**Construction (Design and Management) Regulations 2015**

**Pre-Construction Information Document**

**for**

**<Insert Project Name / Title>**

**for**

**<Insert Client Logo>**

**<Insert Premises Address>**

Note:

This Pre-Construction Information Document can be used for medium to large projects. This note along with the guidance highlighted in yellow should be deleted as the document is drafted and prior to it being issued.

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| Revision No. | Revision Date  | Revision Details | Name | Signature |
| Initial | <Insert> | First Issue | <Insert> | <Insert> |
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| 1.0 | Introduction and Description of Project |
|  | <Insert client name> as client under the Construction (Design & Management) Regulations 2015 has appointed <Compass Group (delete as appropriate)> to act as principal designer for the project at <insert>. This document is a summary of Pre-Construction Information (PCI) made available to <Compass Group (delete as appropriate)> for the project which is to be used by the principal contractor to develop a Construction Phase Plan (CPP).The principal contractor is to ensure that the contractors and designers that he, or any of his contractors or designers, engages receive the relevant parts of the PCI.<Compass Group (delete as appropriate)> does not guarantee the accuracy and sufficiency of this information. The principal contractor must ascertain for himself any further information he may require to ensure the safety of all persons affected by the works.This document should be read in conjunction with the tender / contract documentation, specification and drawings. |
| **1.1** | **Nature of the construction work to be carried out** |
|  | The work / project consists of the<insert description of works>.For further information refer to <where applicable cross reference relevant contract documentation e.g. Schedule of Works and Project Preliminaries>. |
| **1.2** | **Location** |
|  | <Insert address and where necessary additional description locating the works, e.g. floor level and floor zone. A map and photographs may also be included> |
| **1.3** | **Construction period** |
|  | Construction is due to commence on <Insert anticipated commencement date> with completion scheduled for <Insert anticipated duration of completion date>.<Where applicable include phasing or any significant milestone dates. A cross reference to a project programme may also be included> |

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| **1.4** | **Minimum time for the principal contractor for planning and preparation for construction work (mobilisation time)** |
|  | <State the time period given to the principal contractor to prepare and mobilise for the works, e.g. 2 weeks> |
| **1.5** | **Project team details** |

<Insert or cross reference a project directory/ alternatively complete the information below. Include the principal contractor if appointed>

**1.5.1 Client**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

**1.5.2 Designers**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

**1.5.3 Principal designer**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

**1.5.4 Principal contractor**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

**1.5.5 Contractor(s)**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

**1.5.6 Other**

|  |  |
| --- | --- |
| <Name><Address> | Contact:Tel:Email: |

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| **1.6** | **Application of Workplace Regulations** |
|  | The building / structure will / will not be used as a workplace. |
| **1.7** | **Extent and location of existing records and plans** |
|  | <This section should reference available information / documentation relevant to the existing environment / structure, such as:* Relevant Health and Safety File and O&M Manuals
* Asbestos surveys / management plans
* Soil surveys
* Drawings of the existing structure
* Drawings / details of services
* Any other documentation relating to the existing environment which could be relevant to health and safety during the work activities associated with the project

This information / documentation should be made available to the designers and contractors and should be appended to the PCI or a cross reference included identifying the location of the information. For larger or more complex projects a schedule of available information should be prepared and appended to the PCI.Note: Where information does not exist, e.g. an adequate asbestos survey, the principal designer should advise the client that this information is not available but must be provided and that where possible the client should procure the necessary surveys to gather this information before the tender process is complete. The type, scope and timing of the surveys should be discussed and agreed with the project team> |

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| **2.0** | **Client’s Considerations and Management Requirements**<This section identifies any general stipulations from the client. It should also be used to draw attention to the health and safety issues that arise when the project is to be located in premises that are occupied or partially occupied by the client and/or the public. It should emphasise that the principal contractor should comply with any safety instructions, site rules, permits to work etc. laid down by the client> |
| **2.1** | **Arrangements for health, safety and welfare** |
| **2.1.1** | **Client’s management arrangements** |
|  | <Some clients will have their own management arrangements and reference should be made to these where appropriate. The management arrangements may be appended to the PCI> |
| ***2.1.2*** | ***Planning and managing for construction work*** |
|  | The principal contractor will be required to compile a CPP that details the planning and management arrangements for the construction work. <Where appropriate the Company’s guidance note on the contents of the CPP can be appended to the PCI to ensure that all required information is included within the CPP. This will be beneficial for less experienced contractors>The CPP should be provided, to the principal designer / client representative, a minimum of <insert e.g. 10> working days prior to the commencement of works on site so that both the *principal designer and* client representative can satisfy themselves that it has been suitably developed.It is required that relevant sections of the CPP are provided to all contractor(s) in sufficient time for them to plan for the management of their works. |
| ***2.1.3*** | ***Health and safety goals*** |
|  | All contractors are required to conduct their business in line with the client’s corporate expectations. In summary contractors should act in such a way so as to protect the health and safety of its employees, others involved in its operations, site visitors and the public. Contractors are required to strive to prevent all accidents, injuries, and occupational illnesses through the active participation of every employee and by continuous efforts to identify and eliminate or manage the health and safety risks associated with its activities.<Amend where necessary inserting or cross referencing any client / project specific health and safety goals> |
| ***2.1.4*** | ***Arrangements for monitoring and review*** |
|  | The principal contractor should implement a comprehensive monitoring and auditing regime to ensure that risks to health and safety to the construction operatives, site visitors, and the public are adequately controlled.Details of this monitoring and auditing regime are to be set out in the initial CPP.<Include if appropriate: <Compass Group (delete as appropriate)> will undertake planned visits during the construction phase in order to review health and safety performance and assess general compliance with relevant health and safety legislation, the CPP and its associated method statements. The principal contractor is to accommodate these visits and provide a response to any issues identified>Insert or cross reference any project specific information including details of any client driven requirements for the monitoring or review of the principal contractor’s health and safety performance, e.g. through the use of independent site safety inspections.Insert any client requirements in respect of management and supervision of the works, e.g. site management holding a minimum health and safety qualification permit> |
| ***2.1.5*** | ***Communication and liaison between client and others*** |
|  | <This section should be used to draw attention to client procedures in relation to continuing liaison and communication throughout the project. This may include the need for health and safety meetings, health and safety reports etc. Paragraphs may be required to cover:* The procedures for assessing and reporting on the health and safety implications of design packages prepared by the principal contractor and other contractors.
* The need to attend meetings to discuss health and safety performance and management.
* The procedures needed to co-ordinate health and safety where works are being undertaken concurrently with other parties (such as the client's tenants).
* The requirement to maintain the health and safety measures when managing any outstanding work undertaken after commissioning the project.
* The procedures for preparing and collecting information for the Health and Safety File
* The procedures for liaison between the principal contractor and the client where the site is an area occupied or partially occupied by the client and/or the general public. Typical paragraphs could be:

Include if appropriate: The principal contractor is required to hold regular meetings with the client’s representative / project manager as required in order to keep the project team informed of issues that might affect health and safety.The principal contractor must liaise with client’s representative / project manager and other contractors working within the building to co-ordinate all matters of health and safety management as they may affect the joint occupiers of the building and those carrying out construction work.The principal contractor shall inform the principal designer of additional design work and/or unforeseen eventualities necessitating changes to design, which could significantly affect the CPP. Any changes to the CPP required as a result of design changes shall be discussed with the principal designer. The principal contractor is to make available the relevant parts of this PCI document and any subsequent revisions, to his contractors / subcontractors and designers and any sub consultants that he may engage.The principal contractor will also need to liaise with the principal designer on the requirements for the Health and Safety File - see section 5.0> |
| ***2.1.6*** | ***Site security*** |
|  | <This section should include details of any security arrangements that will be provided by the client or that the client requires the principal contractor to implement for the duration of the work on site. Typical paragraphs could be:The principal contractor will be responsible for the segregation and security of the works / site area under its control. The principal contractor will ensure that materials and / or equipment cannot be accessed and that the site is left in a safe condition.Any works required outside the agreed work / site area will need to be authorised by the client representative / project manager and arrangements to segregate the works agreed>Arrangements for segregation and security of the areas handed over to the principal contractor and the project works must be set out in the CPP. |
| ***2.1.7*** | ***Welfare provision*** |
|  | <Insert or cross reference any project specific information. It may be agreed that the existing on site facilities can be used by the principal contractor. Where this is the case identify this and include the following statement:The principal contractor is to satisfy himself that these facilities meet the standards laid down in the Construction (Design and Management) Regulations 2015 (Schedule 2). Where necessary additional facilities will need to be provided by the principal contractor in order to supplement the existing facilities.Alternatively the following paragraph may be used: The principal contractor is to provide and maintain suitable welfare facilities as required for the number of people undertaking the work and that facilities meet the requirements of the Construction (Design and Management) Regulations 2015 (Schedule 2)>Arrangements for welfare facilities must be set out in the initial CPP. |
| **2.2** | **Requirements relating to health and safety** |
| ***2.2.1*** | ***Site hoarding / security*** |
|  | <Insert or cross reference client / project specific requirements. This may include:Suitable hoardings shall be erected where necessary. These may need to be designed to withstand loadings and act as fire barriers.Hoarding should be of a standard 2.4 metres in height from ground level and be able to prevent noise and dust transference.The client has specific requirements relating to hoarding and these are shown on the XXX drawings> |
| ***2.2.2*** | ***Site transport arrangements/vehicle movement restrictions*** |
|  | <Insert or cross reference any client / project specific requirements including any arrangements for parking, e.g. * Limited times for delivery/removal of materials
* Particular entry routes to site
* Compliance with one-way systems
* Limits on size/length/weight of vehicles
* No obstruction of emergency services access
* Speed limits>

The principal contractor is to develop a traffic management plan that ensures vehicle / pedestrian segregation. This will need to include details of arrangements for deliveries and the removal of waste.Arrangements for deliveries, storage and removal of waste must be set out in the CPP. |

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| ***2.2.3*** | ***Permit to work systems*** |
|  | <Insert or cross reference:* Any client / project specific requirements, e.g. permit to work systems to control the isolation of, access to and handover of elements of the service installation within the building including the electrical distribution and life safety systems
* Permit to work systems that must be operated by the principal contractor, e.g. hot work, access to confined spaces etc.

Clear divisions of responsibility should be established between the client and the principal contractor regarding the operation and control of the permit to work system.This will set out the minimum requirements. However the principal contractor may choose to operate a permit to work system for additional activities>Arrangements to comply with these permits to work requirements must be set out in the CPP. |
| ***2.2.4*** | ***Fire precautions*** |
|  | <Insert or cross reference any project specific requirements e.g.The principal contractor is to take all reasonable precautions to avoid the outbreak of fire.The principal contractor is to comply with the Joint Code of Practice ‘Fire Prevention on Construction Sites’ published by the Construction Confederation and the Fire Protection Association.The storage of flammable materials / substances must be agreed with the client representative / project manager.At no time should existing fire escape routes and exits be obstructed by the works or storage of materials. Access to all fire-fighting equipment must be kept clear at all times. Some works / projects may be able to utilise existing fire fighting equipment and the fire detection and alarm systems. Where this is the case identify this and include the following statement::The principal contractor is responsible for ensuring the equipment is adequate for the project works. Where such equipment is not adequate the principal contractor will need to provide additional equipment.Hot works and isolation of fire life safety systems – insert requirements or cross reference 2.2.3 above>In addition to these fire precautions the principal contractor should undertake a specific fire risk assessment relating to its works and put into place measures identified in the fire risk assessment. Details of project fire precautions are to be included in the CPP. |
| ***2.2.5*** | ***Emergency procedures and means of escape*** |
|  | <Insert or cross reference any project specific requirements e.g. existing fire and emergency procedures that will remain in operation are to be altered by the works, adjoining buildings that may be affected in an emergency etc.Also include details of any other restrictions on the principal contractor regarding the existing emergency systems, e.g.:During the period of this project, the life safety systems within the areas occupied by the client must be fully operational unless interruptions are pre-planned and agreed with the client. Systems to be operational include:* Fire alarms
* Means of escape (including signage)
* Emergency lighting
* Extinguishers
* Sprinklers

The principal contractor must keep all site operatives and the client informed at all times of any changes to temporary means of escape routes before they are implemented.Drawings must be maintained to show all temporary means of escape during the construction phase. All temporary means of escape must be kept clear of obstructions at all times and provided with adequate lighting and signage at regular intervals on long routes and changes of directions. Signs should be located where clearly visible and they must be securely fixed.Also include details of any additional emergency procedures that will need to be put in place by the principal contractor to satisfy the client's requirements.Typical emergency situations that could arise on a construction project include:* Fire
* Explosion
* Services strikes (gas leak, electrocution)
* Flood
* Discovery of unexploded ordnance
* Structural collapse/ instability (of existing structure, of new structure, of temporary works)
* Unstable ground (excavations)
* Terrorist threat (suspect packages, bomb alerts)
* Bio-hazards (anthrax, plague pits, legionella)
* Chemical/ toxic release
* Radiation release
* Medical emergencies
* Confined space emergencies
* Rescue of injured persons (harness rescue, tower crane driver rescue)
* Transport accident (traffic collision on or off site, railway collision)
* Discovery of underground tanks (petrol tanks)
* Adverse weather>

The principal contractor will be responsible for emergency procedures including first aid, means to fight fire, means to raise an alarm and means to escape.Project emergency procedures are to be included in the CPP. |
| ***2.2.6*** | ***No-go areas / authorisation requirements*** |
|  | <Insert details of any no go areas or project specific authorisation requirements, e.g. no use of staff toilets/canteen, no access to particular floors or areas of the site, no use of particular lifts>Contractors must not enter any restricted areas without prior notification and authorisation.The principal contractor will not commence work on site until the *principal designer / client representative* has advised that CPP has been suitably developed for works to commence.Method statements and risk assessments will be required for all construction activities. |

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| ***2.2.7*** | ***Areas designated as confined spaces*** |
|  | <Insert details of any areas designated as confined spaces that will need to be accessed by the principal contractor. If there are none identified insert the following statement:Areas identified as confined spaces had not been identified at the time of preparation of this issue of the PCI document. If during the works a confined space is identified or results from the work activity, then the principal contractor is required to develop safe systems of work, adhering to the Health and Safety Executive’s publication INDG258 – Safe work in confined spaces> |
| ***2.2.8*** | ***Smoking and parking restrictions*** |
|  | <Insert client / project specific restrictions. Where smoking is permitted in designated areas insert the following statement:Where the principal contractor allows smoking on the site, arrangements in respect of a designated smoking point must be included within the CPP. Any designated smoking point must be equipped with fire fighting equipment and receptacles for the safe disposal of smokers’ materials and must be inspected to guard against fire risk> |
| ***2.2.9*** | ***Other restrictions*** |
|  | <Insert any other client / project specific restrictions. The following provides details of some of the requirements that are often laid down by clients, especially for occupied premises:* Restrictions on working hours, access and delivery times
* A ban on the use of radios
* No eating or drinking outside the premises in public areas
* No lewd behaviour
* The requirement for the principal contractor to provide a dedicated health and safety officer(s)
* The need to supply temporary lighting for construction and security
* The need to comply with Centre Management rules, if the property is managed by others
* Minimum requirements for the standard of PPE to be worn
* Special arrangements for dealing with on-site emergencies so that they do not impact on the client’s (or other’s) operations
* Special arrangements for the storage of explosive materials, flammable materials, diesel oils and chemicals
* Special arrangements to prevent access by unauthorised persons
* Restrictions on noise, vibration and pollution levels
* Location of laydown and storage areas.
* Pedestrian routes through the site>
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| **3.0** | **Environmental Restrictions and Existing On-Site Risks**<Note that this section is split into safety issues and health issues.This section should include information on the existing features on and around the site, which could affect health and safety during construction, and outlines the significant hazards.Prior to completing this section, the principal designer should seek confirmation from the client that the client has supplied all information that is available to him relevant to the project.If no information is available from the client or the designers, a suitable disclaimer should be inserted which should include a statement that the principal contractor should seek the necessary information from the Local Authority and other relevant bodies.Note that it will be necessary for the principal designer to visit the property/ premises in order to identify the hazards surrounding the existing environment (providing it is safe to do so). Where this is undertaken in an existing building, the principal designer should be accompanied by someone who knows the premises as that person often has personal knowledge that would be useful to the project team.The client should not put the principal contractor in a position of discovering significant hazards and should have organised surveys accordingly. However circumstances may arise when the principal designer has reason to believe that hazards could exist but is unable to obtain the necessary information for insertion in the pre-construction information. In these instances, the principal designer should highlight the possibility that the hazard exists, state that he has no detailed information and advise the principal contractor that he must take the necessary measures to ensure the safety of all persons likely to be affected> |

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| **3.1** | **Introduction** |
|  | The nature and condition of the ground or existing structure cannot always be fully ascertained before they are opened up. As such, the hazards referred to in this section of the PCI are either known to be present or are suspected to be present.The principal contractor must ascertain and comply with any requirements or restrictions concerning access to the site, road traffic, standing vehicles and any restricted times or places for loading, unloading of materials, plant, equipment etc., in consultation with existing tenants and those imposed by the highway authority, the police and other relevant bodies.The principal contractor is deemed to have visited the site and to be fully acquainted with the nature, extent and restrictions relating to the land and developments surrounding the site. |
| **3.2** | **Safety issues** |
| ***3.2.1*** | ***Boundaries and access, including temporary access*** |
|  | <Insert details of the safety issues associated with the boundaries to the site. This may include the following information:* The type and condition of any existing boundaries (e.g. retained facades)
* The need for any temporary boundaries
* Boundaries with other construction sites
* Any physical restrictions on access to the site for vehicles or pedestrians
* The need for temporary access routes
* Height, width or weight restrictions on access routes
* Speed limits on access routes

Typical entries might include:XXX is a vacant property. The main entrance is at ground floor level leading onto XXX Street. Appropriate protective measures will need to be established by the principal contractor to protect those in neighbouring properties and other members of the public. In addition to the above, there will be external repairs and redecoration being carried out by another contractor during the refurbishment works. The principal contractor must include in his CPP, measures for controlling potential interface issues and arrangements for co-ordination of the works in terms of minimising interface (informal and formal meetings)> |
| ***3.2.2*** | ***Restrictions on deliveries/waste collection/storage*** |
|  | <Use this section to identify the nature of and safety issues or restrictions relating to adjacent traffic systems and areas for storage.The following headings act as a checklist and can also be used in the pre-construction information:* Public roads (parking restrictions, bus lanes, heavy vehicles, cycle lanes, red routes, on street parking, one way streets)
* Public footpaths/ bridleways (through or adjacent to the site, near site entrance)
* Private access (maintenance of access, times of use, deliveries)
* Railways/ trams (level crossings, trams systems)
* Motorways (high-speed traffic, strict procedures for work on highway)
* Low bridges/ height restrictions (details of the restrictions)
* Weight restrictions(details of the restrictions)
* Narrow/ difficult access (one-way streets, single carriageway roads, peak time parking restricts access)
* Traffic volumes (peak times, flows)
* Parking restrictions (red routes, timed restrictions, suspension permits from local authority)
* Peak time restrictions (congestion charging, bus lane restrictions)
* Emergency access routes (must be kept clear)
* Delivery routes/ times (retail, hotels, hospitals etc.)>

Disposal of waste is the responsibility of the principal contractor and must be undertaken in accordance with legislative requirements. All waste must be taken to licensed premises with relevant documentation acquired. At no time should waste be permitted to accumulate on site to the extent that it becomes a hazard.Arrangements for deliveries, storage and removal of waste must be set out in the CPP. |
| ***3.2.3*** | ***Adjacent land uses*** |
|  | <Describe the premises adjacent or near to the proposed construction works / site that could have a safety impact on the construction work or vice versa. The principal designer should use his site visit to obtain as much of this information as possible. The following headings act as a checklist and can also be used in the pre-construction information.* Schools/ colleges (drop-off and pick-up times, increased local traffic, children's' natural curiosity for construction sites)
* Hospitals/ clinics/ care establishments (mentally ill, disabled, blind, emergency vehicles, air ambulances, critical underground services, noise impacts)
* Ambulance/ fire/ police stations (emergency vehicles, aerial communication equipment, critical underground services)
* Shops/ supermarkets (peak times, pedestrian movements, deliveries)
* Churches (noise impacts, peak times, pedestrian movements)
* Graveyards (unstable ground, access)
* Playing fields(children)
* Markets/ sale areas (peak times, access)
* Sports/ leisure stadia (high pedestrian and vehicle volumes, temporary restrictions on movements, high levels of background noise from stadia can mask activities on site)
* Theatres/ cinemas/ conference centres/ hotels (peak times)
* Night clubs/ bars/ pubs/ restaurants (peak times, persons under the influence of alcohol and drugs)
* Factories(vehicle movements, factory activities/ emergencies)
* Gas / other heavy industrial works (vehicle movements, works activities/ emergencies, movement of hazardous substances)
* Airports - vehicle and pedestrian movements, aircraft movements, restrictions on crane use, foreign object debris, airport emergencies, terrorist threats, high security)
* Rail / bus stations/ taxi points (vehicle and pedestrian movements, restrictions on crane use around railways, rail emergencies)
* Car Parks - multi-storey / open (vehicle and pedestrian movements)
* Rivers / canals (high flow rates, risk of drowning, boat traffic, leisure activities, debris/rubbish, flood plains)
* Sea / coastal areas (flooding, high winds, tourist areas, currents, entrapment by rising tide)
* Ports / docks (vehicle and pedestrian movement, equipment and machinery, risk of drowning, risk of flooding, high security)
* Tunnels (confined spaces, restricted spaces, lack of light, flooding, structural integrity)
* Bridges(structural integrity, high wind levels, pedestrian or vehicle bridges, aqueducts)
* Listed buildings(party wall interfaces, vibration issues, crane over sailing rights)
* Radar stations (radiation from communications, critical communication networks, high security)
* Potential for terrorist attack (airports, docks, ports, embassies, government buildings, MOD establishments)
* Surrounding occupied premises affected by the works
* Ongoing activities in surrounding areas affecting the works (other construction projects)
* Fire sensitive activities(straw bale storage on farms, chemical process plants)>
 |
| ***3.2.4*** | ***Location of existing services*** |
|  | <Describe underground and overhead services in or adjacent to the site, as well as any services within the property/ premises.The following headings act as a checklist and can also be used in the pre-construction information.* Existing surveys - Cross reference any services surveys that have been undertaken.
* Underground services (gas, HV, LV, communications, water, sewage, wastewater, culverts)
* Overhead services (telecommunications, electricity, Christmas lights in high streets, temporary services)
* Sub-stations / transformer stations (HV cables to and from the station)

Cross reference relevant services drawings where available.In addition, the standard text below should be included in respect of the principal contractor confirming the location of services>The principal contractor will need to identify / confirm the presence, routes and locations of existing services through appropriate inspections and surveys. |
| ***3.2.5*** | ***Ground conditions, underground structures, water courses*** |
|  | <Give details of any soil surveys / trial pits or borehole surveys that have been undertaken. Describe the safety issues associated with the ground conditions e.g. the make-up of the ground, the ground stability, the water table level, the likelihood of flooding, possible subsidence, old mine workings, underground obstructions, the potential for explosion etc.Details on the health issues associated with contaminated ground should be covered in the later section.The following headings act as a checklist and can also be used in the pre-construction information.Naturally occurring gases and chemicals(Potential for explosion, e.g. methane)Water table level(High water table, flooding, can lead to ground instability)Ground instability(Potential for collapse - short or long term failures)Swallow holesMan-made ground contamination / pollution(Potential for fire or explosion e.g. petrol, oil)Groundwater contamination(Potential for fire or explosion e.g. petrol, oil)Old mine workings(Ground instability or collapse, explosives)Unexploded bombs / buried munitions(Explosion, records of surveys, historical records)Archaeological findings(Potential for instability or collapse)Landfill / backfill(Potential for instability / collapse, potential for ground contamination (e.g. explosion from methane))Underground obstructions(Underground tanks, services, foundations, structures,)Draw attention to any known underground obstructions such as storage tanks. A typical entry could be:There is a likelihood that there are underground fuel storage tanks which are no longer in use. The principal contractor is responsible for locating these tanks and ensuring their safe removal. He should ascertain the original contents of the tanks and take into account the possibility that they have contained flammable or hazardous material and that vapours may still be present. No work should be conducted on the tanks without a risk assessment and a permit to work being issued> |

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| ***3.2.6*** | ***Existing structures*** |
|  | <Give a general description of the existing structures, their condition and their structural form e.g. steel, brickwork, reinforced concrete, pre-stressed pre or post-tensioned concrete etc. State whether any parts of the structures are considered unsafe and why.Describe any fragile materials, which require special safety precautions including load-bearing capacity of existing roofs if advised by the structural engineer.Draw attention to all drawings and details made available by the client, architect or engineer for inspection at the time of tender including for premises affected by the works – the existing fire precautions such as location of dry and wet risers, fire alarm status, means of escape and fire drills.State the results of any surveys e.g. underground tanks, existing services, structural. While the client is responsible for procuring surveys before the appointment of the principal contractor there may be circumstances when this has not been possible (e.g. the project is to include undertaking the intrusive surveys). In these cases where no surveys have been carried out, there might be good reason to believe that hazards may be present. Draw attention to them but make clear any uncertainty. Such information is useful as a means of alerting the principal contractor to the possible hazards.Some hazards particularly relevant where demolition is to take place include pre-stressed post-tensioned concrete structures, structural instability, location and content of tanks and location of existing flammable substances.The following headings act as a checklist and can also be used in the pre-construction information.Structural stability(structural form, structural connections, retained façade, derelict premises, rotten wooden structure, concrete cancer)Tension systems(steel or concrete systems)Foundations(piled, raft, no foundations, range of foundations, unknown, foundations from previous properties)Cellars/ vaults/ underground tanks/ pits/ ducts(vaults reaching under the pavement, foundations from previous properties, petrol tanks, oil tanks, cess pits)Fragile materials(asbestos roof tiles, roof lights, rotten floor boards, fragile roof construction)Pressure systems(plant, high pressure water systems)Confined spaces(underground tanks, underground lift motor rooms, manholes, plant chambers)Stability / condition of adjacent structures(age, state of repair, loose copings, dereliction, structural condition)Safety issues associated with materials or substances contained within the fabric of existing structures(Some hazards may be present within the fabric of the building associated with the materials or substances it is made up of. For example a wooden framed structure would be more prone to fire damage, some loft insulation is flammable (e.g. paper pulp)There may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. The client / designers have not advised of any specific matters requiring special treatment or methodology> |
| ***3.2.7*** | ***Previous structural modifications*** |
|  | <Structural modifications can result in a weakening of the structure which may affect the intended use of the structure, its refurbishment or its demolition. The principal designer should liaise with the structural engineer to ascertain whether there is any evidence of previous structural modifications.There may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. The client / designers have not advised of any specific matters requiring special treatment or methodology> |

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| ***3.2.8*** | ***Fire damage, ground shrinkage, movement or poor maintenance*** |
|  | <Identify any safety issues in respect of the above. Information can be obtained from inspection of the site, discussions with building managers and liaison with the designers.There may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. No issues identified at the time of preparation of this issue of the PCI document> |
| ***3.2.9*** | ***Difficulties relating to plant and equipment*** |
|  | <Identify any safety issues in respect of the above. Information can be obtained from inspection of the site, discussions with building managers and liaison with the designers. Be aware of the potential to resolve existing difficulties (e.g. access restrictions). There may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. No significant difficulties relating to plant and equipment have been identified. However the principal contractor is to assess access / egress routes for suitability of material / equipment movements> |
| ***3.2.10*** | ***Historic health and safety information*** |
|  | <Identify safety issues not included above that are apparent from existing records (e.g. health and safety files, drawings, investigations). Where appropriate cross reference section 1.7> |
| ***3.2.11*** | ***Additional safety issues*** |
|  | <Include details of any additional safety hazards that are not suited to the above paragraphs for example:Temperature(extreme heat, extreme cold, affect on material properties (reduction in strength, elongation), affect on meter readings / gauges, affect on machinery) Humidity(high humidity, affect on machinery / equipment)Precipitation (including snow & ice)(flooding, mud, potential landslides, slippery conditions, exposure)Wind(high wind levels, exposed sites, restrictions on use of cranes, foreign object debris on airport sites, higher loads on temporary works)Fog(effects of poor visibility)> |
| **3.3** | **Health Hazards** |
| ***3.3.1*** | ***Asbestos*** |
|  | <This section should be used to identify known asbestos containing materials and the arrangements for managing the risk of asbestos.Reference should be made to the current information available on asbestos, i.e. asbestos surveys, registers and management plans available at the time of preparing the PCI document. A refurbishment and demolition asbestos survey will be required prior to any intrusive works. This may be procured by the client or at times may be undertaken by the principal contractor early in the construction programme and prior to intrusive works.Typical entries might include:A management asbestos survey report (dated XXX, reference no. XXX) has been made available for the premises. A copy of the asbestos survey is provided for reference in Appendix XXX.A refurbishment and demolition asbestos survey will be required for all areas affected by the project. The principal contractor is required to procure this survey which is to be undertaken early in the construction programme and prior to any intrusive works.In addition to the above the following standard text should be included:The Principal Contractor will become a duty holder under the Control of Asbestos Regulations 2012 for the areas of the site under his control and he should comply with the requirements of this legislation. This will include the need to assess the risk of asbestos materials identified and preparation of an ‘Asbestos Management Plan’ prior to the works commencing. If during the works, materials suspected of containing asbestos are discovered, work activities in the vicinity should stopped / not be carried out until the suspect material has been sampled and analysed by a UKAS accredited laboratory. Only when a negative result is provided in writing may works in the vicinity resume / be carried out. Where the suspect material is identified as containing asbestos the ‘Asbestos Management Plan’ will need to be updated to include this material prior to works resuming / being carried out in the vicinity. Note: When asbestos has been identified as a ground contaminant as opposed to or as well as being present within existing structures the principal designer should make reference the section 3.3.3 which discusses the health issues associated with ground contamination and include the relevant information in that section> |
| ***3.3.2*** | ***Existing storage of hazardous materials*** |
|  | <Indicate the location and nature of any existing hazardous substances (e.g. flammable and explosive substances) on the site. The following headings act as a checklist and can also be used in the pre-construction information.Flammable/ explosive substances(petrol, chemicals, organic dust, gas bottles, paper)Corrosive substances(acids, battery acid, etc.)Waste materials(paper, wood, empty gas bottlesInclude details on the existing storage of materials hazardous to health on site and the precautions that should be taken by the principal contractor. Examples include benzene, hydrogen cyanide, wood dust, acids, and bromine.The following headings act as a checklist and can also be used in the pre-construction information:Corrosive substancesToxic substances and substances hazardous to healthIonising/ non-iodising radiationEnvironmentally damaging substancesWaste materialsThere may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. Stored hazardous materials that would present a significant health hazard had not been identified at the time of preparation of this issue of the PCI document> |

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| ***3.3.3*** | ***Contaminated land, including results of surveys*** |
|  | <Include details of the contamination found and the risks to health. Examples of contamination include asbestos, mercury, cadmium, arsenic and lead.The following headings act as a checklist and can also be used in the pre-construction information.Naturally occurring gases and chemicals (methane, argon, carbon dioxide)(asphyxiation, skin irritation, lung irritation, corrosive)Ground contamination / pollution (manmade)(asphyxiation, skin irritation, lung irritation, corrosive)Groundwater contamination(asphyxiation, skin irritation, lung irritation, corrosive)Ground contamination from ancient graveyards or buried animal carcasses(biohazards, plague pits, BSE, anthrax, foot and mouth)Old mine workings(lead, heavy metals)Landfill / backfill(contaminants)There may be circumstances where specific issues have not been identified. Where this is the case a statement to this affect can be inserted, e.g. No issues identified at the time of preparation of this issue of the PCI document> |
| ***3.3.4*** | ***Existing structures containing hazardous materials*** |
|  | <Draw attention to any special health problems from residual liquids in pipework or air-conditioning systems, including contaminated water or materials in existing structures due for demolition or refurbishment. This can include legionella, lead, leptospirosis etc. Other hazards could include lead paint, lead flashing and horsehair plasterwork (anthrax).State the results of any surveys. If no surveys have been carried out but there is good reason to believe that hazards may be present, draw attention to them but make clear any uncertainty. Such information is useful as a means of alerting the principal contractor to the possible hazards.Any information relating to asbestos should be referred to as being contained in the Asbestos section above.The following headings act as a checklist and can also be used in the pre-construction information:Anthrax(especially in ornate horsehair plasterwork in older buildings, also on some agricultural land)Legionella(air conditioning systems, water tanks, showers, old pipework etc.)Lead based paints(metal paints, wood paints)Vermin/ bats/ birds(Weil's disease, bird / bat droppings, psittacosis)>Asbestos – see section 3.3.1 |
| ***3.3.5*** | ***Health risks arising from client’s activities*** |
|  | <Include details of the client’s activities where these pose a health risk to the operatives on site. Examples where such hazards may be present include hospitals and other medical establishments, sewage works, chemical works etc.There will be circumstances where risks are not present. Where this is the case a statement to this affect can be inserted, e.g. None identified, affecting the project works, at the time of preparation of this issue of the PCI> |
| ***3.3.6*** | ***Additional health issues within the existing environment*** |
|  | <Include details of any additional health hazards that are not suited to the above paragraphs e.g.:Hypodermic needlesLeptospirosis / Weil’s diseaseHealth issues associated with climatic conditionsGive details of any extreme climatic conditions that could lead to health issues arising, such as:Temperature(extreme heat, extreme cold, frostbite, hypothermia, heat exhaustion, sunstroke, sunburn, skin cancer, dehydration, loss of concentration)Humidity(dehydration, heat exhaustion, heat stroke, loss of concentration)>  |

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| **4.0** | **Significant Design and Construction Hazards**<Designers should convey to the principal designer hazardous processes, features, substances or materials – together with the associated significant hazards, which have not been eliminated during the design process. The principal designer should incorporate this information into the pre-construction information or, if the design work is subsequent to the start of the construction phase, should pass it to the principal contractor for inclusion in the Construction Phase Plan> |
| **4.1** | **Significant design assumptions and suggested work methods, sequences or other control measures** |
|  | <This section should include significant assumptions made by the designers about work methods, sequences and related precautions. For example:* The principles used for the structural design
* The precautions required
* The sequence of assembly or erection
* Structural stability during demolition

Standard text may include:It is assumed that the appointed principal contractor will be both competent and adequately resourced for the project in terms of the training and experience of the management team and workforce and the suitability and availability of plant and equipment> |
| **4.2** | **Arrangements for co-ordination of ongoing design work and handling design changes** |
|  | <Include project management arrangements as agreed within the design team.Standard text may include:The Principal contractor shall inform the principal designer of additional design work and / or unforeseen eventualities necessitating changes to design, which could affect the CPP. Any significant changes to the CPP required as a result of design changes shall be discussed with the principal designer> |
| **4.3** | **Information on significant risks identified during design** |
|  | <Include details of significant hazards identified by the designers which could not be eliminated by design, and if known, a broad indication of the precautions assumed for dealing with themReference to the Project CDM Log and Design Risk Registers is likely to be an appropriate method of providing this information.In certain circumstances the principal designer may wish to elaborate on certain items included in the Project CDM Log and / or Design Risk Registers> |
| **4.4** | **Materials requiring particular precautions** |
|  | <This section deals with the health hazards from construction materials that have been specified and which cannot be avoided. Only those that are unusual or might be difficult to manage should be identified. Trivial hazards, e.g. paints containing solvents that a competent contractor would be aware of should not be mentioned.There will be circumstances where there are no unusual construction materials specified. Where this is the case a statement to this affect can be inserted, e.g. No construction materials, that a competent contractor would not normally be aware or familiar with, have been identified at the time of preparation of this issue of the PCI document> |

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| **5.0** | **The Health and Safety File** |
|  | <This section should be used to identify the arrangements for the preparation of the Health and Safety File. Typical entries might include:The principal contractor is to collate and compile the Health and Safety File and where necessary separate Operation and Maintenance Manuals for this project. The requirements for the Operation and Maintenance Manuals will be provided by XXX.The Health and Safety File is to be structured as illustrated in Appendix XXXThe Health and Safety File is to be structured as illustrated in the contract preliminaries> |

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| **6.0** | **Additional Requirements**<This section should be used when the principal contractor needs to be assessed for competence and / or resources, or where there are additional requirements e.g. method statements.Typical entries are provided in the following section> |
| ***6.1*** | ***Principal contractor competence and resource*** |
|  | <Compass Group (delete as appropriate)> has been asked by the Client to assess the competence and resources of the principal contractor for this project with respect to health and safety> |
| ***6.2*** | ***Method statements*** |
|  | <The principal contractor is to include within his CPP a schedule of method statements and risk assessments to be prepared for this project. This is to cover specifically, but not limited to the items identified within section 4> |