The following document offers guidance to the principal designer on the preparation and issue of the pre-construction information. It is important to note that pre-construction information is a collection of information and not necessarily a document (See ‘What is Pre-construction Information?’ below for further information). However, to assist the principal designer in fulfilling his duty to provide relevant information to the project team two documents are provided:

## Project Pre-construction Information / Survey Schedule

This simple tool is used to log specific pre-construction information typically documents and surveys which has been obtained by the principal designer and wider project team. It is also used to record what additional information is required during the design phase or early in the construction programme.

The Schedule can start to be used immediately following appointment as principal designer and prior to formally issuing the pre-construction information document.

## Pre-construction Information Document

This document provides a summary of pre-construction information made available for the project and includes information that will have been recorded on the Project CDM Pre-construction Information / Survey Schedule along with other relevant pre-construction information.

The Pre-construction Information Document should be issued with the tender documents. It may be updated and reissued at a later date as the design progresses, surveys are procured and further information comes to light.

It should be noted that each section might not need to be completed, as the information required will depend on the type and nature of the project. In these cases insert ‘Not applicable’ or ‘None identified’ in the appropriate section within the pre-construction information.

The information provided is to be succinct. The Health and Safety Executive is looking to reduce the amount of paperwork required as a result of implementing the Construction (Design and Management) Regulations 2015. Therefore the principal designer is to limit the amount of text in the pre-construction information for issue to designers and contractors by:

* Cross referring to information provided elsewhere, not repeating it
* Recognising that the recipient will be a competent organisation and not stating the obvious
* Not including trivial information e.g. including ‘paints containing solvents’ or ‘cement’ in the hazardous substances section
* Removing unnecessary descriptions

The pre-construction information is to highlight the significant issues, not hide them among trivial ones.

## Guidance on the Construction Phase plan

A document is provided within the Health and Safety Business Management System under Construction (Design and Management) Regulations 2015 which provides guidance to principal contractors with regards the preparation of the Construction Phase Plan. This will be beneficial for less experienced contractors. Where this is the case the guidance can be provided with the Pre-construction Information Document.

## What is Pre-construction Information?

1. Pre-construction information provides the health and safety information needed by:

* Designers and contractors who are bidding for work on the project, or who have already been appointed, to enable them to carry out their duties;
* Principal designers and principal contractors in planning, managing, monitoring and co-ordinating the work of the project. It also provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file.

1. Pre-construction information is defined as information about the project that is already in the client’s possession or which is reasonably obtainable by or on behalf of the client. The information must:

* Be relevant to the particular project;
* Have an appropriate level of detail;
* Be proportionate, given the nature of the health and safety risks involved.

1. Pre-construction information should be gathered and added to as the design process progresses to reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project is unlikely to be sufficient.
2. When pre-construction information is complete it must include proportionate information about:

* The project, such as the client brief and key dates of the construction phase;
* The planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is co-operation between duty holders and that the work is co-ordinated;
* The health or safety hazards of the site, including design and construction hazards and how they will be addressed;
* Any relevant information in an existing health and safety file.

1. The information should be in a convenient form and be clear, concise and easily understandable to allow other duty holders involved in the project to carry out their duties.

## Templates

Templates for the Project Pre-construction Information / Survey Schedule, Pre-construction Information Document and Guidance for the Principal Contractor on the Construction Phase Plan are provided within the Health and Safety Business Management System under Construction (Design and Management) Regulations 2015 / Forms / Principal Designer:

**CDM 2015 - Project Pre-construction Information / Survey Schedule**

**CDM 2015 - Pre-construction Information Document for Small Projects**

**CDM 2015 - Pre-construction Information Document for Medium to Large Projects**

**CDM 2015 - Guidance for the Principal Contractor on the Construction Phase Plan**