



PRE-CONSTRUCTION INFORMATION



Petersfield Festival Hall - Festival Hall Heath Road Petersfield Hampshire GU31

4EA

Document Control Sheet

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Introduction

Objectives

The Pre-Construction Information provides the health and safety focus for the design and construction phase of a project. It sets out to ensure that the design and construction of the works are effected in a safe way that complies with current health and safety legislation, in particular the requirements of the Construction (Design and Management) Regulations 2015 and associated Approved Code of Practice.

This information is included as part of the documentation issued to designers and contractors and is to be developed by the successfully appointed Principal Contractor prior to work commencing. No work is to commence until the Principal Contractor's Construction Phase Plan has been assessed for its adequacy.

On receipt of instructions to proceed the Principal Contractor is under a legal duty to administer, implement and update the Construction Phase Plan throughout the contract period as required by changes in design or circumstances.

Health and Safety Information

During the pre-construction phase of a project, the Pre-Construction Information brings together health and safety information obtained from the Client, Designer and Principal Designer if one is appointed (*For projects involving more than one Contractor*).

The Construction Phase Plan during construction will draw on the Principal Contractor's health and safety policy and assessments, the Pre-Construction Information prepared by the CDM Advisor and the details on the management and prevention of health and safety risks created by contractors and sub-contractors. The Construction Phase Plan will continue to provide a co-ordinating mechanism as construction progresses. The Principal Contractor will be required to maintain the Construction Phase Plan up to date for the duration of the Contract.

Hazard Identification

The hazards identified in this Pre-Construction Information are those identified during the initial design stage of the project. Further risk assessments must be prepared by the Principal Contractor.

The hazards identified as a result of these risk management procedures shall be considered by the Principal Contractor during the development of the Construction Phase Plan that shall be submitted for review prior to any works commencing.

The Principal Contractor is required to take appropriate measures to control the risks created by these hazards, and any others he might recognise, and to prepare detailed method statements for managing these aspects of the works throughout the Contract.

1 Description of the Project

1.1 Project description and programme details

(a) Project:	Stage works to existing theatre
(i) Anticipated Site Start Date:	TBC – Guidance dates only: Tender issue: Feb 24 Review & Recommendation: March 24. Client Approval: April 24. Lead and Technical Design of specialist equipment: May – Oct 24 On-site: Nov – Dec 24 Defects: Dec 25
(ii) What time is allowed for the contractor to mobilise?	4 weeks
Timescale for completion of the construction work	TBC – Expected 2/3 months
Project Description	Attend to theatre and complete installation of new theatre components to include over stage rigging equipment
Notification to HSE (project likely to last longer than 30 days and have more than 20 operatives / 500 person days)	Duration and numbers on site require confirming to Lizzie Smith of Shields Safety services to identify F10 status requirements

Key site hazards (significant hazards specific to this project)	<ul style="list-style-type: none"> • Traffic / vehicle movements / pedestrians – access & deliveries – The site is based in a busy area with car parking. • Site security – The site is in a central area where overnight security may be an issue. • Asbestos – age of the building and potential • Working with existing services. • Working at Height when access require for stage equipment • Erection of access equipment. • Phasing & planning of the works inline with the building • Time of year – adverse weather
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Working periods	Working hours will typically be 8:00 to 17:00 Monday to Friday but there may be work operations where working outside these hours may be required or further restrictions imposed. Working outside typical hours will need to be agreed and authorised in advance.
Sequences	The programming, planning and any phasing of the works are to be agreed prior to the start of works and details as part of the CPP.

(b) CDM Structure – CDM Duty holders for Project and contacts



DUTY HOLDER	COMPANY	CONTACT NAME	ADDRESS	OTHER CONTACT DETAILS	
Client	Petersfield – Festival Hall	Steve Field	Petersfield Town Council The Town Hall, Heath Road, Petersfield, GU31 4EA	Contact	projects@petersfield-tc.gov.uk
Principal Designer	Shiels Safety Services	Lizzie Smith	4 Church Close Whittlesford Cambs CB22 4NY	Contact:	Mobile: 07932884673 Shielssafetyservices@yahoo.co.uk
Principal Contractor		<Text>	<Text>		
Quantity Surveyors	Ainsley and Partners	William Swanson	12 Adeline Place, London WC1B 3AJ	Contact:	07876 770114 wswanson@ainsleys.net
Architect	Foster Wilson Size	Jonathan Size	3.4 Hoxton Works, 128 Hoxton Street London N1 6SH	Contact:	t +44 (0)20 30898963 m +44 (0)7823 331016 w www.fosterwilsonsize.com
Stage Engineer	Theatreplan	Peter Crockett	Theatreplan 31 Colonnade London WC1N 1JA	Contact:	0207 841 0455

1.2 Whether or not the structure will be used as a workplace

(c)	Workplace Regulations	The site will be used for minimal use if at all for the works The finished design must take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992)
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1.3 Extent and location of existing records and plans

(i)	Existing Health & Safety File	The site will have a maintenance and operation manual which contains information on the building and an asbestos log. An asbestos R&D survey is being undertaken in parallel to this tender and will be forwarded when completed. – Ground conditions only
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(ii)	Other records or drawings	<p>Asbestos information – Asbestos log ATTACHED H5812 Dated 20th April 2020. Asbestos showing in Toilet ceiling only however R and D required.</p> <div style="text-align: right; margin-bottom: 10px;">  </div> <p style="text-align: center;">AMIANTE STR LTD ASBESTOS MANAGEMENT SURVEY REPORT</p> <p>Report Number: H5812 On behalf of Petersfield Town Council The Town Hall, Heath Road, Petersfield, Hampshire GU31 4EA</p> <div style="text-align: center; margin: 10px 0;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Name & Address of Client :</td> <td colspan="2">Site Address :</td> </tr> <tr> <td colspan="2">Amiante STR Ltd</td> <td colspan="2">Town Hall</td> </tr> <tr> <td colspan="2">Unit 5 Falcon Court</td> <td colspan="2">Heath Road</td> </tr> <tr> <td colspan="2">Parklands Business Park</td> <td colspan="2">Petersfield</td> </tr> <tr> <td colspan="2">Forest Road</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Denmead</td> <td colspan="2"></td> </tr> <tr> <td>Postcode :</td> <td>PO7 6BZ</td> <td>Tel :</td> <td>02392 230700</td> </tr> <tr> <td>Postcode :</td> <td></td> <td>Postcode :</td> <td>GU31 4EA</td> </tr> <tr> <td>Date Samples Taken :</td> <td>12/02/2020</td> <td>Certificate Number :</td> <td>1 of 1</td> </tr> <tr> <td>Date Samples Received :</td> <td>13/02/2020</td> <td>Total Number of Samples :</td> <td>1</td> </tr> <tr> <td>Date of Analysis :</td> <td>13/02/2020</td> <td>Clients Representative :</td> <td>Ralph Alvino</td> </tr> <tr> <td colspan="4"> <p><small>Samples collected by the client are evaluated using information provided by the client at the time of delivery. Airsafe Analytical Limited are not responsible for the accuracy and / or competence of the sampling by third parties. Under these circumstances Airsafe Analytical Limited cannot be held responsible for the interpretation of the results shown.</small></p> <p><small>All samples of material, detailed below, have been examined to determine the presence of Asbestos fibres using Polarised Light Microscopy and the McCrone Dispersion Staining Technique in accordance with Airsafe Analytical Limited's documented "in-house" procedures which are based on the HSE's guidance note HSG248 - Asbestos: The Analysts' guide for sampling analysis and clearance procedures.</small></p> </td> </tr> <tr> <td>AA Sample Reference</td> <td>Client Sample Number</td> <td>Sample Description / Material Type</td> <td>Fibre Type Detected</td> </tr> <tr> <td>B01</td> <td>01</td> <td>Toilet lobby TC ceiling</td> <td>CHRYSOTILE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Name & Address of Client :		Site Address :		Amiante STR Ltd		Town Hall		Unit 5 Falcon Court		Heath Road		Parklands Business Park		Petersfield		Forest Road				Denmead				Postcode :	PO7 6BZ	Tel :	02392 230700	Postcode :		Postcode :	GU31 4EA	Date Samples Taken :	12/02/2020	Certificate Number :	1 of 1	Date Samples Received :	13/02/2020	Total Number of Samples :	1	Date of Analysis :	13/02/2020	Clients Representative :	Ralph Alvino	<p><small>Samples collected by the client are evaluated using information provided by the client at the time of delivery. Airsafe Analytical Limited are not responsible for the accuracy and / or competence of the sampling by third parties. Under these circumstances Airsafe Analytical Limited cannot be held responsible for the interpretation of the results shown.</small></p> <p><small>All samples of material, detailed below, have been examined to determine the presence of Asbestos fibres using Polarised Light Microscopy and the McCrone Dispersion Staining Technique in accordance with Airsafe Analytical Limited's documented "in-house" procedures which are based on the HSE's guidance note HSG248 - Asbestos: The Analysts' guide for sampling analysis and clearance procedures.</small></p>				AA Sample Reference	Client Sample Number	Sample Description / Material Type	Fibre Type Detected	B01	01	Toilet lobby TC ceiling	CHRYSOTILE								
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(iii)	Current records register	See (i) above																																																																
(iv)	Client supplied H & S Information	See (i) above																																																																

(v)	Statutory Utility Company information	See (i) above
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1.4 Required CDM actions

Actions	CDM	Who responsible
	F10 notification to the HSE N/A	Client (or CDM Advisor if required)
	Prepare Pre-Construction Info collated from design, site etc	Client (or CDM Advisor if required)
	Carry out hazard identification and management, with a focus on significant and site specific hazards and the application of the general principles of prevention and protection.	Designers
	Prepare Construction Phase Plan (CPP)	Principal Contractor
	Review CPP	Client (or CDM Advisor if required)
	Write to PC stating that CPP is sufficiently developed for works to start or commenting on why it isn't?	Client (or CDM Advisor if required)
	Health & Safety File	Principal Contractor All contribute. Ensure completion and handed over by the Principal Designer

1.5	Detailed description of works	<ul style="list-style-type: none"> • Erection of temporary fencing / establish contractors compound & welfare facilities - site set up. • Demarcation of site working areas and working phases • Internal works to the property on the site using rear/side doors • Making good • Commissioning. • Clear and tidy site
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1.6 Location details:

(i)	Location Description	Based on Heath Road turning into the car park and driving to the side of the building where access can be used.
(ii)	Existing Environment	This is based on a busy main road with other domestic properties and public car park to the front side and rear.

2 Client's Considerations & Management Requirements

(a). Arrangement for:		
(i)	Planning for and managing the construction work,	The works will be procured through the fixed price quotations. Arrangements for issuing information, issuing instructions and controlling financial information are in place. Shiels Safety services will manage the pre construction phase.
(ii)	Welfare provision	<p>All parties at the pre-contract meeting prior to works commencing will agree the exact location and extent of welfare provision. Any special requirements relating to land negotiations or supplies are to be resolved by the client / designer in advance of the works starting.</p> <p>The proposed location of welfare facilities is within the area of the contractor's compound.</p> <p>Welfare provision shall be in accordance with the CDM 2015 and other available guidance (see below):</p> <p>Guidance on CDM 2015 Regulations – refer to L153 HSE webpage on Welfare - http://www.hse.gov.uk/construction/safetytopics/welfare.htm HSE publication CIS59 - http://www.hse.gov.uk/pubns/cis59.pdf</p>

The Principal Contractor shall liaise with all major stakeholders who will be affected or inconvenienced by the works.

(b) requirements relating to the health and safety of the client's employees or customers or those involved in the project such as:		
(i)	Activities on or adjacent to the site during works	<ul style="list-style-type: none"> The site will be in use throughout the contract period as a site but the building controlled. The rear to the building has a car park which can be used for the compound.
(ii)	Fire precautions	<p>At the pre-start meeting the Principal Contractor will confirm escape routes drafted by the client to ensure all parties are aware and satisfied with the temporary arrangements.</p> <p>The site will need to review its existing emergency evacuation procedures and carry out test fire drills prior and post commencement of the works.</p>
(iii)	Emergency procedures and means of escape,	<p>The nearest A&E and the relevant emergency procedures and directions to nearest hospital are to be included in the CPP.</p> <p>Bedford Hospital with A and E facilities.</p>

(iv)

Areas with special authorisation

Banksmen are required for ALL deliveries.

Security of the site is of high importance due to the nature of the works and the presence of other site users.

Deliveries as per below access points:



2.1 Health and Safety of the Client's Employees or those involved in the Project

There are no special requirements outlined by the building owners.

3 Environmental Restrictions and Existing On Site Risks

(a) Safety hazards, including:		
(i)	Boundaries and access, including temporary access	The site boundaries are outlined as part of the tender information and contract drawings, they do not extend beyond the grounds.
(ii)	Any restrictions on deliveries or waste collection or storage	Banksmen are required for ALL deliveries in occupation avoiding the above times. Waste must not be allowed to accumulate on site.
(iii)	Adjacent land uses – for example schools, railway lines or busy roads,	The surrounding area is both residential and commercial/public areas The area of work is surround by other buildings, there are no major environmental considerations likely to have an impact on the works (as outlined in 1.5 (ii)).
(iv)	Location of existing services - water, electricity, gas, etc,	It is the Contractors responsibility to check / ascertain the location of all services within the works areas prior to commencement of the works. The works may require the existing security alarm and data connections being disconnected / reconnected.
(v)	Information about existing structures (fragile roofs, stability, previous structural modifications, fire damage etc) or ground conditions	Information relating to the Site will be made available through the maintenance and operation manual. None envisaged at present.

(b) health hazards, including		
(i)	Asbestos	None found – Ground conditions checked.
(ii)	Existing structures containing hazardous materials	All commonplace materials are listed in Appendix C and no hazardous materials are expected beyond those outlined above.

4 Significant Design and Construction Hazards

4 Significant design and construction hazards		
(a)	significant design assumptions or other control measures;	<p>The main hazards identified as part of the pre-construction works are as follows:</p> <ol style="list-style-type: none"> 1. Working within the site when potentially partially occupied. 2. Establishing the site compound / access routes. 3. Site security. 4. Existing services 5. Working at Height. 6. Erection / dismantling of scaffolding / access equipment. 7. Loose service cables 8. Falling objects and debris 9. Structural Integrity <p>Details of the residual risks and how these are to be managed are outlined in the following section.</p>
(b)	suggested work methods, sequences	Sequencing to be discussed with Designer and Principal Designer at the pre-contract meeting. An agreed method for establishing the site compound and access routes must be in place prior to the start of works to minimise the risk of interaction.
(c)	arrangements for co-ordination of ongoing design work and handling design changes;	The Client/Principal Designer/CDM Advisor shall be kept up to date with progress on site and in connection with any design changes.

(d) Information on significant risks identified during design, which cannot be avoided or designed out

All elements considered in the design stages have been recorded in the hazard identification and management schedule. The following information is considered to hold significant risks and cannot be designed out or reduced further. As part of the CPP a response is required for the following sections along with any associated documents (including a resourced programme of works).

Residual risk	Suggested design measures and controls
01 Working within the grounds whilst occupied.	<ul style="list-style-type: none"> • Cooperation and coordination is required in the construction phase. • The programming and planning of the works are to be agreed prior to the start of works and detailed as part of the CPP. • Strict compliance with all the site restrictions / operating hours etc. is required at all times. • The exact location / site extent and access routes are to be fully agreed prior to commencing works. • High risk and noisy activities are to be completed during authorised times.
PC response:	
<i>Associated Documents:</i>	

Residual risk	Suggested design measures and controls
02 Establishing the site compound / access routes.	<ul style="list-style-type: none"> • Access to the site, deliveries and normal vehicular movements must be planned. • The Principal Contractor must provide details of arrangements to control deliveries and manage potential conflicts. • All deliveries are to be via the main gate onto site • Site perimeter to be inspected / maintained on a regular basis. • All plant / materials to be stored securely and not left unattended in the grounds. • Contractor must consider the storage / waste disposal of materials associated with the works.
PC response:	
<i>Associated Documents:</i>	

Residual risk	Suggested design measures and controls
03 Site security	<ul style="list-style-type: none"> • All operatives must abide by the site rules • Internal access routes to be established and rigidly adhered to prior to the commencement of works – as indicated on the contract drawings. Gates must remain closed at all times.
PC response:	
<i>Associated Documents:</i>	

Residual risk	Suggested design measures and controls
PC response:	

<i>Associated Documents:</i>	
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Residual risk	Suggested design measures and controls
05 Existing services	<ul style="list-style-type: none"> The Contractor should carry out a full inspection of existing above ground services passing through works area and note register with appropriate sub-contractors acknowledgement of their presence and how to manage.
PC response:	
<i>Associated Documents:</i>	

Residual risk	Suggested design measures and controls
PC response:	
<i>Associated Documents:</i>	

Residual risk	Suggested design measures and controls
06 Working at heights	<p>A competent person should prepare a safety method statement before works start. It needs to be appropriate to the scale and complexity of the work. In all cases, it should make sure that risks are recognised and assessed, and the appropriate control measures specified. It should identify working positions, access routes</p> <ul style="list-style-type: none"> How falls are to be prevented, or where this is not possible, minimised, How dangers to those at works below from falling materials is to be controlled, How risks to health will be controlled, How manual handling will be managed / minimised, What equipment will be needed, What competence and/or training is needed, Who will supervise the job 'on site', How changes in the work will be dealt with without affecting safe working, and Who will check that the system is effectively controlling risks. <p>In addition:</p> <ul style="list-style-type: none"> Work at height cannot be avoided and it is assumed that falls will be prevented using scaffolding. Debris netting will be required to all working areas to prevent objects falling to lower areas. No works are to take place above occupied areas therefore careful planning and phasing of the works is required to reduce risks accordingly.
PC response:	

Associated Documents:	
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Residual risk	Suggested design measures and controls
07 Erection/dismantling of scaffolding and access equipment	<ul style="list-style-type: none"> • Ensure scaffolding design loads are not exceeded and a regular inspection and maintenance regime is in place during the works. • Check all employees are competent (or in the case of trainees, supervised by a competent person) for the type of scaffolding work they are undertaking and should have received appropriate training, relevant to the type and form of scaffolding they are working on. • Weekly scaffold inspections to be carried out and reported on.
PC response:	
Associated Documents:	

Residual risk	Suggested design measures and controls
PC response:	
Associated Documents:	

Residual risk	Suggested design measures and controls
PC response:	
Associated Documents:	
Residual risk	Suggested design measures and controls
11 Structural Integrity	<ul style="list-style-type: none"> • Areas of building due to be exposed to be fully inspected prior to any dismantling works commencing. Extent of building to be dismantled to be agreed and associated risks identified.
PC response:	
Associated Documents:	

Other factors for consideration in the CPP are as follows:

- Time of year – Winter working (high winds, heavy rain showers etc),
- Time of year – Winter working – welfare does not freeze
- Limited manoeuvring space on site, children/visitors on site using car park
- Limited internal areas for lifting operations,

(a)	Details of any site clearance or demolition's required	All materials to be stored within the contractor's compound until safe to remove to vehicles for removal from site. Waste materials only to be moved outside of peak times referenced earlier in this documents.
(b)	Drawings / Docs List	Drawings and information are to be communicated electronically.
(c)	Site design restrictions	List any design restrictions that are in place. <ul style="list-style-type: none"> • None
(d)	Materials requiring particular precautions	Standard materials to be used, non standard materials are: <ul style="list-style-type: none"> • None <p>Standard and commonplace materials are considered to be within the experience of a competent contractor, and should be controlled by the application of COSHH and appropriate assessments.</p>
(e)	Method Statements	In addition to ensuring an acceptable Construction Phase Plan is in place before works commence, the Principal Contractor is required to ensure that acceptable method statement is prepared and accepted under the contract before commencing any particular operation. <p>The Principal Contractor will be required to demonstrate by method statements incorporating appropriate Safety Management Systems and Procedures, his assessment of the risks to employees and others arising from the aforementioned hazards (and any others he might recognise) and how he intends to manage and control these risks.</p> <p>The Construction Phase Plan and / or method statements shall also include the Contractor's proposed sequencing of the works for consideration and acceptance by the Client.</p>

5 The Health and Safety File

Details of the general requirements for the Health and Safety File are contained in appendix D, site specific inclusions or omissions are detailed below:

- Details of maintenance procedures for installed plant and/or apparatus shall be included.
- This Pre-construction information has been prepared by Lizzie Smith.

DOCUMENT CONTROL

Version	Detail	Signature (CDM-A) on behalf of SSS as the Principal Designer			Date
DISTRIBUTION					
Client	Designer	Principal Contractor	CDM-A	Principal Designer	Other
✓	✓	✓	✓ File	✓	

List of appendices

Appendix A – Signed F10 notification to HSE (not needed)

Appendix B – Pre construction information checklist

Appendix C – Generic / standard Pre construction information

Appendix A – Signed F10 notification to HSE

TBC

Appendix C – Standard / Generic Pre Construction Information

6 General / standard Client's Considerations & Management Requirements

(a). Arrangement for:				
(i)	Health and safety goals for the project,	A project constructed safely with zero accidents. A finished project with coordination and liaison ongoing throughout. The Client is particularly concerned with ensuring the work is completed to programme and budget		
(ii)	Communication and liaison between client and others, contacts	All key client contact information is included in tender information. The pre contract meeting held prior to the start of works will be used to exchange key contact information between all parties.		
(iii)	security of the site	Security of the site is of high importance due to the nature of the site		
	Temporary Works Design	A temporary works design is required as part of the method statements relating to the scaffolding arrangements on this site – if scaffolding is required.		
	Expected arrangements for Meetings / communication and liaison	PROGRESS	LOOKAHEAD (eg fortnightly)	Include safety as an agenda item
		✓	✓	✓

(b) requirements relating to the health and safety of the client's employees or customers or those involved in the project such as:		
(i)	site hoarding requirements	Works areas to be appropriately secured for the levels required on the site. No client specific requirements relating to site hoarding.
(ii)	site transport arrangements	Adequately resourced vehicles, plant and equipment required to carry out the works as programmed.
(ii)	vehicle movement restrictions	No parking or obstruction of footways or verges. Traffic sensitive roads and traffic management issues will be identified as part of site survey pre construction information. The Principal Contractor shall ensure strict adherence with any pre-determined traffic routes, delivery times or restrictions identified at the Contract commencement, and shall implement traffic management and safety measures to protect all operatives, vehicles and pedestrians in the vicinity of the works.
(iii)	client permit-to-work systems (including activities on or adjacent to works)	none
(iv)	fire precautions	Legislation applies – no additional client-specific requirements

(v)	emergency procedures and means of escape,	Principal Contractor is to develop appropriate processes applicable to the nature of the works. The Principal Contractor shall provide details of First Aid cover on site and the name of the responsible person for fire safety.
(vi)	Areas with special authorisation	No special requirements other than the legislative processes for restricting traffic roads and footways by prior arrangements – refer to requirements from coordination meetings and consultation.
(vii)	client-designated confined spaces,	No client designated confined spaces
(viii)	smoking and parking restrictions	No-smoking site. Local Parking restrictions apply
	Site Rules	Site rules are to be outlined in the CPP

6.1 Health and Safety of the Client’s Employees or those involved in the Project

The Principal Contractor shall make specific reference to vehicle safety in the Construction Phase Plan, including emergency procedures, vehicle access and site rules.

The Principal Contractor shall set standards for driver competence, vehicle safety and maintenance, and maintain a site register of authorized drivers.

The Principal Contractor will be required to liaise closely with all major stakeholders to ensure that health and safety interfaces between the stakeholders activities and those of the Principal Contractor are fully understood and adequately addressed in advance of the works being carried out.

Working hours will typically be 8:00 to 17:00 Monday to Friday but there may be specific sites where works outside these hours may be required or further restrictions imposed. These will be determined during the consultation stage, with the relevant information forming part of each works package issued.

The Principal Contractor is required to carry out risk assessments, and to prepare method statements explaining the proposed measures for controlling the risks created by the interface with the existing operations, and for managing these aspects of the works. These are to be included in the Construction Phase Plan.

7 General Environmental Restrictions and Existing On Site Risks

(a) Safety hazards, including:		
(iv)	Existing storage of hazardous materials	Hazardous materials must be stored in a secured location and disposed of in an appropriate manner. Time on site for hazardous materials must be kept to a minimum. Removal & deliveries of construction materials during normal site operating hours – waste must not be allowed to accumulate
(vi)	Ground conditions (likely to affect plant or stability)	Not applicable to the works
(viii)	Previous structural modifications,	None.
(ix)	Fire damage, ground shrinkage, movement or poor maintenance	None known
(x)	Any difficulties relating to plant and equipment in the premises,	None.
(xi)	Health and safety information contained in earlier design, construction or 'as-built' drawings;	None.
(b) health hazards, including		
(ii)	Existing storage of hazardous materials,	See 7 (a) (iv) above.
(iii)	Contaminated land, including results of surveys	Not applicable
(v)	Health risks arising from client's activities	None

8 General Design and Construction Hazards

General design and construction hazards		
	Information on commonplace hazards	<p>Commonplace site hazards are considered to be controllable within the expertise of a competent contractor and must be managed during the course of the works. On most site these will be:</p> <p>Unauthorised access, Traffic movements / deliveries, Falling objects, Lifting of materials to height, Works at height / falls / falling object, Stonework collapse, Dismantling / alterations of scaffolding, Construction / dismantling of access equipment, Overloading of scaffold / exceeding design loads, Installation / removal of heavy items, Manual handling, Noise / dust / vibration, Use of angle grinders, Use of lime mortar / mortar, Lead, Electrical services, Asbestos, Noise / dust / vibration, Damage to eyes, Cuts and hand injuries, Vermin / Pigeons etc, Weather — No working in adverse weather, Excavations, Underground services, Slips, trips and falls</p>
(d)	Materials requiring particular precautions	Standard materials to be used, these are considered to be within the experience of a competent contractor, and should be controlled by the application of COSHH and appropriate assessments. S
	Services existing across the site affecting construction	See details in section 1.3

8.1 Arrangements for Co-ordination of Ongoing Design Work and Design Changes

The procedures for the consideration and acceptability of the health and safety implications of contractor prepared designs shall follow the principles of prevention and protection and take into account those issues highlighted in this Pre-Construction Information.

Details of health and safety hazards, which cannot be eliminated, are to be submitted to the Client and Principal Designer (CDM-A where required), together with the proposals for mitigation or control, in sufficient time to allow adequate consideration by the Client and Principal Designer (CDM-A where required).

Procedures for dealing with unforeseen events during the project which result in substantial design changes and which might affect the project are as follows:

- The Client/Principal Designer with the assistance of the CDM-A is to be immediately informed by the Principal Contractor of the circumstances relating to the event.
- The health and safety issues arising from any unforeseen occurrence are to be submitted to the Client/ Principal Designer with the assistance of the CDM-A as soon as is practicable.

- In the event that any re-design is required, for whatever reason, the health and safety implications of the modified design shall be submitted for consideration to the Client/ Principal Designer with the assistance of the CDM-A in due time before execution.

The Principal Contractor is to confirm the arrangements for monitoring and reviewing the compliance with health and safety issues in the Construction Phase Plan.

9 The Health and Safety File – General requirements

The Principal Contractor is urged to capture data from suppliers early in the project and regularly record changes in the works that must be recorded on the as-built drawings.

Copies of all information should be issued in an **electronic format**. The format of the electronic data issued is to be as follows: All documents and product data sheets are to be in PDF format, Design Team drawings are to be in PDF

The Principal Contractor shall collate all appropriate information as it becomes available, and this shall subsequently be passed to the Client/Principal Designer for inclusion in the File.

9.1 Compilation

The Principal Contractor shall provide information to the Client/Principal Designer for inclusion in the Health and Safety File along the lines of the description below. All schemes are different & the list is not exhaustive.

9.2 Format

The file should be supplied electronically based on readily available formats. The File shall comprise A4 or other size sheets with associated drawings, sketches and other media.

The File contents shall be secured together by a proprietary binding system.

The File shall be ordered into sections with a contents page.

- (a) a brief description of the work carried out
- (b) 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.)
- (c) key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working load for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery
- (d) hazardous materials used (for example, lead paint; pesticides; special coatings which should not be burnt off, etc.)
- (e) 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, etc.)
- (f) health and safety information about equipment provided for cleaning or maintaining the structure
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, etc.

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

The Principal Contractor is urged to capture data from suppliers early in the project and regularly record changes in the works that must be recorded on the as-built drawings.

The Principal Contractor shall collate all appropriate information as it becomes available, and this shall subsequently be passed to the Client/ Principal Designer for inclusion in the File.

In any case refer to the Approved Code of Practice & **Guidance** - Managing Health & Safety in Construction, Construction (Design & Management) Regulations 2015 published by the HSE – Refer to L153 CDM2015 Guidance on the Regulations.