



Document  
**Pre-Construction  
Information Document**

Project  
**Window Remedials**

Building/Asset/Site  
**Links Primary School  
Frinton Road  
SW17 9EH**

Client  
**London Borough of  
Merton**

Date  
**July 2025**

**Contact**

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## INTERNAL APPROVAL

This document prepared, reviewed and approved by:

Version	Date	Prepared By	Reviewed By	Approved By
1	29/07/2025	Lewis Mckenzie	Lewis Mckenzie	Andrew Hogg
Signature for and on behalf of McBains Ltd				

## REVISION HISTORY

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S4	P1	29/07/2025	Tender Issue	N/A
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1	PDF	Terry Parsons	Merton Council	Terry.Parsons@merton.gov.uk

## DOCUMENT LOCATION

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## 1.0 NATURE OF THE PROJECT

### 1.1 Names of the Client and the Project Team

1.1.1	The Client	Merton Council
	Address:	Merton Council Merton Civic Centre London Road Morden London SM4 5DX
	Principal Contact:	Tom Procter
	Site Contacts:	Links Primary School - Caretaker Debbie Hall - 07846 045 449
1.1.2	The Principle Contractor	TBC
	Address:	
	Contact:	TBC
	Telephone:	TBC
1.1.3	Contract Administrator	McBains Limited
	Address:	5 <sup>th</sup> Floor 26 Finsbury Square London, EC2A 1DS
	Contact:	Lewis Mckenzie
	Email:	lmckenzie@mcbains.co.uk
	Telephone:	0207 786 7900
1.1.4	Principal Designer	McBains Limited
	Address:	5 <sup>th</sup> Floor 26 Finsbury Square London, EC2A 1DS
	Contact:	Lewis Mckenzie
	Email:	lmckenzie@mcbains.co.uk
	Telephone:	0207 786 7900

## 1.2 Health & Safety Policies

The successful delivery of the project is reliant on the management of the aspects relating to health and safety, as well as the normal constraints of cost, programme and quality. Merton Council put great emphasis on the controls for H&S on site as well as the importance of the projects being compliant with the CDM Regulations 2015.

A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved from client to operatives so that the programme is delivered at the highest level of safety standards within the construction industry.

The Contractor shall append his own Health and Safety Policy to the Construction Phase Plan in Appendix A.

## 1.3 The Nature of the Project

### 1.3.1 General Description

The Works covered by this contract are the proposed window remedials at Links Primary School in Merton, South London, as described in the contract Documents.

The Contractor is to be aware that works will be envisaged to take place over the October half term w/c 27<sup>th</sup> October 2025, in order to mitigate impact on the school. Works largely involve overhaul of the existing Teleflex winders provided to the double glazed uPVC windows to the three storey building. The Contractor will however be required to liaise closely with each school on a daily basis with the Caretaker being the first point of contact with regards to access, particularly with regards to access to working areas. Confirmation will be provided shortly as to access arrangements. **Over the half term the School will be partially occupied by a holiday club and as such valid DBS checks are to be provided for all operatives.** The Contractor will need to ensure that works are phased to ensure use of the North West side of the playground is not compromised.

Contractor to ensure there is no impact on the schools operation in addition to developing a detailed Construction Phase Plan. Works are expected to commence prior to the October half term on Friday 24<sup>th</sup> October 2025 in terms of site setup, with Contractor allowing for out of hours working over both weekends if needed and the week of half term itself, w/c 27<sup>th</sup> October, with works to complete by 9am on the 3<sup>rd</sup> November 2025 when the school returns. All works must be completed and signed off by the Contract Administrator in good time prior to this date.

It is paramount that the Contractor allows for developing a sufficient Construction Phase Plan for the works to be executed in a safe and professional manner. Contractor will be expected to adhere to the Schools policy and adapting their activities as required.

The Contractor will be provided with a designated toilet and parking facilities for use during the project, which are to be cleaned on a regular basis and provided back in the same condition. The Contractor will be required to provide a photographic condition survey prior to commencing. Contractor will need to review and develop the logistics plans provided to ensure that site setup is provided within a practical area compliant with the Schools needs. The appended plans are indicative only following discussions with the Schools.



## 1.4 The Location and Layout of the Project



Location plan of Links Primary School

### 1.4.1 The Site Location

Links Primary School, 27 Frinton Road, London, SW17 9EH

## 1.5 The Nature of the Construction Work

### 1.5.1 General Description of the Construction Work

Works largely involve the overhaul and isolated replacement of Teleflex winders to uPVC double glazed windows to the three storey building. Where existing units are deemed beyond repair, confirmation will need to be sought from the CA prior to proceeding with replacement. The Contractor will be required to provide protection to floor and surrounding surfaces prior to commencing works, allowing for making good decorations and cleaning up on completion. Protection should be laid along access routes to working areas.

The contractor shall meet all requirements set out in this document, and the main tender specification document.

### 1.5.2 General Description of Buildings

The main building at Links Primary School is 3 storey with circa 4m high ceilings provided to each floor.

## **1.6 Timescales for Completion of the Project**

### **1.6.1 Project Programme**

The anticipated provisional Project Programme is as follows: -

Issue of tender documents to Contractors	w/c 4 <sup>th</sup> August 2025
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Client Review and appointment	Early September 2025
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Works on Site	24 <sup>th</sup> October 2025
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Completion of works	3 <sup>rd</sup> November 2025 9am
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Min. time between appointment of Principal Contractor & start on site:	3 weeks
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## **2.0 THE EXISTING ENVIRONMENT**

### **2.1 The Sites and Surrounding Land Uses**

#### **2.1.1 The Sites**

The Victorian school is located within a residential area of South London surrounded on all 4 sides by houses and roads. The site comprises of a 3 storey Victorian building which has been extended over the years with both single and two storey projections. There is also a two storey Caretakers House to the South East corner of the site, in addition to an external store to the South. The Contractor will be responsible for phasing means of high level access around the building to ensure there is no impact on the 2 week summer school activities planned at the start of the contract.

The Contractor is to undertake a full photographic record of the site access, delivery and communal areas, including the route to the work site and submit to the Contract Administrator prior to commencement.

#### **2.1.2 The Surrounding Land Use**

The site is located within a built-up residential neighbourhood, surrounded on all 4 sides by either houses or residential streets. Access to the school grounds can be gained by Frinton Road.

The Contractor is deemed to have noted site particular details and included for any financial consequence within the Tender Submission.

### **2.2 Existing Services**

The buildings are served by water, gas and electrical supplies. The Principal Contractor shall take all practical steps to avoid damage to 'Statutory Bodies' services or apparatus and the potential hazard to the site operatives, staff and public, which might arise. He shall, before opening up any section of the site for hoarding, demolition / construction operations, site accommodation or any other purpose, locate the exact position of all existing services and apparatus by liaising with statutory authorities and any historical information provided by the Clients team. The Contractor is to ascertain the route of all current services as necessary.

The Principal Contractor shall protect, uphold and maintain all pipes, ducts, service mains, overhead cables, etc during the execution of the works so as not to jeopardise the health and safety of site operatives, staff, visitors or the general public. If any damage to services results from the execution of the works, the Contractor shall immediately notify the Client. The Contractor shall be liable for any damage due to any cause within his control.

The Contractor shall make temporary connections to the existing electric, water and heating supplies as agreed with the facilities manager in a way that ensures safety of others. The Contractor will be responsible for all temporary services throughout the duration of the works and for taking back and capping off on completion of the works, inc any making good works that may arise.

### **2.3 Existing Traffic Systems**

### 2.3.1 Access Road and Contractor's Vehicles

Contractor to utilise vehicle access gates provided on Frinton Road. Contractor to note restrictions regarding use of road during the drop off and collection times. A proposed site setup plan has appended to the tender documents to highlight the most practical solution due to the summer school club due to be held during the first two weeks of the summer holidays.

Contractor's pedestrian operatives will need to call the site manager to gain access onto site. Contractor's access to the area of work shall be via these vehicle gates. The Contractor is required to ensure that the gates are closed when not in use.

It is anticipated that the Contractor will likely not be allowed to park in the playground during the first two weeks of the contract whilst the summer school is operational. Following the Contractor will be able to utilise for parking. The Contractor must not block the entrances or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, residents, other contractors, or maintenance teams working on site. We believe that the access restrictions at Links Primary School to Frinton and Gunton Roads during drop of periods does not apply during the summer break and will confirm back shortly. No parking costs incurred will be reimbursed to contractors or subcontractors.

### 2.3.2 Contractor's Personnel and Site Visitors

Contractor will be responsible for storing this information on-site and for keeping a daily site register for all staff and visitors on-site.

All operatives on arrival and before departure shall sign in and out accordingly, and shall further comply with the following procedures:

- i) All Contractors must sign the signing in book kept by the Site Manager upon entry to the site. ID must be clearly worn at all times on site.
- ii) Each operative is to report to the Site Manager on arrival and prior to departure from the site.
- iii) Each operative is fully inducted to the site rules by the Site Manager which is to include details on procedures and emergency escape, assembly points etc.
- iv) The contractors must ensure that any welfare facilities provided for use by the school are kept clean daily and upon completion of the project a deep clean must be undertaken to the welfare facilities.
- v) The Contractor shall take all necessary precautions during the execution of the works to maintain the security of the premises.
- vi) The Contractor shall be responsible for the security of all plant and materials provided for the execution of the works and shall make good any damage or loss at his own expense.
- vii) All personnel and visitors must be provided with adequate clothing, goggles, hard hats, protective footwear, etc
- viii) No smoking on-site at all times.

### 2.3.3 Vehicular Transitional Hazards

The Principal Contractor will be expected to include within the Construction Phase Health and

Safety Plan proposals for traffic management and access to the site. The Principal Contractor is expected to review the existing site rules and traffic management procedures in advance of commencing works and will be expected to detail these back to all operatives prior to works commencing on-site and at toolbox talks.

The Principal Contractor must ensure that no deliveries are made around the busy operating periods of the schools where possible in order to try and not cause congestion within the access points and car park. The Principal Contractor will also be expected to ensure that all delivery drivers are made aware of the site traffic rules with regards to speed and taking extra precautions with regards to pedestrians and children. It is vital that for any large vehicles that the Contractor provides a banksman from the entrance down to the site compound and on return, to ensure the safety of the public and school occupants at all times. We believe that the access restrictions at Links Primary School to Frinton and Gunton Roads during drop of periods does not apply during the summer break and will confirm back shortly.  
The location of skips to be agreed with the school if deemed required.

#### 2.3.4 Pedestrian Transitional Hazards

The Contractor is advised of the requirements for vehicle access into and around site to be maintained at all times during the project. Temporary signage, lighting and barriers etc must be erected and maintained by the contractor to ensure the safety of the operatives, visitors and the general public as necessary throughout the project.

The Contractor will be expected to regularly sweep and wash down all external areas to ensure high levels of cleanliness and tidiness are maintained, in addition to ensuring the safety of the staff and children on site.

#### 2.3.5 Contractor's Deliveries

The Contractor is to ensure that deliveries are programmed sensibly and in a manner that causes as little disruption as possible to operation of the school as detailed previously within this document.

The Contractor is to be aware that there will be activities taking place over the October half term in terms of holiday club. As such deliveries into the site need to be meticulously managed with the Caretaker to ensure limited impact on the School and so it is paramount that the Contractor allows for developing a sufficient Construction Phase Plan in order for works to be executed in a safe and professional manner.

All details to be included in the Construction Phase Plan.

#### 2.3.6 Asbestos

N/A given scope of works proposed.

## 3.0 EXISTING AND TENDER DRAWINGS

### 3.1 Existing Drawings

Refer to the Tender Documentation which contains existing layout plans.

### 3.2 Tender Drawings

Please refer to the Tender Documentation which contains all proposed layout plans for the works.

## 4.0 THE DESIGN

### 4.1 Designer's Risk Assessment

Appendix E contains the Risk Assessments prepared by the Design Team. The Principal Contractor is to consider and make provision to minimise the identified risks during the construction phase. The Designer's schedule will not be an exhaustive list and the Principal Contractor should exercise due care and diligence throughout the works together with continued liaison with the Principal Designer as required for Design Amendments which may affect Health and Safety issues.

### 4.2 Principal Contractor's Method Statement

The Principal Contractor is informed that the following Method Statements are to be provided prior to commencement of the works. This is not intended to be an exhaustive list and the Contractor should also develop this as circumstances require: -

- 1 Method and sequence of carrying out the construction operations
- 2 Dealing with the isolation and re-connection and recommissioning of existing services - water, electricity etc. and any temporary installations.
- 3 Delivery, Storage and Removal of Materials (including waste) and Work Equipment given the shared access routes and communal areas shared with the building occupants.
- 4 Control and management of noise, dust and vibration
- 5 Site security
- 6 Working within occupied and functioning school with young children e.g. risks and accidents prevalent to staff, children and visitors alike by the process of construction operations, deliveries to site etc
- 7 Undertaking works at height
- 8 Undertaking works adjacent to the public highways and residential parts
- 9 Safe Working Site Operating Procedures (SOP) in relation to Covid-19

### 4.3 Contractors Design

- 4.3.1 The Contractor is required to produce a programme for the development of the scheme to allow sufficient time for approval by the Principal Designer and Contractor Administrator before commencement. The programme must show a full breakdown of the anticipated dates, sequence and timescales for the works. Furthermore, the programme should show any lengthy lead in periods for products included within the contract.

4.3.2 Risk Assessments will be required and shall demonstrate that proper analysis techniques have been employed to the reasonable satisfaction of the Principal Designer.

#### **4.4 Health and Safety File**

4.4.1 Information required for the preparation of the file by the Contractor;

- Table of Contents
- Contractual and Legal Information
- Description of works carried out.
- Details of design and construction team.
- Specification, existing and 'as built' drawings.
- Details of capped services, drains etc,
- Details and location of any underground structures capped or filled in.
- Full information in respect of service operation and maintenance manuals and information and all trade literature with regard to installed materials and equipment.
- All certificates relating to completion of elements of the work.
- All subcontractors details
- All specialist information
- All maintenance information
- COVID-19 Policy

A reminder list will be provided, as the contract reaches completion by the Principal Designer.

#### **4.4.2 Certificate of Completion**

On Practical Completion of the project, the completed Construction Phase Plan and Health and Safety File information is to be passed to the Principal Designer for review and approval. Completion is dependant on the passing over of this documentation.

On passing over the documents they must be signed off by the Principal Designer and the certificate appended to the Plan.

Information necessary for the completion of the file should be passed to the Principal Designer as it becomes available in a continuous basis throughout the construction period.

## **5.0 CONSTRUCTION MATERIALS**

### **5.1 COSHH Assessments**

The majority of the materials required for this project are not unusual and should be familiar to a competent Principal Contractor. The Contractor is to provide COSHH Assessments for all materials subject to control, prior to their use on site.

Generic material COSHH assessment requirements are to be scheduled in Appendix D, Part 1.

Specific material COSHH assessment requirements are to be scheduled in Appendix D, Part 2 which shall identify any unusual risks associated with materials to be used on this project.

Neither list should be regarded as exhaustive and the Contractor will be required to develop these lists from time to time in accordance with his particular working method and material/manufacturer supply options and changes.

### **5.2 Special Precautions for Processes**

The Principal Contractor shall ensure that all requirements to control the noise, vibration and dust levels and other potential nuisances which may create a health and safety hazard produced by his operations on site are strictly complied with.

The contractor is to note the works will be performed within a 'live' and operational school building and therefore the management and control of noise, dust and vibration will be critical to the success of the project. The selected contractor will need to ensure that adequate measures are taken to segregate the working areas and access routes from other adjacent areas, using hoardings and / or other types of protection for the duration of the project. It may also be a requirement for the selected contractor to undertake any noisy works or isolations outside of normal working hours, subject to further confirmation and agreement with the Contract Administrator.

### **5.3 Prevention of Noise and Hearing Conservation**

The Principal Contractor shall comply with BS 5228: 1997 Code of Practice for Noise Control on Building and Demolition Sites and all amendments thereto, and the Noise at Work Regulations 1989 as amended. In addition, every effort must be made to ensure that noise does not disrupt present occupiers, neighbours, passers-by or the public at large.

## 6.0 SITE WIDE ELEMENTS

### 6.1 Temporary Site Accommodation

The Contractor must provide his own welfare facilities to location agreed between all parties prior to works commencing on-site. The Contractor will be able to make use of existing services on site but will however be responsible for making all connections and ensuring these have been carried out safely (no trip hazards etc).

The Contractor must ensure, so far as is reasonably practicable, that the generation of dust, fumes and smoke is kept to a minimum throughout the course of the Contract.

### 6.2 Emergency Services

The Construction Phase Plan shall include full details of emergency procedures, First Aid equipment and location of trained personnel.

The location of the nearest **A&E hospital** is;

St Georges Hospital  
Tooting  
London  
SW17 0QZ

Location: approximately 1.8 miles.

The location of the nearest **24-hour police station** is;

Wimbledon Police Station  
15-23 Queens Road  
Wimbledon  
SW19 8NN

Location: approximately 0.9 miles.

The Contractor should include maps of these locations in their Construction Phase Plan.

### 6.3 Contractor's Welfare Facilities

With exception of Links Primary School where the School have confirmed the use of an external WC, the Contractor should make arrangements for providing their own welfare facilities within the compound/site setup area previously noted.

### 6.4 Plant & Materials

Plant and material storage areas on site must be agreed with the Principal Designer and the Contract Administrator before commencement of the works. The contractor is to ensure that the storage of plant and materials do not hinder the pedestrian access through the site or surrounding buildings.



## **6.5 Traffic and Pedestrian Routes**

Existing traffic and pedestrian routes are addressed in Section 2.3 above.

## **6.6 Security Arrangements**

Unauthorised access must be prevented during and out of normal working hours. Site personnel and visitors must be controlled as in 2.3.2.

The Contractor is to carefully plan works to the existing security system so that it is maintained at all times during the works when the building is not in operation.

The Contractor is to ensure that all regular site personal (site manager, foreman, regular trades) hold valid DBS Certifications prior to and throughout the duration of the works on-site. The Contractor will be responsible for obtaining all DBS Certifications including cost and will be responsible for applying and obtaining in good time prior to commencement of works. As such the Contractor will be expected to issue applications where required as soon as they have received confirmation of appointment from the Contract Administrator. The Contractor is expected to supply details of current DBS Certified staff as part of their tender submission.

## **7.0 OVERLAP WITH THE CLIENT'S REQUIREMENTS**

### **7.1 Occupied Premises**

The Contractor is advised the subject premises and access routes are occupied and will remain occupied and 'live' for the duration of the works so noise and vibration should be kept to a minimum throughout the course of the Contract. Any site storage must be protected at all times and the Contractor is to pay particular attention to site tidiness at all times. The areas around the site are to be kept free from building rubbish, spoil and materials at all times. Summer camps will run during holiday periods so the school will be occupied outside term times.

The Contractor is to maintain free and safe access to fire escapes and designated access routes for building occupants, visitors and site labour workforce.

The Contractor must prepare a Fire Action Plan identifying assembly points, fire drill details and emergency procedures which should be submitted for approval, prior to the commencement of works as required under Section 8.1.7.

The Principle Contractors Fire Strategy must, in liaison with the building management team, be coordinated with existing arrangements within the building, eg to ensure that evacuation alarms are effectively communicated and that building fire detection/protection systems and arrangements are not compromised.

The Contractor must ensure, so far as is reasonably practicable, that the risk of the outbreak of fire is kept to a minimum throughout the course of the works Contract. The Principal Contractor is to maintain his own fire precautions within his works areas in accordance with the standards set out in Construction Confederation and Fire Protection Association publication 'Fire protection on construction sites. Joint code of practice', as applicable.

### **7.2 Limits of Access**

The Contractor shall confine his operations to the vicinity of the works. No flammable materials are to be stored within the curtilage of the site.

### **7.3 Site Working Hours**

Normal working hours: 08:00-17:00 hours Monday to Friday for the works; noisy and/or works causing a vibration or any other nuisance may be taken forward during the working day. Works outside of these agreed hours are to be agreed in advance by the Client/CA.

NOTE: The above will be subject to the provisions of the Local Authority and thus these hours may be restricted further. The Contractor is to comply fully with all such restrictions and no delays to the contract as a result of such restrictions will be entertained.

All works are to be programmed to cause minimum disturbance to other occupants, works may have to cease at critical times. Any variations to this must be in accordance with an agreed procedure to ensure a satisfactory level of site control and safety management is maintained. This procedure must be agreed with the Principal Designer.

#### 7.4 Client Liaison

The contractor is expected to liaise with the client regularly in order to ensure that they are kept aware of any expected disruption, large deliveries etc.

## **8.0 SITE RULES**

### **8.1 The Site of the Works**

- 8.1.1 Visitors to the site will be required to report to the Principal Contractor and shall not be permitted to move about on site unattended. All contractors' personnel are to have ID on display at all times. All contractors working on site must understand the site rules and site management procedures.
- 8.1.2 Site manager to ensure that any person using machinery or equipment holds the appropriate operating certification necessary or, as a minimum is adequately instructed/ trained.
- 8.1.3 All operatives to wear hard hats and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.
- 8.1.4 All accidents must be reported and entered in the accident book. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be reported to the Principal Designer. (Ongoing procedure to be maintained). The telephone number for the nearest hospital is to be available on site.
- 8.1.5 Only qualified scaffolders to erect adjust and dismantle scaffold. Scaffold must be checked at regular intervals.
- 8.1.6 The lighting of fires on the site will not be permitted. No smoking will be permitted on the site to limit the risk of fire.
- 8.1.7 Procedures for the emergency evacuation of the site and for the call-out of emergency services must be established, agreed with the Principal Designer and incorporated within Appendix I, Section 4 of the document. A comprehensive Fire Plan must be generated by the Principal Contractor (approved by the fire officer) and included within Appendix B.
- 8.1.8 The use of radios, MP3 players or the like will not be permitted anywhere on the site, unless it can be shown that this will not generate a potential hazard or nuisance.
- 8.1.9 Strict zero tolerance policy on engaging with pupils at the school.
- 8.1.10 Project signboards to be displayed at all times during construction to provide contact telephone numbers in case of emergency i.e. contact outside normal hours.

### **8.2 Sub-Contractors Safety Records/Previous Convictions**

- 8.2.1 The Contractor must enquire as to the details of the Health and Safety record of any proposed sub-contractor prior to arrangements being undertaken to employ the sub-contractor. This must include statistics of accidents or incidents over the last two years, details of any prohibition notices service by the Health and Safety Executive, and also details of any prosecutions.
- 8.2.2 The Contractor must declare to the Principal Designer details of any Health and Safety convictions of any personnel, prior to the commencement of work of these personnel, or any

unsatisfactory Health and Safety record of any sub-contractor to be employed on the works prior to their appointment.

- 8.2.3 Personnel or Contractors with unsatisfactory safety records or working practices will not be permitted to work on the site without evidence of subsequent re-training.

## **9.0 CONTINUING LIAISON WITH THE PRINCIPAL DESIGNER**

### **9.1 Continued Liaison**

With regard to on-going liaison with the Principal Designer the following issues must be clearly addressed: -

- 9.1.1 Procedures for communications between the project team designers, other contractors and site operatives.
- 9.1.2 Procedures and a programme for the development of Contractor Design items and continued liaison with the Principal Designer.
- 9.1.3 Details of the contractors internal or external Health and Safety Consultants together with a schedule of their duties and a programme to provide or complete outstanding issues and approve method statements, working practices and site safety issues.

### **9.2 The Construction Phase Plan**

- 9.2.1 The Principal Contractor shall develop this document in order to incorporate a detailed statement describing the organisation and resources which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of sub-contractors and of any person who may be affected by the works. In addition, the Construction Phase Health and Safety Plan shall include the details stipulated in the appropriate Appendices.
- 9.2.2 The detailed requirements of the Construction Phase Health and Safety Plan shall meet are scheduled in Appendix I.
- 9.2.3 (Note: Reference to design matters may be omitted if no Contractor Design is required).
- 9.2.4 The developed Construction Phase Health and Safety Plan must be submitted to the Contractor Administrator not less than seven days before the proposed date for start of construction work. Construction work shall not commence until the Principal Designer has confirmed in writing that in his view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

### **9.3 Footnote**

- 9.3.1 The Construction Phase Plan is an important document and shall be kept on site at all times. It shall be brought to the attention of all management, senior and other staff as relevant to their tasks and duties and maintained in an easily accessible and prominent position for reference by all site operatives.
- 9.3.2 The Form F10 (Notification to the Health and Safety Executive) shall be displayed on site in a prominent position in accordance with the Regulations.
- 9.3.3 It is essential that the Pre-Construction Information is fully developed by the Contractor for the Construction Stage prior to commencement of the works on site. If in any doubt as to your responsibilities in this respect, please contact the Principal Designer.





## **APPENDIX A** **HEALTH AND SAFETY POLICY STATEMENTS**

The Contractor is to insert their own Health and Safety Policy.

## **APPENDIX B** **FIRE PLAN**

To be inserted by the Contractor

## **APPENDIX C**

### **EXISTING SITE SERVICES INFORMATION**

To be inserted by Contractor

## **APPENDIX D**

### **GENERIC AND SPECIFIC COSHH ASSESSMENTS**

To be inserted by Contractor

## **APPENDIX E**

### **DESIGNER RISK ASSESSMENTS**

Designer: McBains							Project: Links Primary School - Window Remedials			
Job No. 100292							Date: July 2025			
Ref. No.	Activity / Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
1.	High level works	Risk of personal fall. Risk of falling equipment	General contractors	M	M	M	Inform site management.			Use of appropriate high level access suitable for task to hand. Daily assessment to ensure there are no faults. Principal Contractor to provide Method statement, safety signage and barriers.
2.	Loose fabric falling	Risk of personal injury from impact	General contractors	L	H	M	Inform site management.			Assessment to be carried out following erection of high level access to review condition of high level masonry.

Designer: McBains							Project: Links Primary School - Window Remedials			
Job No. 100292							Date: July 2025			
Ref. No.	Activity / Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
3.	Evacuation under fire alarm conditions.	Blocking of escape routes.	General, Contractors	L	M	L	Inform design/ construction teams by issue of this document. Issue of drawings indicating fire escape routes.			Ensure exit routes are kept clear of materials, equipment, and debris at all times. Ensure fire routes are clearly identified. Communicate requirements to all site operatives. If blocking of escape route unavoidable during course of work, ensure alternative well-defined route exists. Principal Contractor to provide method statement on maintaining fire escape routes. Portable fire extinguishers to be provided adjacent to risk areas
4.	Manual Handling	Musculo-skeletal Injuries. Risk of falling equipment.	General contractors	L	M	M	Specify equipment of modular or sectioned components. Position equipment in accessible locations.			Allow sufficient space for installation. Allow for mechanical handling equipment to be utilised. Program building works to maximise access.

L = Likelihood (low, medium, high)

S= Severity (low, medium, high)

R = Risk (likelihood x severity)



## **APPENDIX F**

### **CONTRACTOR'S RISK ASSESSMENT**

To be inserted by Contractor

## **APPENDIX G**

### **METHOD STATEMENTS AND PERMITS TO WORK**

To be inserted by Contractor

## **APPENDIX H**

### **SITE SAFETY MANAGEMENT STRUCTURE AND CONTROLS**

To be inserted by Contractor

## **APPENDIX I**

### **GUIDANCE NOTES FOR THE PREPARATION OF THE CONSTRUCTION PHASE PLAN**

## 1.0 CONTRACTOR AND SITE SAFETY MANAGEMENT

- A copy of the Contractor's Health and Safety Policy Document.
- Accident and illness records for the past five years. A statistical analysis will suffice, provided the location of the full records is identified
- Records of previous Health and Safety Executive enforcement action and actions and retraining taken to prevent any re-occurrence.
- The number and type of staff responsible for Health and Safety on this project with details of their qualifications, a schedule of their duties and contact numbers (emergency and normal). A specific and suitably qualified individual must be identified to take overall responsibility for site safety issues including the approval of Method Statements, permits to work and liaison with the Planning Supervisor.
- Method Statements related to the hazards identified in the pre-tender Health and Safety Plan and/or statements on how the hazards will be addressed and any other significant hazards identified by the Contractor. If these cannot be provided prior to commencement, then a detailed programme for the production of this information must be agreed prior to commencement.
- Selection procedures for ensuring competency of other contractors, the self-employed and any designers.
- Procedures and a programme for the development of Contractor Design items and continued liaison with the Planning Supervisor.
- Procedures for carrying out risk assessment and for managing and controlling the risks identified.
- Arrangements for consulting with and taking the views of people on site in respect of safety or perceived safety issues.
- Arrangements for preparing or modifying site rules, drawing them to the attention of those affected and ensuring their compliance by regular checking and controls.

## CONSTRUCTION WORKS CONTROLS

- Details of the location and arrangements for issue, instructions and use of personal protection equipment. Procedures for ensuring that all persons on site have received relevant Health and Safety information and any necessary or required training for the equipment to be used.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for ensuring that proper site safety records are maintained.
- Emergency procedures including fire precautions
- Arrangements for welfare facilities, including First Aid equipment location, name of first aider, location of local hospital and emergency telephone.
- Any other matters which the Contractor or Principal Designer identifies as relevant

## INFORMATION

- Sections 2,3,4 following amplify the above requirements, Section 5 suggests an Agenda for the regular site safety meetings.

### 2.0 PRINCIPAL CONTRACTOR AND SITE SAFETY MANAGEMENT/ORGANISATION

2.1 This section is to be completed by the Principal Contractor and is to be submitted to the Principal Designer for approval in accordance with Item 9.1.

2.2 This section of the document shall include, but is not necessarily restricted to the following information:

- |    |   |   |
|----|---|---|
| a) | Contractors site organisational structure for Health and Safety issues and ongoing Health and Safety Management and Review. | I |
| b) | CV's of Management and Safety Personnel for the project.  | I |
| c) | Design team contact list and a programme for resolution of outstanding design users.  | F |
| d) | Main contractors and sub-contractors contact list.  |   |

H

- e) Details of the contractors internal or external Health and Safety Consultants together with a schedule of their duties and a programme to provide or complete outstanding issues and approve method statements, working practices and site safety issues.

H

- f) Records and proposals for training in Health and Safety related to the project.

B

- g) Programme for Health and Safety Meetings and Reviews.

I

### 3.0 CONSTRUCTION WORKS CONTRACTS

3.1 This section is to be completed by the principal contractor and is to be submitted to the Principal Designer for approval, in accordance with item 9.1.1.4.

3.2 This section of the document shall include, but is not necessarily restricted to, the following information:-

- a) References to any hazardous Construction Materials, components and substances to be used.

E

- b) Plant and machinery to be utilized, particular safety controls thereof and needs for operator training.

I

- c) Hazard/Risk Assessment procedures

F&G

- d) Site layout and location of storage, parking and welfare facilities

I

- e) Temporary access arrangements and site security/visitor controls

I

- f) Identification of Method Statements required, controls and programme for production, where these cannot reasonably be in place prior to commencement.

H

- g) Details of sub-contractors compliance with Health and Safety Policy and Safety Plan.

H

- h) Health and Safety records to be maintained or HSE Forms to be completed during the works.

I

#### 4.0 EMERGENCY/UNFORESEEN CIRCUMSTANCES

4.1 This section is to be completed by the Principal Contractor and is to be submitted to the Principal Designer for approval in accordance with item 9.2.

4.2 The section of the document shall include but is not necessarily restricted to the following information:

- a) Details of procedures in event of a fire (Contractor to incorporate a comprehensive Fire Plan in Appendix B of the Document which must include plans demonstrating means of escape routes and assembly points). The Fire Plan should be in accordance with the Code of Practice for Fire Prevention on Construction sites and buildings undergoing renovation. C

Arrangements to review regularly and develop it to suit the changing circumstances on site.

- b) Names of site First Aid persons and Fire Wardens. B&C

- c) Details of local hospitals and Accident Units. B

- d) Reporting procedure for accidents, First Air station, location details, location of accessible emergency telephone. B

- e) Reporting and investigation procedure for accidents/dangerous events. B



## 5.0 SAFETY MEETINGS

5.1 This section is to be completed by the Principal contractor and is to be submitted to the Principal Designer for approval in accordance with item 9.2.

5.2 The Principal Contractor shall hold regular meetings to ensure that the Safety Plan is being followed and that any amendments are agreed with the Principal Designer. The following items are to be completed by the Principal Contractor and included in the Health and Safety Plan.

- a) Date of first Safety meeting
- b) Dates of subsequent meetings
- c) Names of parties to attend these meetings

Safety meeting to include a report by the Site Safety Officer. The Draft Safety Meeting Agenda to include but not be limited to the following issues:-

1. Parties present and responsibilities
2. Project information/Changes/Safety Plan review
3. Review of High Risk Activities and Risk Assessments.
4. Review of Plant needs/Temporary Electrics/Operator training.
5. Review of Fire Plan
6. General Reviews:
  - i) Temporary Accommodation
  - ii) Storage
  - iii) Fire Fighting Equipment
  - iv) Hot Work or other Work Permits issued
  - v) Method Statement and Permit to work operation
  - vi) Sub- Contractors Approved and Compliance
  - vii) Site services - Temporary and Existing
  - viii) Review of Security and Visitor Controls
  - ix) Safety Training Requirements
  - x) Other issues identified by the Contractor