

Form	Quality Environment Safety Policy	Document Number:
Capitol Park Higham Lane Barnsley		QES 2_4_1_31
CONSTRUCTION PHASE PLAN: Outline		Sheet Number: 1 of 23

1. Construction Phase Plan (CPP) is required by The CDM 2015 Regulations for any construction work carried out by contractors.
2. The Plan will be initiated by the QES/Contracts/Project Manager on receipt of client Pre-construction Information (PCI).
3. The Outline Plan will be checked by the Client or his appointed Principal Designer for sufficiency before site start.
4. Following acceptance, the Plan will be issued to the Construction Team and be updated/maintained on site by the Site Manager.
5. On project completion the Plan will be returned to Head Office for recording purposes.

CONSTRUCTION PHASE PLAN OUTLINE PRODUCED & CHECKED BY			
Safety Manager	Print Name To Be confirmed once Principal Contractor has been appointed	Sign:	Initial Plan Date:
Principal Designer	Organisation Details. To Be confirmed once Principal Contractor has been appointed		
Contracts Manager	Print Name: To Be confirmed once Principal Contractor has been appointed	Sign:	Date:
Project Manager	Print Name: To Be confirmed once Principal Contractor has been appointed	Sign:	Date:

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SHEET 2

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4.2 Collection and gathering of information

SHEET 2 RISKS IDENTIFIED IN THE CLIENT/ PRINCIPAL DESIGNER / PRE CONSTRUCTION INFORMATION

Limitations to the Designers duties: It is not necessary to point out every hazard but designers must point out significant hazards which leave residual risk, i.e. those that are not obvious, unusual or likely to be difficult to manage. Customer Property Areas of customer property requiring additional protection to be identified in Significant Risks column below		Method of CONTROL See:- QES 3_1 Construction/Safe Systems of Work and QES 3_3 Construction/Risk Assessments
Significant Risks		Key Controls
1	Live services present	Before commencement of works all service, drawings must be available with live services identified on the Site Safety Plan and also physically identified in the work area following location by hand dig. See Construction Phase Plan Book 4 of 5 Section 20 for available service drawings. Live services inclusive of: Water, Gas, Electricity, Telecom, Cable, Drainage, Sewers. 3-meter easement in place around existing drainage Foul and surface water.
3	Site security	Hoarding and Heras fence will be utilised in external areas to prevent access by unauthorised personnel to construction materials / activities. CCTV security cameras, security personnel and safety signage will be erected as required. All construction operatives will be identified.
4	Public safety	Public safety is key importance and must be the number one priority. Care to be taken with regard traffic management deliveries and associated works. Public are to be prohibited from the project.
5	Environmental issues	Provide wheel washing facilities at site entrances to control dirt and dust leaving site. Enforce policy for dust prevention and control. Water discharge must be controlled under permit and control measures in place to monitor outfall in compliance with permit restrictions. Fuel and oils are to be stored in bunded systems and spills kits available.
6	Project traffic and deliveries	Traffic management plan to be followed and where practical a one-way traffic system to be implemented. Sub-contractors are to issue delivery schedules to PC who are to co-ordinate deliveries. PC will liaise with the local business to ensure safe access at all times to the Industrial site and prevent disruption to their business and dwellings
7	Fall from Height	Working at height must be carried out in compliance with the Working at Height Regulations control measures and the Construction Design Management regulations to ensure personnel have the correct Skills Knowledge Experience and Training.
8	Occupational ill health manual handling and inhalation of harmful substances	Avoid using large or heavy blocks, not to specify concrete blocks / high density blocks that are heavier than 20kg. Adapt design for the use of mechanical aids, avoid inappropriate and repetitive manual handling. Operatives must be face fit tested and wear minimum FFP3 RPE and be clean shaven.
9	Adjacent industrial estate roadway parking restrictions	No parking permitted on industrial estate roadways. Project parking to be used
11	Personnel struck by moving vehicles	Segregation between traffic and pedestrian routes must be maintained with barriers and designated pedestrian routes. Surface banksmen are to direct vehicles during works on site.

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12	High risk work activities	High risk work activities will be controlled according to PC policy and procedures and permit system.
13	Control of lifting operations	Appointed Person lift plans will be approved and recorded with MS/RA's as required before any lifting work commences. All LOLER Thorough Inspection certifications will be recorded in the Plant Register.
14	Corona Virus. Site Operating Procedures Version 9.1	Site Operating Procedures Version 9.1 dated 27 th January 2022 which supersede versions issued previously, together with Government Document "Working safely during Covid-19 – Construction and other outdoor work)Must be enforced on the project and guidance set out within the guidance adhered to by the project management and contractors working on the project. New government guidance superseding version 4 must be implemented by the project management
15	Corona Virus. If someone falls ill.	If a worker develops a high temperature or a persistent cough while at work, they should; Return home immediately. Avoid touching anything. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
16	Corona Virus: Travelling to Site	Wherever possible, workers should travel to site alone using their own transport, and we will take into consideration: Parking arrangements for additional cars and bicycles. Other means of transport to avoid public transport e.g cycling Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available. How someone taken ill would get home.
17	Corona Virus: Site Access Points	Stop all non-essential visitors Introduce staggered start and finish times to reduce congestion and contact at all times. Monitor site access points to enable social distancing – we may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Remove or disable entry systems that require skin contact e.g. fingerprint scanners Require all workers to wash or clean their hands before entering or leaving the site Allow plenty of space (two metres) between people waiting to enter site Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
18	Corona Virus: Hand Washing	Provide additional hand washing facilities to the usual welfare facilities Ensure soap and fresh water is readily available and kept topped up at all times Provide hand sanitiser where hand washing facilities are unavailable Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Supply soap, hand sanitiser and paper towels and securely store.
19	Corona Virus: Toilet Facilities	Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

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			<i>Portable toilets will be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</i> <i>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal</i>
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See risk assessments identified in Section 3 of the QES Policy Manual for ensuring suitable sub-contractor controls.
 See **QES 2_4_1_11** Sub contractor Method Statement Index located in the Site Construction Phase Plan and the Health Safety and Environmental Policy for full control details.

SECTION 1 – DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION AND PROGRAMME DETAILS.

1.11 NAME & Address OF CLIENT

Sterling Capitol PLC
2nd Floor Victoria Wharf
Sovereign Street
LeedsLS1

Contact: **Paul Beckett**
 Tel: **0113 394 5560**
 E-mail: **Paul.beckett@sterlingcapitol.co.uk**

1.12 LOCATION

Capitol Park
 Junction37 M1
 Higham Lane
 Barnsley

1.13 CONSTRUCTION WORK TO BE CARRIED OUT

- The proposed works are Demolish an existing building, carry out a cut and fill exercise to the existing area within the red line boundary. Excavate and pour foundations to two proposed industrial units. Erect steel frames to both units and install cladding and roofing panels to both. Install external doors and complete internal fit out inclusive of concrete slabs. Complete external hard standings and landscaping to agreed areas
- Access must be always maintained for local business and dwellings

1.14 TIMESCALE FOR COMPLETION

38 weeks

1.15 DATE OF COMMENCEMENT

To be confirmed once Principal Contractor has been appointed

1.16 DATES FOR COMPLETION

As above

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1.2 DETAILS OF PRINCIPAL DESIGNER, DESIGNERS, PRINCIPAL CONTRACTOR AND OTHERS

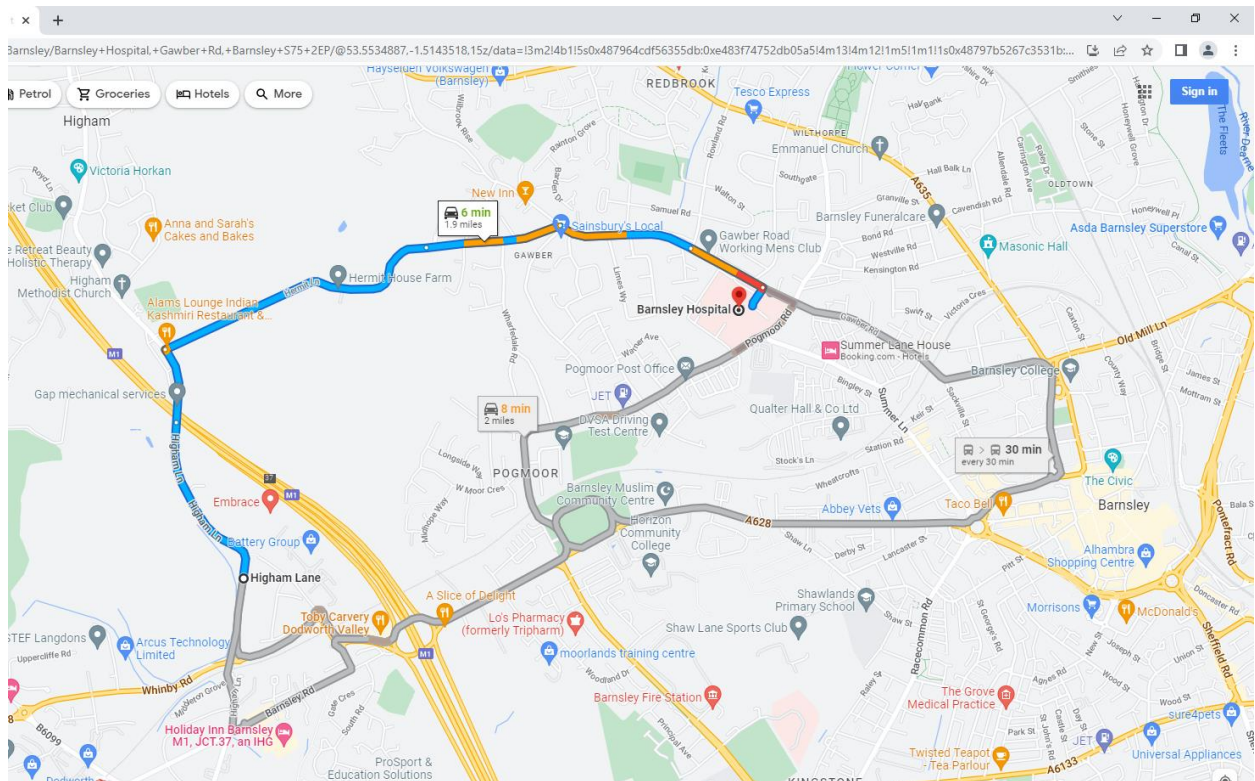
Principal Contractor	To Be confirmed once Principal Contractor has been appointed	Contact: Tel: Fax: E-mail:
Contracts Manager	To Be confirmed once Principal Contractor has been appointed	Tel: Fax: E-mail:
Project/Site Manager		Tel: Fax:
Quantity Surveyor	Rex Procter and Partners	Tel: 0113 243 3731 Fax:
(SHE) Safety Health Environment Manager	To Be confirmed once Principal Contractor has been appointed	Tel: Fax: E-mail:
Local Authority	Barnsley Council	Tel:
Electricity	NPG	Tel: . Tel: E-mail:
Health and Safety Executive	Health & Safety Executive The Lateral 8 City Walk Leeds LS11 9AT.	Fatal & Major Injuries Tel: 0207552109
A & E Hospital	Barnsley Gawber Road Barnsley SE75 2EP	Tel: 999 Tel: 01226 730000

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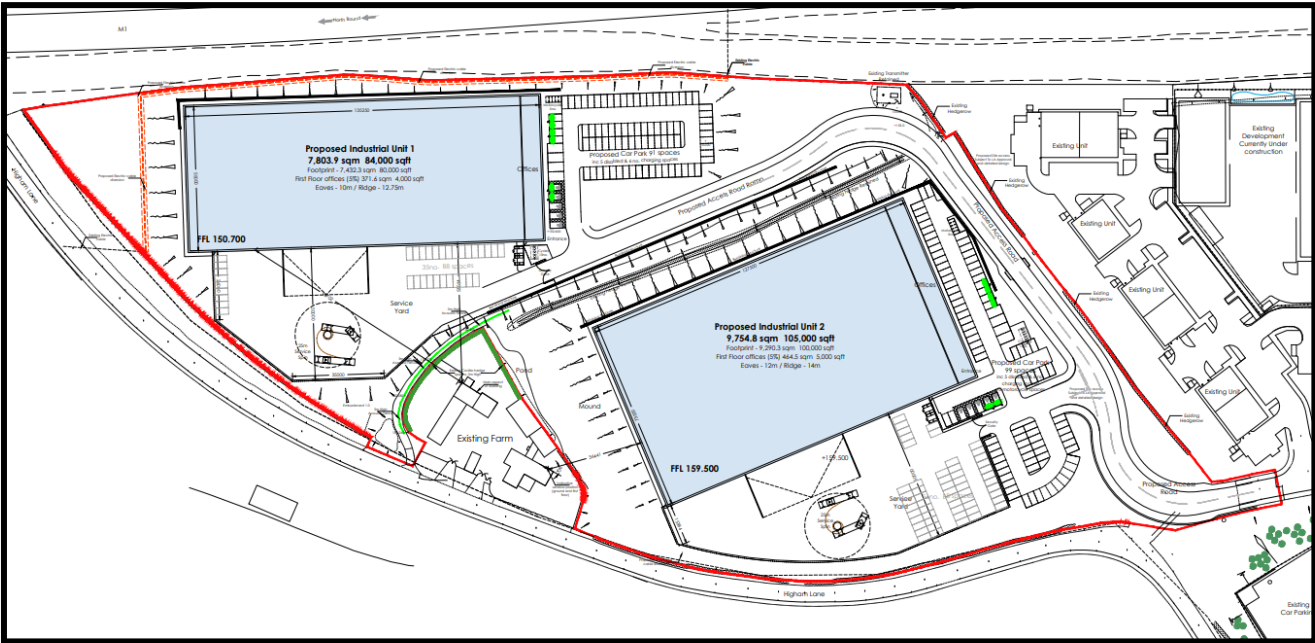
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A&E Route Above

1.31 LOCATION PLAN



See Site Managers office & Construction Phase Plan Book 4: Section 20 - Site Safety Plan

1.32 DRAWING REFERENCE/S

All drawings are identified in the Drawing Register located in the Site Managers Office.

1.33 ACCURACY OF DRAWINGS

PC will verify client drawing accuracy in consultation with the Contract Administrator prior to commencing work. All changes shall be clearly marked on a site drawing and made known to the site management and contractors in advance of work commencing.

EXISTING HEALTH AND SAFETY FILE

1.34

No existing Health & Safety File available

1.35 INFORMATION ON RESTRICTIONS THAT MAY AFFECT THE WORKS

See Pre Construction Information CPP Book 1: Section 0 +

PC are to comply with the client’s documentation

- Farm and dwellings access must be maintained to allow the safe operation to the business with no disruption.

1.36 ADJACENT AND LOCAL BUILDINGS AND LAND USES INCLUDE

North	Open land and the M1
South	Open land and Existing Farm
East	Business Units

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West | Business Units

1.37 THE UNDER NOTED PLANNING RESTRICTIONS APPLY TO THE PROJECT

None

1.38 BUILDINGS SINCE DEMOLISHED AND PREVIOUS USE

Building to be demolished

1.39 EXISTING TRAFFIC SYSTEMS AND RESTRICTIONS

Access to the site will be (M1 Junction 37) and Capitol Close no parking will be permitted along the road. Vehicles are to park in designated project parking. Deliveries are to be booked in with PC to control movements and to eliminate the requirement for waiting and parking on public roads. There will be site specific parking for workers within the area designated welfare area and entrance gate on the plan below

Site Delivery Times In all cases deliveries must be made between **08.00 - 18.00** and between **08.00 and 13.00** on Saturdays with no work on Sundays or Public Holidays.

Access Route for Emergency Vehicles - Access will be maintained at all times for emergency services – fire appliances, refuse vehicles, ambulances, etc.

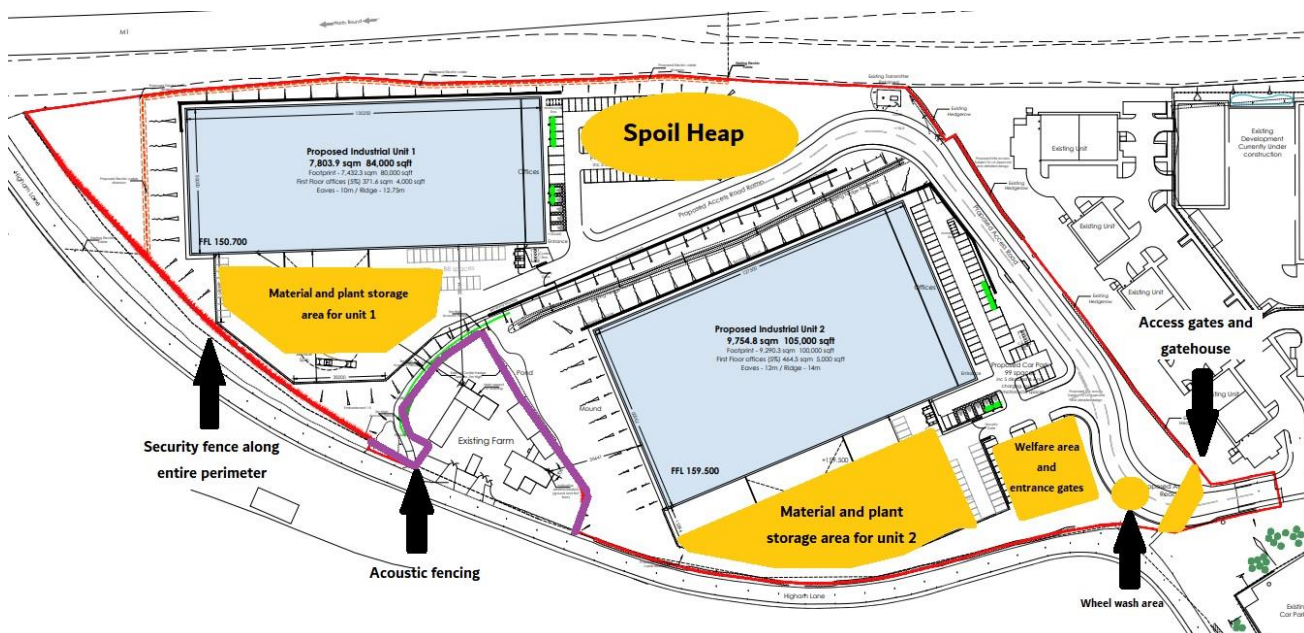
Contractors and Material Delivery Route - Traffic route information will be provided for deliveries to all key materials suppliers.

Large or Abnormal Loads Planned Route

As above. It shall be ensured that sufficient space is provided on site for vehicles to enter and exit in a forward gear, with sufficient space reserved within the material and plant storage areas for vehicles to turn.

The Principal Contractor will make suitable provision for access and egress points to the site.

Adjacent business occupiers, general members of the public and road users must not be put at risk at any time. See Site Safety Plan.



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Parking Restrictions to be observed

See Site Safety Plan in Site Managers Office.

Access Restrictions along Supply Routes:

Emergency access to and around site will be always maintained.

Wheel cleaning facilities will be available as required.

Roads must be kept clean with regular use of road cleaners or some other means if required.

Pedestrian access

Pedestrian access must be maintained during construction works to allow safe and segregated access routes along Public Footpaths and Bridleways from construction works and activities. PC are to consult with Local authority Public Rights of way

Wheel Cleaning facilities

Wheel wash facilities will be in place prior to the metalled road to ensure vehicles are washed down eliminating site vehicles taking mud on the public roads. The project management team are to review the procedures to ensure environmental issues are controlled.

SECTION 2 – MANAGEMENT OF THE WORK

2.1 MANAGEMENT RESPONSIBILITIES AND PROJECT OBJECTIVES

Site Health and Safety Management will be carried out in line with the PC Quality Environment Safety/Health Policy. The goals for this project are a well-managed secure site with the least disruption to local neighbouring properties inclusive of no accidents, dangerous occurrences or ill health for those taking part in project works. Additionally, to ensure environmental aspects are protected as required during work activity during successful completion of the project.

See **APPENDIX 1 ‘Construction Project Reporting Structure’** attached to this document. (Health Safety Environmental Policy QES 2_1_2_0).

THE FOLLOWING PEOPLE WILL MANAGE SITE ACTIVITIES:

- **Contracts Manager** – Responsible for the construction phase including contracts co-ordination, pre commencement safety and implementation of systems in conjunction with the Project/Site Manager.
Design Manager – Responsible for adherence to building standards, safe design, coordination between design parties and identification of residual design risk.
- **Project/Site Manager** - Responsibility for the management and coordination of the construction phase including implementation of safety, environmental and quality process systems.
- **Sub-contract Manager** – Responsible for sub contract management and implementation of safe systems. – (Sub contractor Conditions Form QES 2_4_1_14 Section 3 of CPP must be completed identifying sub-contract management structure and safe systems)
- **Sub contract Supervisor/Nominated person** – Responsible for adherence to site rules and sub contract safety arrangements. – See **Construction Safety Management Guide: Sub contractor Register QES 3_1_1_4** completion required each day with emergency evacuation responsibility identified.
- **Safety Health Environment (SHE) Manager** – Visiting role carrying out safety, health & environmental monitoring at a frequency to meet requirements dependent on perceived site risk.
- **Quantity Surveyor** - Full control of all financial aspects of the project and allocation of sub-contract resources, based at Head Office

MANAGEMENT ARE TO WORK TO THE LATEST PROGRAMME REVISIONS AS PROGRAMMED BELOW

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2.2 HEALTH & SAFETY PRINCIPLES FOR THE PROJECT AND ARRANGEMENTS FOR MONITORING

2.2.1 STATEMENT OF PRINCIPLES FOR THE PROJECT

It is the policy of PC to conduct its operations in such a way as to ensure so far as is reasonable practical, the health, safety and welfare of all its employees whilst at work and also any other person, not being in its direct employment who may be affected by its operations. At the same time environmental responsibility will be maintained and a quality plan will be managed & maintained through the life of the project.

2.2.2 ARRANGEMENTS FOR MONITORING AND REVIEW:

Monitoring arrangements and review will be discussed with the Client or his representatives prior to site commencement and during the construction phase but in any event the following integrated management arrangements will apply covering QUALITY, ENVIRONMENT & SAFETY/HEALTH process on site.

- | | |
|--|--|
| - Construction Phase Plan (CPP) SAFETY | Book 1 Site Communication Arrangements; |
| - Construction Phase Plan (CPP) ENVIRONMENT | Book 2 Environmental Impact Controls; |
| - Construction Phase Plan (CPP) QUALITY | Book 3 Quality Process Controls; |
| - Construction Phase Plan (CPP) SITE MAINTENANCE RECORDS | Book 4 Rules & Registers; |
| - Construction Phase Plan (CPP) PLANT RECORD | Book 5 Equipment Registers. |

Monitoring and reviewed is by:

Contracts Manager

Responsible for the construction phase including:

- Contracts co-ordination between procurement and site requirements.
- Co-ordination and provision to site of pre-commencement safety & environment information.
- Co-ordination of the project QA process files inclusive of completion sign off.
- Supervision of environmental controls and oversight of activities which may impact the environment.
- Implementation of necessary safe systems of work in conjunction with the Project/Site Manager/Sub contractor Management;
- Provision of necessary O & M information for use in the Site Safety File and communication with client representatives with regard its utilisation.
- (See QES 2_1_2_2 for full responsibilities).

Design Manager

Responsible for the design phase including:

- Ensuring appropriate levels of competence at the design phase.
- Check that clients are aware of their duties and a Principal Designer is in place.
- Avoid foreseeable risk and record identified residual risk for attention of the Construction Team.
- Co-ordination of work with that of others to manage and control risk.
- Overseeing design activities ensuring compliance with CDM requirements.
- (See QES 2_1_2_6 for full responsibilities).

Project / Site Manager

Responsible for:

- Management of the QES Management process control procedures.
 - Co-ordinating the activities of the site team in order to achieve compliance with the statutory health, safety & environment legislation.
 - Maintenance of the Construction Phase Plan during the construction phase.
 - Ensuring appropriate levels of communication are maintained on site.
 - Liaise with client representatives during handover of unit to ensure acceptance conditions are met.
- (See QES 2_1_2_10 for full responsibilities).

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Assistant Site Manager/Safety Health & Environment Coordinator

Responsible for:

- Maintenance of the Construction Phase Plan during the construction phase.
- Monitoring and maintaining quality recording procedures.
- Monitoring and maintaining environmental controls.
- Organising site training as required.
- Ensuring appropriate levels of communication are maintained on site.
(See QES 2_1_2_12 for full responsibilities).

Safety, Health & Environment (SHE) Manager

Responsible for:

- Advising Site Management on the correct interpretation and application of all applicable environment and safety legislation.
- Monitoring activities set out in the Construction Phase Plans.
- Liaising with the Principal Designer as required.
- Ensuring CP Plan is reviewed in light of prevailing circumstances.
- Monitoring arrangements as set out and required in the QA process.
- Production of regular monitoring reports for senior management attention covering all aspects of safety, and environmental activities.
- Dealing with all Enforcement Authority issues as required.
(See QES 2_1_2_3 for full responsibilities) (See QES 2_4_1_6 Site QES Monitoring Report).

Arrangements For:

2.3 REGULAR LIAISON BETWEEN PARTIES ON SITE

Principal contractor is responsible for ensuring the health and safety of everyone on site and maintenance of required environmental/quality procedures and controls. To this end the Site Manager will organise weekly meetings with subcontractors and other interested parties dependent on site activity. Behavioural response/bulletins/meeting minutes will be produced and addressed to sub contractors, other contractors and project team members in order to coordinate and keep parties informed of changing conditions and requirements. Additionally as required communication will be made and maintained with neighbouring properties and the general public with regard to site activity.

2.4 DESIGN: EXCHANGE OF INFORMATION BETWEEN CLIENT, DESIGNERS, PRINCIPAL DESIGNER AND SITE CONTRACTORS

Design Information

Pre-commencement designers are required to provide design tracking information identifying risk reductions and details of residual significant risk which may still be present during the construction phase. Additionally information may be required for follow up maintenance and demolition works to be included in the Site Safety File.

Contracts/Senior Projects Managers will oversee design development at construction stage by attending design/project progress meetings.

Contractors are required to consider information progressively and incorporate the requirements into risk assessments and method statements as deemed necessary. Design risk assessments provided for this project will be contained in **The Construction Phase Plan**

WORK INVOLVING PARTICULAR RISK: (Delete and add as required): Burial under earthwork / Engulfment in swampland / Chemical substances / Ionising radiation / High Voltage Power-lines / Drowning / Underground works / Work by divers / Caissons with compressed air atmosphere / Explosives / Work with heavy prefabricated components / Licensed Asbestos removal

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Design Risk Assessment(s) as included in the information pack supplied by the Client / Principal Designer and appended to the <u>Construction Phase Plan See CPP Book 4 Section 18</u>		
Received From	Title	Details – Design Actions identified
ARCHITECTS		
CONSULTING ENGINEERS		
OTHERS		

Design team meetings

These to be held throughout the project at agreed intervals with CDM requirements addressed and the resultant information collated if necessary for inclusion into the Site Safety File by the Commercial Department.

Contract design

If PC requires the Principal Designer to advise on the competence and resources of a Contractor/Designer considered for the work, full details of the proposed shall be provided and recorded.

2.5 DESIGN: HANDLING CHANGES DURING THE PROJECT:

Changes which negate primary assumptions made in the Construction Phase Plan, whether made by the Design Team or the Principal Contractor, and which may significantly affect this Plan will be referred to the Principal Designer and agreed by the Client before change is implemented. This relates only to the Health and Safety aspects of the design and does not imply acceptance of the design by the Contract Administrator.

2.6 SITE INDUCTION

- All persons coming onto site for the first time will be given a site induction inclusive of the Site Rules by a member of the Site Management team. **(See Site Induction Script in CPP Book 1: Section 9).**
- Subcontract Supervisors will be given additional instruction covering risk control/emergency procedures as indicated by PC Subcontractor Conditions and will be required to sign acknowledgement.
- All persons having undergone induction training will be required to sign an acknowledgement and will be issued with a dated PC helmet sticker as visual proof of induction.
- Due to the ever-changing circumstances on site all persons who have been away from the site for 3 months or more must be re-inducted before again commencing work on the site.
- Persons who have been absent from site for 1 week or more should be briefed about site changes by their immediate supervisor.

Training

- Effective training is an essential feature of the organisations activity through constant review & training plans which ensure all personnel are trained to work safely and protect them selves and other people from injury.
- All Managers and Supervisors have attended the CITB 5 day Site Managers Safety Training course and are familiar with current legislation and codes of practice, relative to health, safety and environment.
- Site operatives will have appropriate recorded skills certifications.
- Training is tailored to the skills required by managers, supervisors and operatives. All personnel are assessed and, if there is a requirement training /instruction is arranged.
- Where it is necessary to reinforce certain aspects of site rules, or to ensure site workers are aware of health and safety issues, on site behavioural training will be given inclusive to Tool Box talks as and when required.
- All records of training and Tool Box Talks will be maintained in the CPP.

Information for contractors

It is the company policy that all materials, plant and equipment utilised on site will comply with required

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standards. So far as is reasonably practical, persons placing orders are responsible for ensuring that:

- A Site Safety Plan will be prepared indicating position of welfare, security, traffic routes, pedestrian access, materials storage, parking etc, with information passed to contractors at induction.
- Operatives are informed of specific health and safety conditions relating to the works either contractual or as specified in the pre-tender health and safety information.
Programme details and changes will be passed to contractors as required.
- All orders for materials, plant and equipment or subcontract works clearly state the company requirements in respect of health and safety and any other specific site requirements.
- Suppliers provide all necessary information/certification and operating instructions to enable their product to be used safely, and that such information is passed on to the site or workplace.
- Where items specified to be used present a significant risk to health and safety, make reasonable enquiries to ascertain if a more suitable alternative is available and can be used.

2.7 CONSULTATION WITH THE WORKFORCE/BEHAVIOURAL OBJECTIVES

- The project goal is zero reportable or major accidents and dangerous occurrences during construction.
- In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.
- Procedures on sites or at workplaces regarding the function of safety Representatives and Committees shall be in accordance with the National Working Rule 24 of the National Joint Council for the Building Industry Working Rule Agreements or Working Rule XVIIA contained within the Civil Engineering Construction Conciliation Board Working Rules where applicable.
- Daily meetings are held between Management and subcontractor supervision on site. When identified need arises, there will be a site safety meeting involving representatives of contractors on site and PC site management..
- A Safety Committee will be established if the need arises.
- All employees are encouraged to submit suggestions and ideas for improving the general standards of health and safety and welfare on sites and in offices.

Sub-Contract Meetings

These will be held weekly as required. If requested minutes will be distributed to the Contractor's management team. All aspects of health, safety, quality and environmental considerations will be on the agenda, giving all interested parties the opportunity to comment on site activities and offer feedback as necessary.

Behavioural Objectives

These will be set in line with project development and on site QES activity. Objective performance levels will be set, monitored and reviewed weekly with results of both subcontractor organisation and individual achievements passed to all concerned. If necessary shortfalls will be addressed with further guidance/training as required. (See QES 2_3_4)

Employee/Subcontractor/General Public Feedback

Improvement suggestions and condition complaints from the workforce and other interested parties will be considered and addressed at regular meetings. Positive achievement will be recognised.

2.8 SELECTION OF CONTRACTORS & DESIGNERS

Stage 1: Assessment that the contractor/designer has sufficient experience and ability to carry out their duties

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in relation to the project; to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work through:

- Approval in respect of their Health and Safety Policy, organisation and arrangements;
- Records of previous satisfactory works carried out on other similar contracts undertaken by PC;
- Checks with other construction organisations to ascertain required standards have been met.
- Insurances adequate.

Stage 2: Evaluation that the contractor/designer has sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail through:

- awareness of statutory responsibilities and understanding requirements of CDM;
- competence to carry out the work and adequate resources to enable compliance with relevant statutory requirements;
- production of appropriate method statements, risk and COSHH assessments;
- proof of training/certification and competence;
- evidence plant and equipment is fit for purpose.

Stage 3: Evaluation of completed sub contract operations taking into account:

- Supervisory performance
- Work method;
- Housekeeping;
- Plant utilisation;
- PPE utilisation;
- Client information/Questionnaire

Selection and control of contractors is through:	FORMS
1. assessment questionnaire;	Form QES 2_4_4_4
2. issue of Sub-contract conditions;	Policy Guidance QES 3_2_2
3. risk assessment / Method evaluation;	Form QES 2_4_4_3
4. Sub contractor conditions supervision;	Form QES 2_4_1_14
5. sub contract works evaluation;	Form QES 2_4_1_8

See Construction Phase Plan.

2.9 THE EXCHANGE OF QUALITY, ENVIRONMENT, SAFETY/HEALTH INFORMATION BETWEEN CONTRACTORS

The Project/Site Manager shall secure co-operation between Contractors ensuring relevant information is exchanged between all parties. **QES 2_1_2_0 Project Reporting Structure. CPP Book 1 Section 1.**

Sub contractor pre-commencement meetings will be organised to ensure appropriate coordination of work.

If required daily/weekly meetings will be organised to ensure programme timing and coordination.

2.10 SITE SECURITY

The Site Manager will take steps to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building and site as a whole is maintained. This will primarily mean provision and maintenance of a 1.8 / 2 Metre high barrier surrounding construction activities which will be secured against ingress at all times when not supervised and will include gated pedestrian security measures. Additionally as required CCTV and manned stations will be utilised to monitor arrangements. Heras ready-fence if utilised must have double clips with nut on inside of the secured area and stabilised as required.

2.11 WELFARE FACILITIES AND FIRST AID

Welfare

The Site Manager shall determine the site establishment once the full requirements of the contract have been

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ascertained. The Contracts Manager shall ensure that the accommodation, which is provided, complies with the requirements CDM. Required facilities will be provided during site mobilisation and before site commencement to include as a minimum for the numbers on site:

- heated canteen;
- seating with back support;
- heated male toilets;
- heated female toilets;
- suitable means of drying clothes;
- provision of soap, towels and a supply of hot and cold running water;
- drinking water;
- means to warm food and boil water;
- lockers;
- shower's as required.

First Aid

- A first aid box is provided in the Site Manager's office with required statutory contents.
- The Site Manager will be responsible for ensuring that the contents are replaced as necessary.
- Fully trained first aiders with identification and location of the first aid box will be posted in the site canteen

2.12 THE REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, NEAR MISSES

- *Copies of all accident reports shall be sent to the Quality Environment Safety (QES) Manager and recorded with a view to identifying trends and implementing accident prevention schemes in those areas. A copy of the report to be made available to issue to both the PD & Client.*
- *Near miss incidents/unsafe conditions will be reported and recorded on a Conditions Complaint Report A.*
- *Accident Books in which all accidents are recorded will be kept in a secure place in the site office. On completion of the contract Accident Records will be retained for three years.*
- *Full and immediate investigation of all accidents and dangerous occurrences, complying with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR), is the responsibility of the Site Manager. If required, the Site Manager will seek the assistance of the QES Manager.*
- *Major injury accidents must be immediately reported to the SHE Manager who will conduct a recorded investigation.*
- *All investigations will be brought to the attention of PC Directors.*

2.13 THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND METHOD STATEMENTS

- A' Sub contractor Conditions' form must be completed prior to arrival on site indicating contractor management arrangements on site.
- Job specific Risk Assessments and Method Statements will be required from all sub contractors carrying out site or associated works before commencement on site. **See Construction Phase Plan.**
- All risk assessments and method statements must be reviewed and approved by the site manager or nominated person prior to work commencing.
- For higher risk activities a recorded evaluation must take place before commencement of activities.

2.14 SITE SAFETY RULES / SUB CONTRACTOR PRE COMMENCEMENT CONDITIONS

In order to ensure a safe work environment it is essential that people entering this construction site adhere to the site safety rules as set out in **Construction Phase Plan &** posted in the site welfare. Additionally subcontract Managers/Supervisors to acknowledge and sign up to the Subcontractor Pre Commencement Conditions Documentation located in **CPP Book 1 Section 3,**

2.15 FIRE AND EMERGENCY EVACUATION / CRISES MANAGEMENT

An Emergency Plan is in place on site to ensure sufficient arrangements for dealing with any foreseeable

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emergency. See **CPP Book 2: Fire & Emergency Plan**. In the event of crises for full operational procedure see **QES 1_3_6 Crises Management & Business Continuity Plan**.

2.16 PERMITS TO WORK

The Permit-to Work procedure provides a formal control system aimed at the prevention of accidents and damage to property where foreseeable. Only those persons designated as competent and have valid certificated training will be named on the Permit. See **Construction Phase Plan Book 4 for Permit Forms**. **IMPORTANT: Permits to Work on potentially live electrical circuits will be controlled by the M & E Subcontractor / Designated Nominated Person.**

SECTION 3 – ARRANGMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

PHYSICAL RISK

3.1 MATERIAL DELIVERY REMOVAL & WASTE MANAGEMENT Inclusive of Vehicle And Pedestrian Control

Such steps as may be necessary will be taken to maintain controlled access to and from site by appropriate signage, gate positioning and supervision. Additionally Site Waste Management Plans will be implemented to include:

- Project waste type;
- Minimisation Plans & arrangements as identified by designers, subcontractors and waste management transfer stations as provided. (See **CPP Book 2**);
- estimation of quantities likely to be produced;
- Site Investigation survey results. (See **CPP Book 2 for executive summary**) ;
- designation of materials/waste storage areas (See **Site Safety Plan**);
- skips to be designated for different wastes if practicable (See **Site Safety Plan & QES 3_1_2_4 Waste Storage Designated Areas**.) general waste skips controlled through designated audited transfer stations with identified waste streams for recycle and reuse.
- waste recycling skips carefully monitored for content;
- plant fuelling areas designated and protected (See **Site Safety Plan**);
- just in time sequence of delivery to avoid material damage on site;
- materials on site protected from damage;
- necessary environmental exemptions and approvals recorded (See **CPP Book 2**) ;
- unused materials to be returned to Buyer undamaged;
- maintenance of a Site Waste Register (See **CPP Book 2**) at all times identifying movement of material on/off site inclusive of:
 1. Types of waste removed;
 2. Identity of person who removed the waste;
 3. Appropriate waste carrier license number; Description of waste;
 4. Site where waste was taken;
 5. Consignee note copies for hazardous waste;
 6. Environmental permit or exemption held by the site where materials taken
 7. How recycled/reused in order to minimise waste.

- Confirm the plan has been monitored on a regular basis throughout the project (See **CPP Book 4 Section 11 QES 2_4_1_6 Site Safety Monitoring Report Page 2**);
 - Confirm any deviation from the plan (See **QES 2_4_1_8 Sub contractor Appraisal Form**).
- See: **QES 3_1_2_3 Waste Management Segregation Recycling and Reuse & QES 3_1_2_4 Waste Storage-**

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Designated Areas for guidance.

NOTE: All waste transfer stations will be audited and rated for recycle and waste stream handling performance.

3.2 SERVICES, INCLUDING TEMPORARY ELECTRICAL INSTALLATIONS

Services Information - PC will liaise with the Consultant Services Engineers and refer to their drawings before commencing work. Reference shall also be made to the Contract Preliminaries inclusive of pre-commencement information received. *Site service search drawings and information will be recorded in section 20 of this Plan.*

When required:

- PC will ensure reasonable enquiries with relevant authorities have been made and carry out such site investigations as may prove necessary to locate all existing services prior to commencing work. Information received from the relevant authorities shall be checked as required on site by scanning or other means.
- If necessary details shall be recorded on the Site Safety Plan and where practicable marked on the ground before commencing any excavation work.

Further information is available in the HSE Publication HS(G)47 – Avoiding Danger from Underground Services when carrying out excavation works.

Site Services

Any part of the site opened up for the diversion of services and presenting a safety hazard to the public and other Site Contractor's workforce, shall be fenced off to prevent easy access.

Maintaining Services in Use

- PC will take such steps as may be necessary to protect and/or maintain existing services in use.
- Requirements contained in the Principal Designer/ client pre-construction information will be incorporated into the standard operating procedures for the site.
- All work including removal, commissioning and connecting into will be subject to permit to work procedures.

Overhead cables will be identified on the Site Safety Plan if present.

- PC in conjunction with designated sub contractors will assess what safety precautions are required when using cranes or other work at height equipment in the vicinity of overhead power lines.
- Suitable warning notices shall be displayed and barriers provided to establish a safe zone in accordance with GS6 Avoidance of Danger from Overhead Lines.

Temporary electrical service installations

Arrangements shall be made for the regular inspection of temporary electrical installations/supplies with a record maintained in the site office.

Welfare Cabin Fixed Installation checks

Arrangements shall be made to ensure Fixed Installation checks are carried out at regular intervals with a record of maintenance in the site office.

3.3 DEALING WITH SERVICES (WATER, ELECTRICITY AND GAS)

Location of Existing Services e.g. underground and overhead lines, on or adjacent to the site will be identified with suitable plans provided by the service provider and added to the Construction Phase Plan in Section 20 as available. Additionally all live surface water drains will be identified and protected from material/substance spillage as required.

Method Statements will be required for all works associated with the following identified hazards.

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POTENTIAL HAZARDS

	Yes/No	Control Method
Overhead Services	Yes	Contractor Method Statement
Electrical Services	Yes	Contractor Method Statement
Street Lighting	Yes	Contractor Method Statement
Oil Services	No	Contractor Method Statement
Gas Services	Yes	Contractor Method Statement
Water Services	Yes	Contractor Method Statement
Land Drains	Yes	Contractor Method Statement
Sewer Services	Yes	Contractor Method Statement
Disused Drains/Gas/Pipes/Culverts etc.	.	Contractor Method Statement

3.4 ADJACENT LAND USE ACCOMMODATION & PROTECTION OF NEIGHBOURS

Communicate with neighbouring site occupiers to ensure activities will not create unnecessary safety issues with initial warning by letter identifying activity. **Access to neighbouring premises will be maintained at all times particularly with regard emergency access.** Site contractors will be warned of hazards associated with neighbouring activities.

See Construction Phase Plan (CPP) Book 4 Security Fence Inspection Register)

3.5 STABILITY OF STRUCTURES, INCLUDING TEMPORARY WORKS STRUCTURES & EXISTING UNSTABLE STRUCTURES

- Appropriate checks will be carried out by competent structural engineers as required by site activities and identified safety controls as advised will be incorporated into work activities.
- During the erection process adequate measures must be taken to ensure that the structure remains stable including the use of ropes and other restraining methods as necessary.
- Existing unstable structures must not be entered and a risk assessment must be carried out and measures established for demolition or refurbishment.
- Temporary works will be identified and necessary competent designers, Temporary Works Coordinators and Temporary Works Supervisors will be appointed dependent on complexity of work being undertaken.

See Construction Phase Plan Book 4 - Temporary Works Register & associated guidance.

3.6 PREVENTING FALLS / WORK AT HEIGHT ACCESS

Prevention of falls is considered one of the highest control priorities, The main risk of falls exist when off loading vehicles and working in excavations and at height from mobile elevated working platforms
The measures to be taken will include:

- Trailer Arrest Nets;
- air bags; NB preferred system to prevent falls from vehicles when unloading;
- proprietary guardrail systems;
- mobile scaffold towers;
- scissor lifts (must be fitted with stabilising jacks)-(NB This type of equipment will not be used by personnel to access roof areas);
- Boom type lifts will only be utilised by trained operatives wearing safety harness and short restraint lanyard;
- Work from ladders of all types will be discouraged. Ladders / Step ladders may only be used with permit from the Site Manager.

3.7 WORK WITH OR NEAR FRAGILE MATERIALS

The need to work with or near fragile materials shall be designed out where possible but should there be a requirement for such work in pre-existing situations a specific risk assessment and method statement shall be prepared. In any event fragile areas must be guarded or covered dependent on circumstance.

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3.8 CONTROL OF LIFTING OPERATIONS

Lift Plans will be prepared for all lift operations by a competent appointed person, This is to include the off loading of vehicles, movement of stores and materials and installation of street lighting and safety signage.

3.9 MAINTENANCE OF PLANT AND EQUIPMENT

- All plant operators employed have been trained and certificated. The Site Manager will ensure the statutory examination register is in place and properly completed in relation to any of the following equipment used on site: **Lifting appliances: Cranes: Hoists:.**
- Appropriate test/service certificates must be produced before plant equipment is used on site, copies of which will be kept in the site office.
- The Site Manager will ensure that all plant equipment, on site is entered in the Plant Register and appropriate records maintained of service dates and inspection/check frequency.
- Plant using public highways will be suitably licensed by the Vehicle Licensing Agency.
See Construction Phase Plan Book 5: Plant Register

3.10 CONTROL OF GROUND CONDITIONS

Ground Conditions

Site Investigation results identifying, contamination, gross instability, possible subsidence, old mine workings, geological conditions, underground obstructions, fuel tanks, gaseous or flammable conditions will be recorded on site. **See Construction Construction Phase Plan Book 4: Ground Conditions Inspection Register**

Nature of Ground

Refer to Ground Investigation reports:

Ground Stability

- The ground conditions will be suitably prepared to ensure stability of plant operating on it.
- Particular attention is required for piling rigs, cranes and mobile elevating work platforms which could overturn on unstable ground.
Regular recorded inspections will take place to ensure suitable work surfaces are maintained.
See Geotechnical test results in CPP 2 if available.

Spill Control

- A demarcated protected area will be established for substance storage, plant refuelling and plant parking.
- Fuel bowzers, generators and supply tanks will have secondary containment of at least 110% capacity of maximum tank content.
- Each fuel bowser/generator will have a spill kit available for use.
- Spill kit use training will be given to all plant operators.

See Plant Refuelling & Spillage procedure QES 3_1_2_13 and Generator use procedure QES 3_1_2_15.

3.11 TRAFFIC ROUTES AND SEGREGATION OF VEHICLES AND PEDESTRIANS

- *The site access and egress routes between the site compound and construction activity shall be established in accordance with HSE publication HS(G) 144 – The Safe Use of Vehicles on Construction Sites and HS(G) 150 – Health and Safety in Construction.*
- *Site traffic rules shall be observed at all times and the situation monitored throughout the project with action being taken against offenders. .*
- *The traffic management scheme will be defined on the Site Safety Plan with traffic and pedestrian routes clearly indicated by signage and where appropriate suitable barriers. The scheme will be reviewed and amended by the Site Manager as and when circumstances change.*
- *Wheel wash or road cleaning will be provided and carried out when necessary.*
- *All pedestrians will be required to wear high visibility clothing until such stage as the Site Manager deems it unnecessary.*

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3.12 PROTECTING THE PUBLIC

- The works will be planned to protect the public and adjacent site workers from the risks associated with construction site movement, deep excavations movement of materials and steel erection. The HSE publication HS(G) 151 Protecting the Public Your Next Moves will be adhered to.
- Sites will be protected by a perimeter fence on which hazard warning notices will be displayed.
- Vehicle and pedestrian gates will be secured or supervised.
- Precautions will be taken both on & off site to ensure the public, particularly children and trespassers, are not exposed to risks.
- On completion of the days work, Site Agents will ensure that all gates to the site are locked and the perimeter fence intact & secure.

3.13 STORAGE OF MATERIALS (PARTICULARLY HAZARDOUS MATERIALS)

Materials lay-down areas will be agreed with sub-contractors and identified on the Site Safety Plan. Hazardous materials must only be stored in accordance with manufacturer's information contained in Product Data Sheets.

3.14 OTHER SIGNIFICANT SAFETY RISKS

a. Excavations & Piling

Deep excavations or piling will be carried out by a specialist sub-contractor who will supply specific method statements & risk assessment. Excavations which are open for 7 days or over will have a recorded inspection and in any event will be inspected daily for signs of deterioration before any access. **See Construction Phase Plan Book 4: - Excavations Permit + Excavation Register**

b. Existing Drainage & Confined Spaces

Work involving confined space entry and connections to existing drainage will require a specific risk assessment inclusive of procedures to meet the potential hazards to health and safety associated with such operations. **See CPP Book 4: - Excavations Permit + Confined Space Work Permit**

c. Structural steelwork / Pre-cast concrete structures.

Carried out by specialist sub-contractor who will supply risk assessment and method statement.

Control Measures for working at high level:

- Work is planned to ensure a safe means of access is provided.
- All equipment is provided and maintained to required legal and other standards.
- Suitable signs and barriers will be positioned below works to warn of overhead operations.
- Edge protection will be erected at all opening or edges where falls could occur.
- Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties.
- All equipment used will be checked to ensure for good order, to correct specification and inspection to date.
- Work will be monitored to ensure that additional precautions and equipment is taken into use where edge protection is removed.
- Where there is a leading edge which can't be protected by barriers or other fall prevention measures, running lines and appropriate restraint/arrest safety harness will be worn at all times.
- A fall arrest system will be provided for any operative working off ground during unloading operations.

See CPP Book 4 – Work at Height Permit.

d. Roof work and metal decking

Requirements as above but use of safety nets or other fixed fall arrest measures to be additionally used.

3.15 SAFETY RISK CONTROL

See Safety Risk Assessment Record identified in **CPP Book 4** with identified necessary controls to management site risk. Additionally see Sub contractor Method Statement Index located in the Site **Construction Phase Plan Book 1** Section 2 and the Health Quality Environment Safety Policy for full control details.

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As construction develops Method Statements and Risk Assessments will be in place for all identified hazards inclusive of: (delete if not required)	
Hot works	Manual handling
Protection of general public in close vicinity of works	Work at Height
Crane utilisation	Mobile elevated work platforms
Plant utilisation	Mechanical Electrical work
Excavations	Pressure systems
Emergency	

3.15a ENVIRONMENTAL IMPACT RISK

See Environmental Impact Assessment Record identified in CPP Book 2 Section 7 with identified necessary controls to management risk in the environment. **QES 3_3_3_1 Environmental Impact Risk Assessment.**

As construction develops Method Statements and Risk Assessments will be in place for all identified Environmental Impacts inclusive of:				
CONTAMINATION	WASTE	EMISSIONS	ENERGY CONSUMPTION	GENERAL CONSIDERATIONS
Diesel fuel/oil storage	General site waste	Noise	Electric generation	Protection of trees
Concrete slurry	Other wastes as identified	Dust	Water consumption	Protection of other habitat

HEALTH RISKS

3.16 REMOVAL OF ASBESTOS

Asbestos has / not been identified on site however any person who during the course of his work comes across a material he considers may contain asbestos must stop work immediately and inform the Site Manager.

Work must not proceed until authorised by PC Construction Group PLC, where asbestos is confirmed the Principal Designer/Contract Administrator will be informed immediately.

See Asbestos Management: GUIDANCE - QES 3_2_26

(Note - it is a Client's duty to ensure that any information needed by a person working on the premises is provided to that person - this must include any asbestos location / survey carried out).

3.17 DEALING WITH CONTAMINATED LAND

Contaminated Land –

PC Construction Group Plc will fully assess and implement any information that is available regarding the extent of contamination, instability or subsidence of the ground.

- Contractors will be required to submit Risk Assessments and Method Statements.
- No hazardous/contaminated materials/substances will be discarded from site without the permission of the Site Manager. **See notes above in section 3.10**

3.18 MANUAL HANDLING

- Where construction materials, (e.g. timber, steel or masonry) exceeding 20kg in weight require to be dismantled from or installed in the building, the Contractor shall describe the **method of dismantling/transporting/unloading/Installing** equipment paying due attention to the health and safety aspects associated with handling heavy materials.
- Particular attention shall be given to the use of concrete blocks in excess of 20kg due to the repetitive nature of the work. Where practicable their use should be designed out and lighter materials substituted. If necessary for

a solid wall of 140mm midi blocks should be utilised. For a wall of 190mm use either 100mm double skin, or hollow blocks or for a 215mm wall 100mm blocks on their side.

- The manual handling aspects of kerb laying shall be fully addressed by the sub-contractor carrying out such work. Kerb laying equipment must be available for use as required.
- Contractors will be required to demonstrate that training in manual handling has been provided in appropriate circumstances.

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- Mechanical lifting should be the first considered option and where this is not practicable a risk assessment detailing the other options will be necessary.

3.19 USE OF HAZARDOUS SUBSTANCES

- Chemicals and hazardous substances arising from materials being used on site need to be identified.
- All managers and supervisors have received training and instruction on the COSHH Regulations 2002 and operatives will be made aware of its implications.
- Before any hazardous substance is used, site management will prepare a written assessment and, accordingly, ensure contractors and self-employed persons provide assessments identifying substances hazardous to health that they may use or incorporate into their work.

3.20 REDUCING NOISE, DUST, VIBRATION

- All necessary measures will be taken to reduce dust including water suppression & local exhaust ventilation.
- All necessary steps will be taken to prevent noise nuisance.
- Site Agents have been provided with a list of sound levels, which provide a general guidance when assessing the need to provide ear protection.
- Employers shall be aware that, in accordance with Reg. 4 of the Noise at Work Regulations 2005 there is a requirement for an adequate noise assessment if an employee's exposure is likely to reach any of the action levels.
- Operatives are advised that, between 80 - 85 decibels, suitable and efficient ear protection is available for their use.
- When exposure levels reach 85 decibels, ear protection will be provided to all exposed persons and, accordingly, they will be advised of their statutory obligation to ensure they are used.
- If there is possibility that Peak noise levels may be reached discussions will take place with operators with regard necessary control measures.
- Where necessary when identified by risk assessment employee health monitoring will take place with necessary records maintained by the responsible organisation.
- The use of anti vibration tools and equipment will be required as specified in the Control of Vibration at Work Regulations 2005. Risk will be assessed and if exposure is above the action value records of usage will be maintained. Where the work entails the use of vibrating tools the method statement must address the issue and specify the control measures to be put in place in order to ensure operatives are not exposed to daily exposure of over 2.8 M/s². Particular attention must be given to the tools used in pile cap reduction.
- Where necessary when identified by risk assessment employee health monitoring will take place with necessary records maintained by the responsible organisation.

3.21 DANGEROUS DISEASES

Normal precautions and monitoring to take place as required by activities on site.

3.22 OTHER SIGNIFICANT HEALTH RISKS

Care will be taken to ensure any significant health risk is identified and assessed by site team members and any necessary controls are implemented to protect at risk personnel or other parties who may be affected.

This includes ensuring cover up policy with hard hat/shirts/no shorts to prevent effects of UV radiation and provision of Factor 50 sun block for use on any exposed body area.

SECTION 4-THE HEALTH AND SAFETY FILE

4.0 FORMAT AND CONTENT

LAYOUT AND FORMAT

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The PC Site Project/Manager/Quantity Surveyor will provide information for inclusion in the Health and Safety File as required by the Principal Designer. The file will include as a minimum:

1. A brief description of the work carried out.
2. Information on any residual hazard(s) which remain and how they have been dealt with (e.g. surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).
3. Key structural principles (e.g. Bracings, sources of substantial stored energy – including pre or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery.
4. Hazardous material used (e.g. lead paint, pesticides special coatings etc, which should not be burnt, etc).
5. Information of construction materials incorporated or within the structure.
6. Installed mechanical and electrical systems inclusive of Information regarding the removal or dismantling of installed plant and equipment. (E.g. any special arrangements for lifting, order or other special instructions for dismantling etc).
7. Health and safety information about equipment provided for cleaning or maintaining the structure.
8. Operating and maintenance manuals.
9. Commissioning or test certificates.
10. The means of safe access to and from service voids, fire doors and compartmentation.
11. The nature, location and markings of significant services including underground cables; gas supply equipment; fire fighting services etc.
12. Information as-built drawings of the structure, its plant and equipment (e.g. the means of safety access to and from service voids, fire doors and compartmentalisation etc).

IMPORTANT: All Drawings must be marked 'AS BUILT'. (Tender, Preliminary or construction issue drawings will not be accepted).

See document QES 3 2 21 for additional guidance with regard necessary information.

REQUIREMENTS FOR GATHERING INFORMATION

- The Quantity Surveyor and Contract Manager shall receive from the Principal Designer instruction in what specific information is required for the Health and Safety File. Requirements will be then forwarded as necessary to the responsible subcontractors in order for necessary information to be available in a timely fashion.
- The provisional Health and Safety File information is to be presented to the Principal Designer prior to handover for review.
- The Principal Designer will reply with comments and requirements for additional information.
- The final Health and Safety File information is to be presented to the Principal Designer at least 2 weeks before practical completion.
- If the Principal Designers contract ends before Practical Completion then the Principal Contractor is responsible for completing and handing over to the Client the Health and Safety File.

STORAGE OF INFORMATION

The Principal Designer may wish information to be forwarded to him in programmed sections, for example at the completion of a specific phase, or at the completion of a specific sub-contract but in any event hard and soft versions will be agreed between the Principal Designer and the relevant Quantity Surveyor before handover.

Specific information requirements will be placed in the Construction Phase Plan Section 20 when available.

See CPP Book 4 of 5 Section 20 for SAFETY FILE CONTENT layout format required by the Principal Designer.