draft copy to the Principal Designer 2 weeks prior to practical completion for comment.

The final number of copies will to be confirmed by the Employer , however both hard copies and electronic copies are required. (Note exact requirements and number of copies will be confirmed prior to commencement).

The file does not need to include things that will be of no help when planning future construction work, for example:

- The pre-construction information or construction phase plan.

- Construction phase risk assessments, written systems of work, (unless these systems of work impact on future operations, e.g. demolition), and COSHH assessments.

- Details about the normal operation of the completed structure.

- Construction phase accident statistics.
- Contractual documents.

Information about structures, or parts of structures, that have been demolished- unless there are any implications for remaining or future structures, for example voids.

Information contained in other documents, but relevant cross-references should be included.

Some of the above items may be useful to the Client, or may be needed for purposes other than complying with the CDM Regulations, but the Regulations themselves do not require them to be included in the file. Including too much material may hide information about risks.

Appendix 3: Additional Guidance

The Principal Contractor and Contractors can obtain guidance from http://www.hse.gov.uk/

- Specific reference should be made to the following guidance applicable to this project:

- Managing Health and Safety in Construction (L153) Protecting the Public — Your Next Move (HSG 151)

- The Safe Use of Vehicles on Construction Sites" (HSG 144),

- Asbestos Essentials HSG 210

- Managing Health and Safety in Construction (L153) Protecting the Public — Your Next Move (HSG 151)