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| Project Name / Title | *<Insert name / project title>* |
| Site | *<Insert site name and address. Where necessary include additional description locating the works, e.g. floor level and floor zone >* |

Note:

This Pre-construction Information Document can be used for small, simple projects. This note along with the guidance highlighted in yellow should be deleted as the document is drafted and prior to it being issued. For additional guidance on what to include in each section reference should be made to the Pre-Construction Information Document for medium to large projects.

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| **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>. | | | |
| **Mobilisation time for the principal contractor** | <State the time period given to the principal contractor to prepare and mobilise for the works, e.g. 2 weeks> | | | |
| **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> | | | |
| **Details of project team** | | | | |
| **Client** | <Insert details including named representative, organisation and if beneficial contact details> | | | |
| **Principal designer** | <Insert details including named representative, organisation and if beneficial contact details. If a single contractor project and therefore a principal designer is not required insert ‘Not applicable’> | | | |
| **Designer(s)** | <Insert details including named representative, organisation and if beneficial contact details> | | | |
| **Principal contractor** | <Insert details including named representative, organisation and if beneficial contact details. If a single contractor project and therefore a principal contractor is not required insert ‘Not applicable’> | | | |
| **Contractor(s)** | <Insert details including named representative, organisation and if beneficial contact details> | | | |
| **Other consultants** | <Insert details including named representative, organisation and if beneficial contact details> | | | |
| **Application of Workplace Regulations** | The building / structure will / will not be used as a workplace. | | | |
| **Existing information / records** | <This section should be used to identify relevant information and records, either existing or obtained through surveys e.g.   * Existing Health and Safety Files and Operation and Maintenance Manuals * As built / installed drawings * Asbestos surveys, structural surveys, ground surveys etc. * Services information * 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 Pre-Construction Information Document or a cross reference included identifying the location of the information.  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> | | | |
| **Client’s considerations and management requirements** | <This section should be used to identify any general stipulations from the client e.g. arrangements for:   * Managing and supervising the works * Health and safety audits and inspecting * Communication throughout the project including meetings and reports * Site security/ segregation of the works * Welfare * Site transport and vehicle movements * Permit to work systems operated by the client that must be adhered to and / or permit to work systems that the principal contractor must operate * Fire precautions / emergency procedures   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> | | | |
| **Environmental restrictions and existing on-site risks** | <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 e.g.   * Site boundaries * Adjacent land uses * Existing services * Ground conditions * Existing structures including any unsafe parts of the structure, fragile materials etc. * Asbestos * Storage of hazardous materials * Contaminated land * Hazardous materials within the structure * Confined spaces * Other on site hazards from clients activities   This information should be obtained from the client and designers. Information will also be obtained by the principal designer by visiting 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.  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> | | | |
| **Significant design and construction hazards** | <This section should be used to identify any 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 them.  Reference to the Project CDM Log and Design Risk Registers is likely to be an appropriate method of providing this information.  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> | | | |
| **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 Construction Phase Plan (CPP). Any significant changes to the CPP required as a result of design changes shall be discussed with the principal designer> | | | |
| **Health and Safety File** | <This section should be used to identify the arrangements for the preparation including format of the Health and Safety File> | | | |
|  | | | | |
| Revision No. | Revision Date | Revision Details | Name | Signature |
| Initial | <Insert> | First Issue | <Insert> | <Insert> |
| <1> | <Insert> | <Insert> | <Insert> | <Insert> |