



Pre-Construction Information

## **Chapel Project**

## Document Control Record

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## Section 1: Roles and Project Description



# 1. Roles and Project Description

## 1.1 Introduction

This Pre-construction Information has been prepared in accordance with the Construction (Design and Management) Regulations 2015 (CDM). It provides information about the site and project specific exceptional risks to health and safety and how they should be considered or managed.

For all projects, commercial clients, in this instance the University of Chichester (UoC), must: Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer (PD) and principal contractor (PC) on projects involving more than one contractor) while making sure they have the skills, knowledge, experience, and organisational capability.

- allowing sufficient time and resources for each stage of the project
- making sure that any PD and PC appointed carry out their duties in managing the project
- making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must notify HSE in writing with details of the project through the use of an F10 and ensure this is displayed in the construction area or office.

The Principal Contractor (PC) must:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and PD for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the PD to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

The Principal Designer (PD) must:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

Workers have an important role and should take an active part in helping to manage health and safety risks. In particular, workers must:

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures
- cooperate with other duty holders, such as the contractor in control of their work and the PC (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

Duties summary:

PD - A designer appointed by the client to control the pre-construction phase on projects with more than one contractor. The principal designer's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when most design work is carried out and to liaise with the PC to help in the planning, management, monitoring, and coordination of the construction phase.

PC - A contractor appointed by the client to manage the construction phase on projects with more than one contractor. The PC's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place

Designer - An organization or individual whose work involves preparing or modifying designs, drawings, specifications, bills of quantity, or design calculations. Designers can be architects, consulting engineers, quantity surveyors, or anyone who specifies and alters designs as part of their work. They can also include tradespeople if they carry out design work. The designer's main duty is to eliminate, reduce, or control foreseeable risks that may arise during construction work, or in the use and maintenance of the building once built. Designers work under the control of a PD on projects with more than one contractor.

Contractor - An individual or business in charge of carrying out construction work (eg building, altering, maintaining, or demolishing). Anyone who manages this work or directly employs or engages construction workers is a contractor. Their main duty is to plan, manage, and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public). Contractors work under the control of the PC on projects with more than one contractor.

Worker - An individual who actually carries out the work involved in building, altering, maintaining or demolishing buildings or structures. Workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors, and labourers, as well as supervisors like foremen and chargehands. Their duties include cooperating with their employer and other duty holders, reporting anything they see that might endanger the health and safety of themselves or others. Workers must be consulted on matters affecting their health, safety and welfare.

## 1.2 Project Description & Programme Details

### 1.2.1 Site Information

Site Address:

University of Chichester – Bishop Otter Campus, PO19 6PE

Buildings / Areas of Work:

The Chapel - Only

## 1.2.2 Scope of the Project

Nature & Extent of Works:

Replacement Roof

Steel Treatment

Water Ingress Mitigation (drainage)

Flooring

## 1.2.3 Programme Details

Mobilization Period for Contractor	13/07/23 – 17/01/24
Proposed Commencement Date	12/10/23
Proposed Completion Date	17/01/24
Contract Duration	13/07/23 – 17/01/24
Phasing	N/A

## 1.3 Project Directory

### 1.3.1 Client

University of Chichester

### 1.3.2 Project Manager, Lead Consultant

University of Chichester

### 1.3.3 Principal Designer

Bailey Partnership

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### **1.3.4 Principle Contractor**

Subject to tender

### **1.3.5 Structural Engineer (add further as required)**

Bailey Partnership

## **1.4 Workplace (Health Safety & Welfare) Regulations 1992**

### **1.4.1 Relevant Requirements**

The completed project will be used as a workplace; consequently, the finished design will comply with the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, and this has been considered with the design information produced.

## **1.5 Existing Information**

### **1.5.1 Existing Drawings, Plans, Records**

See designers pack – existing included

### **1.5.2 Site Operations**

The works are to be undertaken on a live site, within and surrounded by existing buildings. There is an extensive Health and Safety file and archive of Record Drawings available from the University of Chichester, however it cannot be guaranteed the requested information will be available. In this situation it will then be a requirement for the designer or contractor to carry out all required surveys and drawings.

Refer to existing records, plans, surveys, and investigations for the extent and location of identified services within the existing site layout as provided at tender stage.



## Section 2: Client Considerations & Management



## 2. Client's Considerations & Management

### 2.1 Planning & Communication Arrangements

#### 2.1.1 Planning & Management of Construction

Careful consideration has been given to the planning and management of the project by the Client. Timescales have been set based on experienced opinions which have been discussed and agreed at Team Meeting(s).

The PC must submit details that demonstrate the work is being adequately planned, coordinated, managed during the construction phase commensurate with the complexity of the project. Adequate resources must be apportioned to identifying hazards and assessing risks, and details provided of the safe management and supervision of the works.

The PC will develop the information contained within this document and prepare the Construction Phase Health and Safety Plan which must be suitably developed prior to commencing in accordance with Regulation.

If a PD is required they will review the document prior to commencement and will confirm whether works can commence based on sufficiency of the information. The PC must therefore allow sufficient time for review and any necessary changes thereafter.

#### 2.1.2 Communication & Liaison

All those in control of construction work are required to provide operatives (including self-employed) under their control with any information that they require to carry out the work safely and without risk to Health and Safety.

All operatives are to be site inducted to inform them of the site-specific health, safety and welfare & parking arrangements. Please note in addition, UoC has its own mandatory site induction form that is required to be completed by all contractors attending site. This should incorporate relevant findings from risk assessments as well as information relating to nearby activities or risks. Site rules will need to be explained along with emergency procedures. The Contractor must ensure suitable arrangements are in place to cover all operatives effectively. This includes operatives on site for a short period and those who are unable to read English or have literacy difficulties. The arrangements should be commensurate to the size and complexity of the work, scale of the hazards and size of the workforce.

Communication and liaison between the Client and all other parties will be in the form of general correspondence, Design Team meetings, Progress Meetings, and specially convened meetings to deal with Health and Safety matters if deemed necessary.

All duty holders will be required to co-ordinate their respective activities and cooperate with other duty holders in accordance with the Regulations.

Where the design changes, or unforeseen eventualities arise during the Construction Phase, the PC is to liaise with the PD immediately so that consideration can be given to appropriate amendments to the Construction Phase Health and Safety Plan.

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The PC undertakes to liaise with the PD to consider the Health and Safety implications of the Contractor Design Portions where relevant.

All Designers, the PC, and any other contractors will be required to provide relevant information to the PD for inclusion in the Health & Safety File.

### 2.1.3 Arrangements for Monitoring & Review

The Contractor will be required to provide details of Health & Safety performance at regular intervals throughout the duration of the works. It is expected that this will be performed by an independently accredited Health and Safety Auditor, together with interim reviews by an appropriately trained Site Agent (SMSTS and CITB trained).

### 2.1.4 Welfare Provision

The PC is to provide Welfare facilities in accordance with Regulation 4(2)(b), 13(4)(c) and 15(11) of the CDM Regulations 2015, and shall be commensurate to the site undertaking. Proposals for the siting of welfare facilities and temporary site accommodation facilities must be included within the Contractor's Construction Phase Plan and agreed in advance with the client. Welfare facilities MUST be on site at the commencement of the construction phase.

### 2.1.5 On-going Design Protocol

The PC is to liaise with the PD regarding any on-going design work including temporary works, designed access equipment, individual specialist Contractor Design packages, or changes to the design. The PC and PD will then consider the implications on the Construction Phase Health and Safety Plan and site risks. Each element of design is to be coordinated for health and safety aspects by the PD.

## 2.2 Client Specific Considerations, Requirements & Arrangements

### 2.2.1 Health & Safety Goals

The main objective is to ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction work and others who may be affected.

The outline Health and Safety Goals for the project are but not limited to:

- to ensure the project is completed without any incident or injury to operatives and visitors.
- to ensure only competent and qualified persons are employed on the contract works
- to ensure adequate supervision throughout the construction process
- to provide understanding through on-site education of operatives
- to ensure that the required high standard of installations and finishes needed is achieved safely
- not to obstruct access to external roads and internal corridors at any time unless this has been approved by all parties

- not to leave materials or waste where a hazard would be created
- dispose of waste appropriately without using UoC facilities
- to minimize the creation of dust and noise
- to provide all workers with an adequate site induction
- to consult with workers weekly regarding health and safety

These are to be recorded and monitored by the PC and reported on at regular Progress Meetings

### 2.2.2 Arrangements for Site Security & Vetting Arrangements

The PC shall have sole responsibility to ensure that the site is secured throughout the duration of the works. In particular, but not limited to, the PC must ensure that:

Site Logistics and Works Location Plan contained within the location of the contractor's site and compound area. The site and compound are to be secured at all times, with particular attention paid to vehicle movements into and out of the compound.

All operatives on site must have undertaken the UoC Induction Training, either delivered directly by a UoC project Team Member or by the Site Manager / Supervisor under delegated responsibility after their own induction has been completed. Signed paperwork should be returned to the UoC Security Office for contractor's ID badges to be issued prior to any operatives undertaking works on site.

All operatives on site must have read and adhere to at all times the UoC Site Rules.

Should access be required to internal areas of outbuildings keys / pass cards can be obtained from the UoC Security Office upon production of a written permit, and should be returned here at the end of each day. Permits should be sought directly from the UoC project team. All works should be secured away from public / staff / visitor access at all times.

Additional induction information is currently included in relation to COVID-19 implications.

### 2.2.3 Risk Assessments, Method Statements, Client Permit to Work Systems or Induction Requirements

The PC will provide UoC with all required Risk Assessment and Method Statement (RAMS) documentation at least one week ahead of work (dependent on project size / scale) commencing on site to allow review. UoC will never approve RAMS, as this responsibility is with the PC, but may provide comment as required.

The PC is to align to the UoC, and operate their own, 'permit-to-work' system for all works confined to their site area, including hot works and commissioning of electrical systems. This applies to all buildings including outbuildings on the site. All hot works require the fire alarm heads to be isolated this will be done through the work permits.

Where the activities of the contractor will affect the operations of the existing UoC site, for example connections into existing services, then the UoC Estates 'permit-to-work' system are to be observed.

#### 2.2.4 Existing Fire & Emergency Procedures

On hearing the fire alarm, all persons are to evacuate the building by the nearest safe exit as indicated by the 'Fire Exit' signs, closing doors as they leave. Operatives are to assemble at the designated muster point, and the appointed Fire Marshall must ensure all operatives are accounted for.

Operatives working on any roofs are to be provided with a radio by UoC and are to delay evacuation until radio communications confirm a fire has been identified by UoC staff posing a threat to their working location.

In the event that a fire is discovered, the alarm should be raised, and adjoining occupancies affected notified as applicable by the agreed means of raising alarm which is to be detailed in the Construction Phase Health and Safety Plan.

The fire alarm system must be maintained throughout the construction phase and any impairment must be by prior agreement with appropriate measures in place for means of raising alarm to adjoining occupancies as applicable.

All corridors, escape routes and final exits must be kept clear at all times, adequately lit with appropriate signage as applicable.

Any changes effecting the fire alarm and detection system or structures during the work may require a temporary Fire Risk Assessment to be provided by the PC.

#### 2.2.5 Areas of Restricted Access & Authorization Requirements

The PC's activities are limited to the site areas and those areas contingent to the works, e.g. dockyard, car park, and external access areas. Operatives are not to be found in other areas of the building.

Contractor's operatives are not to access the UoC site beyond those areas designated for the works and associated access areas, contractor's compound and parking area.

All buildings are in constant use and designated stakeholders should be communicated with in order to gain authorization for any internal access required by the Contractor.

## 2.3 Site Area Interface Management Arrangements

### 2.3.1 Traffic & Pedestrian Management

The PC is to develop a Site Logistics plan and Traffic Management plan to demonstrate defined segregation routes for site operatives and traffic, one-way vehicular systems if possible, and control measures if not with identification of access routes into the building.

Access to the compound will be via the designated perimeter roads. Contractors must comply with the standard operating procedures for the use of this road.

No delivery vehicles must reverse onto the site, in the car park or to exit the site onto the public highway, without a competent banksman in charge. Vehicles must not be left unattended on any access route or circulation area.

Suitable access and circulation space must be maintained at all times for loading and unloading for all vehicles serving the UoC site. Parking and access / egress routes to the site as a whole, public entrance or any fire exit must not be obstructed.

Areas for unloading and storage of materials must be established on site and indicated in the Construction Phase Plan.

Suitable access routes must be provided for emergency vehicles to gain access to both the construction site area and other areas of the UoC site at all times.

A sign is to be provided at the entrance to the site (to be agreed with UoC), giving details of the Site Manager's telephone number so that delivery vehicles can be provided with a banksman before reversing within the UoC site. The operations of the contractor must not affect those of the building occupants and their services.

Secured hoarding is to be erected around the Contractor's Compound to clearly identify the area and to ensure access is not possible by other contractors on site members of the public / visitors or staff.

Where the Contractor may be required to move equipment / deliveries to and from the working areas via internal stairwells, corridors etc. or where a contract lift may be required these should be photographed to establish existing condition and be fully protected for the duration of the works.

It is essential the contractors takes account for the operational campus setting, including staff, students, and visitors.

### 2.3.2 Arrangements for Site Compound, Separation & Control of Dust, Noise & Vibration

The UoC site, beyond the construction site, will be in operation throughout the duration of the project. The operations of the contractor must not affect those of the building occupants and their services.

#### Noise

The creation of noise is to be minimized to prevent disturbance of adjoining occupants. Method statements are to be provided for the measures to be implemented by the PC in the management of noise from their construction activities.

Noisy operations are too generally to be undertaken before 1000 hrs. and after 1600 hrs. the client is to be given a minimum of 24 hours' notice of any such work.

#### Dust

The creation of dust is to be minimized to prevent entry of dust particles into adjoining buildings either through windows or their ventilation systems, affecting filters, etc. Method statements are to be provided for the measures to be implemented by the PC in the management of dust from their construction activities. All internal works will require hot works permit to isolate fire detector heads.

#### Vibration

The creation of vibrations is to be minimized to prevent disturbance of the buildings and their occupants. Method statements are to be provided for the measures to be implemented by the PC in the management of vibration from their construction activities.

#### Further Permits as required

- Asbestos
- Confined Space
- Demolition
- Electrical / isolations
- Excavations
- Hand Digging
- Hot Work
- Working at Height

### 2.3.3 Site Area Fire Precautions

In addition to the wider existing site requirements of 2.2.4, a competent person must be appointed to act as a Fire Marshall and the proposed fire and emergency procedures included within the Construction Phase Health and Safety Plan in the form of a Fire Plan. The Fire Plan must integrate with the Client's Fire Policy, as applicable, and must be prominently displayed at strategically identified points throughout the site. The Fire Plan should include, but not limited to the following:

- name of Fire Marshall;
- means of escape indicating escape routes, including scaffolding.
- means of raising fire alarm on site;
- means of notification to any third-party in the event of fire;
- location and type of fire extinguishers;
- emergency and evacuation procedures
- hot Work permit procedures;
- final exits and muster points;
- method for maintaining fire alarm in active state outside working hours in site areas;
- protection of existing fire exit routes;
- temporary lighting and signage considerations.

### 2.3.4 Emergency Procedures & First Aid

An emergency First Aid Notice shall be displayed on site at all times. This should identify the nearest Accident and Emergency Centre to the site and also the registered First Aider(s) for the site. Trained First Aider(s) must be on site at all times. Procedures in respect of other emergencies should be described within the Construction Phase Health and Safety Plan and communicated to all operatives and visitors. This should include, but not limited to:

- Location and telephone number of local Police Station;
- Location and telephone number of local A&E;
- Location and telephone number of local fire and rescue station;
- Emergency number for statutory services;
- Emergency number for the Environment Agency.

The PC is to immediately report to the PD any accident resulting in major injury (as defined in RIDDOR). All accidents are to be recorded as an element within the PC's report to be given at each site meeting.

In the above event UoC also need to be notified immediately as have an internal reporting process to follow and complete in collaboration with the Health and Safety Team.

### 2.3.5 Arrangements for Disruption to Services

Should the Contractor anticipate any disruption to VoC existing services during the course of the works this should be communicated in advance to the project team to allow for UoC to plan and institute suitable alternate arrangements to minimize disruption. The Contractor should not proceed with any services disruptions without the express written consent of UoC.

It is highly likely that for the majority of projects temporary services will be needed, and be included within the specification to minimize disruption to the business operation on site.



### 2.3.6 Waste Management

In accordance with the appropriate environmental legislation, all waste generated from site shall be segregated and disposed of to a licensed tip by suitably licensed contractors. Evidence of appropriate disposal should be provided to UoC whenever collections are made for the duration of the works. All Skips require lids and do not need to be closed where secured within the Contractor's compound, if agreed with the project team. The Contractor is to provide details of their proposed waste collection company for UoC approval prior to works commencing.

Please see appendix for UoC waste proforma.

### 2.3.7 Parking Arrangements

Parking provision has been allocated to the PC within their site compound.

The PC is to control the parking of vehicles on the construction site within the contractor's compound, such that no obstruction occurs to fire exits, access routes and circulation areas.

Parking within other areas of the site is not permitted. Parking on local roads is to be in accordance with any posted restrictions to public highways.

### 2.3.8 Smoking Restrictions

The Health Act 2006 requires that all enclosed premises and public areas are smoke free, and alternative arrangements are to be in place to ensure the compliance with the Act.

There are designated smoking locations on the UoC campuses, as per induction.

## Section 3: Environmental Restrictions & Existing Risks

### 3. Environmental Restrictions & Existing Risks

#### 3.1 Surrounding Operational Environment

##### 3.1.1 Immediate Vicinity

The Contractor site and compound will be located within a large, operational University campus. The site employs staff plus students, and other scientific support staff.

All buildings will be occupied and in use during and outside of normal working hours and the contractor will be required to act in a suitable manner, so as not to affect the use of these properties by the occupiers during the contract period.

##### 3.1.2 Site Boundaries & Wider Area

See designers pack

The PC is to familiarize themselves with the construction site boundaries and ensure no works extend beyond these. The contractor is to ensure all access doors are kept locked and secured at all times to prevent unauthorized access to the site with appropriate signage in place to indicate a live construction site.

The contractor is to establish a compound fencing / hoarding to prevent unauthorized access to the compound. The fencing is to be provided with suitable, separate access gates for vehicles and pedestrians, and a suitable means of locking when the construction site is unattended are to be fitted.

### 3.1.3 Storage of Hazardous Materials on Site / Outbuilding information

An asbestos refurbishment and demolition survey has been completed as part of the design activity. This is included within the design pack

## 3.2 Historical, Current & Record Information

### 3.2.1 Known Previous Site Uses

Not applicable / known

### 3.2.2 Building Condition & Information about Existing Structures

Contained within the Site Information document and available through UoC Estates Department.

### 3.2.3 Previous Structural Modifications

Not applicable / known

### 3.2.4 Existing Services

The location of buried services within the building fabric outside the areas surveyed are not known and the contractor must take all necessary steps to ensure that they are located before carrying out any work. It must be assumed that all services are live within the site unless there is strong and verified evidence to suggest otherwise.

If isolation of services is considered necessary, the PC must refer to the procedures outlined in 2.3.5.

### 3.2.5 Ground Conditions, Underground Structures or Watercourses

Where any lifting equipment / MEWP / crane may be required in order to support delivery of a project a full ground loading assessment should be undertaken by the Contractor to confirm suitability and to feed into the submitted lifting plan. A condition survey of the area prior to and after the lift is also required.

### 3.2.6 Information relating to Pre-Stressed or Post Tensioned Structures

Unknown

### 3.2.7 Asbestos

A management asbestos survey is available a copy of which can be viewed within UoC Estates department. This will include results of the project specific refurbishment and demolition survey that was carried out as part of the design activity.

For any materials identified all work with asbestos is to be undertaken in accordance with the Control of Asbestos Regulations 2012. The PC and their appointed specialist will be required to undertake an assessment in accordance with these Regulations to demonstrate that the work is either Non-licensed, notifiable non-licensed or licensed work.

It is expected that all operatives on site will have received Asbestos Awareness training via a UKATA accredited company.

If during the course of the works any further suspect material is discovered, then work must be stopped immediately, area cordoned off and advice sought from both the Principal Designer or CA.

Waste disposal documentation for any asbestos materials removed must be retained and forwarded to the PD for inclusion in the Health and Safety File together with Four Stage Air Clearance Certificates for any notifiable materials removed. All notifiable materials must be removed by a HSE licensed asbestos removal contractor.

The PC should be aware that the surveys are limited to the indicated site boundaries and should the scope and extent of works change then additional investigations will be required to these areas, and that it is likely an Refurbishment and Demolition survey will be required for most works.

## Section 4: Significant Design & Construction Hazards



## 4. Significant Design & Construction Hazards

### 4.1 General

The PC shall take note of information provided by all designers, including, any design assumptions noted, and develop a safe system of work to address the risk.

The PC will be required to develop appropriate site-specific RAMs prior to executing any high risk or hazardous activity.

### 4.2 Site Specific Design and Construction Hazards & Control Measures

The following significant hazards have been identified. These must be properly addressed by the PC in the form of implementing a safe system of work before work commences on site:

All of these operations will require a risk assessment to be carried out and a suitable method statement prepared. As part of this process UoC will require copies in order to provide any comment, however UoC will not approve these documents.

Method statements to include the following:

- risk assessment
- description of work to be carried out
- number of operatives to be employed
- name of operative in charge
- sequence of operations
- personal protective equipment to be used
- plant/tools to be used

**\*See design pack for Designers Hazard Identification and Control Form\***



### 4.3 Materials Requiring Special Precautions

The PC is to abide by the manufacturer's recommendations in the use of the materials specified, in particular their COSHH hazard information. The Contractor's method of ensuring compliance with this information is deemed to be part of the general approach of a competent contractor.

The PC should exercise caution when handling the various hazardous substances which are commonly used. Material Data Safety Sheets should be referred to and COSHH assessments undertaken, as applicable.

Particular activities involving materials which are hazardous to health need to be assessed. Method statements should be established prior to works commencing.

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## Section 5: The Health & Safety File



## 5: The Health & Safety File

### 5.1 Contents & Information Required

The following information is to be provided for inclusion in the Health & Safety File. Reference should be made to the Contract Preliminaries for numbers of copies and format - i.e. paper/electronic. Draft copies should be made available for inspection at least two weeks prior to the proposed completion date and will be a condition of Practical Completion.

#### *a. Services (to be provided by Principal Contractor and Designers)*

Location and details of all new incoming mains services, water, electric, gas and drainage

#### *b. Existing Environment (to be provided by Designers)*

Original drawings

#### *c. Contract Details (to be provided by CA/PD)*

Contract commencement, date of PC, end of DLP, Certificate of Practical Completion

#### *d. Design Information (to be provided by Designers - including Contractor's Designers)*

Specification details, as built drawings, finishes and color schedules, structural calculations, key structural principals and any relevant design criteria.

#### *e. Project Participants (to be provided by Principal Contractor)*

List of all domestic and named sub-contractors, including all direct named contractors

#### *f. Mechanical (to be provided by Principal Contractor)*

As installed drawings, system description, schedule of equipment/suppliers, manufacturer's O&M information, H&S information, test commissioning and inspection certificates.

#### *g. Electrical (to be provided by Principal Contractor)*

As installed drawings, system description, schedule of equipment/suppliers, manufacturer's O&M information, H&S information, test, commissioning and inspection certificates

*h. Fire and Emergency (to be provided by Designers and Principal Contractor)*

Fire strategy drawings, fire retardancy certificates for fabrics.

*i. Product Information (to be provided by Principal Contractors)*

Product data sheets for materials requiring a COSHH assessment.

*j. Residual Hazards (to be provided by Designers and Principal Contractor)*

Details of any residual hazards left on completion of the works, details of any demolition hazards left on completion of the works.

*k. Maintenance Instructions (to be provided by the Principal Contractor)*

Maintenance instructions for equipment, fixtures and fittings and finishes; information regarding the removal of and dismantling of installed plant and equipment; health and safety information relating to cleaning or maintaining the structure.

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Appendices – N/A