



CHASE Consulting Ltd

Ennor Farm, St Mary's, Isles of Scilly

Enabling Works Contract - Pre-Construction  
Information, prepared on behalf of  
Campbell Reith Hill LLP Consulting  
Engineers

Land to North of Ennor Farm

Old Town Lane

St Mary's



Isles of Scilly

TR21 0NN

Date: 14<sup>th</sup> July 2022

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Revision	Reason for Issue	Section Updated	Author
1	First draft of PCI – desktop exercise	All	Rob Foster
2	Updates following review	All	Rob Foster

# PREAMBLES

## CDM Regulations 2015 Requirements

Unless otherwise stated, the Regulations referred to hereunder are the Construction (Design and Management) Regulations 2015, which came into effect on 6th April 2015.

Regulation 4 (4) requires that:

“A client must provide pre-construction information as soon as is practicable for every designer and contractor appointed, or being considered for appointment, to the project.”

Regulation 11 (6) requires that:

The principal designer must –

- (a) Assist the client in the provision of the pre-construction information required by regulation 4(4); and
- (b) so far as it is within the principal designer’s control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

Regulation 4 (5) requires that:

“A client must ensure that –

- (a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor...”

CHASE have prepared this ‘Pre-Construction Information’ on behalf of CampbellReith to enable the Principal Contractor to prepare a Construction Phase Plan.

It should be noted that, in accordance with the Guidance on the Construction (Design and Management) Regulations 2015, this ‘Pre-Construction Information’ does not contain generic information regarding hazards that a competent and experienced Principal Contractor would be expected to foresee. This is a site-specific document that contains only information relating to the hazards and issues integral to this project.

## Pre-Construction Information

The Pre-construction Information has been prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations). It has been compiled on the basis of the information available about the project at the time of this revision.

This document is intended to collate information provided into a useful document that can be taken forward and used to plan the project in terms of general cooperation and consideration as well as detailing known health and safety issues.

This document does not attempt to list the responsibilities of the Principal Contractor, of which he should already be fully aware. Further details of such can be viewed in guidance document L153 for the CDM Regulations 2015. This document does however give a guide as to the issues that have been identified already and inform of any site peculiarities or Client restrictions.

This document should not be used in isolation for planning health and safety matters as reference should always be made to other information detailed as well as tender information. Site inspections should always be carried out by the Principal Contractor prior to works commencing to ensure all relevant issues have been identified as far as reasonably possible.

## Construction Stage

The successful contractor should note that the appointment will not be confirmed unless or until the Client is satisfied as to the competence of the contractor to fulfil these duties and as to the adequacy of resources to be allocated to the health and safety aspects of the project.

## Construction Phase Plan

It is a requirement under the CDM Regulations 2015 that the Principal Contractor produces a comprehensive Construction Phase Plan (herein referred to as the Plan). This plan must be submitted to the Principal Designer in sufficient time for the review to take place before works commence on site.

The information provided within this document and other documents referenced herein should be referred to when the Principal Contractor is preparing the Plan. Details of how the hazards will be managed should be included.

The Plan must not be a generic health & safety policy style document but must detail actual information that will be implemented. Irrelevant and out of date information (including reference to the 1994 Regulations) must be removed or amended.

The Principal Contractor shall assume full responsibility for the maintenance of this information and for the development of the Construction Phase Plan which shall be up-dated as necessary during the course of the project.

No construction shall be allowed to commence without receipt of written confirmation that the Client is satisfied that the plan is satisfactorily developed and appropriate to the work at hand and the welfare facilities are suitable and sufficient.

## HSE Notification

Due to the duration of the proposed works, a Form F10 will be issued to the HSE once all project details are known. A revised notification will be issued if required should any changes become apparent which could affect the accuracy of the Form F10. This information should be passed to the Client and Principal Designer as soon as practicable.

## Key Risks

The following list is a summary of key risks identified by the project team. The list is not exhaustive and focuses on project specific risks. the contractor should satisfy themselves that these and other risks have been identified so suitable controls measures can be implemented. Refer to Designers Risk Assessments in the tender documentation.

RISK	COMMENT
Above ground services	An overhead power cable follows the southern part of the western boundary and then at the halfway point along the western boundary passes diagonally across the field to the middle part of the northern boundary.
Confined Spaces	<p>A small pile of stones and a manhole are located in the south-eastern corner of the site and are reportedly part of a drainage feature (manhole to soakaway or septic tank) for the dwellings to the east of the site.</p> <p>There is the potential for this drainage feature to be a confined space. Principal Contractor to develop relevant documentation, plans and safe systems or work for working with confined spaces.</p>
Topography of the site	<p>The site is at an elevation of between c. 3.3m to c. 8.5m AOD and slope from the east, south east and south towards the north-western corner. The north-western corner is low lying (c.3.3m AOD) and the site is at a slightly higher level than the field and land to the north (c.2.9m OD)</p> <p>Principal Contractor to consider topography of the site, particularly when planning plant movements and excavation works.</p>
Live services	Contractor to confirm with Project Team the isolation/protection of any services.
Interfaces with the general public	Surrounding buildings including two residential properties approximately 25m to the east and southeast of the site.
Pedestrian / vehicle segregation	Access to the site has both walkways and a road system which the contractor will need to review as part of developing their Traffic Management Plan to ensure pedestrians and vehicles are segregated.

# 1.0 DESCRIPTION OF PROJECT

## 1.1 Location

Land to North of Ennor Farm  
Old Town Lane  
St Mary's  
Isles of Scilly  
TR21 0NN



## 1.2 Project Description

The Council of the Isles of Scilly (CIOS) are commissioning the Enabling Works Contract in order to prepare the site and install essential infrastructure and deliver individual serviced plots for a subsequent phase of construction by self-builders. The Enabling Works are anticipated to comprise, but not limited to, the following activities:

- mobilisation and site compound set up;
- ecological mitigation measures in accordance with the Construction Environmental Management plan (CEMP);
- topsoil strip and stockpile for reuse;
- reprocessing of crushed concrete stockpile for reuse in land raising;
- earthworks reprofiling of the site/ construction of retaining walls;
- facilitate electricity diversion i.e. under grounding of HV overhead electricity cables through the site;
- removal of defunct septic tank;
- installation of plot drainage (soakaways), road drainage, filter trench, discharge outfall, foul pumping station and point of connection;
- construction of the site entrance(s);
- construction of internal estate roads and vehicle parking courts to sub-base level;
- trenching to facilitate new services connections; and,
- relocation and reconstruction of boundary hedge/bank and landscaping.



## 1.3 Programme

Planned commencement:	tbc
Duration:	tbc
Contract period:	tbc
Mobilisation period (minimum):	4 weeks (after instruction of Principal Contractor before commencement of works on site)

Refer to the tender documentation for key dates.

The Principal Contactor is required to provide a detailed programme of the works which will be used and updated on a regular basis. Any significant changes to the programme should be notified to the Client in good time.

## 1.4 Contact Details for Duty Holders

<b>Client</b>	<b>Council of Isles of Scilly</b> Sian Scott / Keith Grossett Town Hall St Mary's Isles of Scilly TR21 0LW Tel: 01720 424417 Sian.Scott@scilly.gov.uk / Keith.Grossett@scilly.gov.uk
<b>Project Manager</b>	<b>Currie &amp; Brown</b> Aidan Irving / Paul Chamings Kensington Court Woodwater Ln Pynes Hill Exeter EX2 5TY Tel: 01392 813040 Aidan.Irving@curriebrown.com / Paul.Chamings@curriebrown.com
<b>Principal Designer</b>	<b>Campbell Reith Hill LLP</b> Tristan Tucker 470 Bath Road Bristol BS34 3AP Tel: 07876147103 TristanTucker@campbellreith.com
<b>CDM Consultant / Principal Designer Advisor</b>	<b>CHASE Consulting Ltd</b> Rob Foster 24 Dyers Close West Buckland Wellington, Somerset TA21 9JU Tel: 07970876757 rob@chaseconsultingltd.co.uk

**Principal Contractor**     TBC  
To be confirmed following tender returns  
**Contact:**  
**Tel:**  
**Mob:**  
**Email:**

**Designer (Architect)**     **KTA Architects**  
Winslade House  
Winslade Park Ave.  
Manor Drive  
Clyst St Mary  
Exeter  
EX5 1FY  
Tel: 01392360338

**Designer (Engineers)**     **Campbell Reith Hill LLP**  
Tristan Tucker  
430 Bath Road  
Bristol  
Tel: 0117 916 1077  
tristantucker@campbellreith.com

### **Health and Safety Executive**

The preferred method for reporting accidents or incidents as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is online via the HSE website at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm). All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 and to 5pm).

The Principal Contractor must issue written notification to the Client, Principal Designer and CDM Consultant within 24 hours of receipt of any of the following from the Health and Safety Executive:

- Improvement Notice
- Prohibition Notice
- Summons

### **Emergency Services**

The nearest A&E Hospital:

**St Mary's Hospital**     Belmont  
St Mary's  
Isles of Scilly  
TR210LE

Nearest Police Station:

**IoS PD**     11 Garrison Ln  
Isles of Scilly  
TR21 0JD

## 1.5 Extent and Location of Existing Plans and Records

A number of surveys, reports and plans relating to the property and relevant to the works are referred to in this document. Further details are held by the project manager with copies available upon request.

There is minimal existing and anecdotal information available about the site and its previous uses. The contractor should satisfy themselves of the accuracy of information provided and obtain new surveys as required in order to de-risk the works.

Historical mapping indicates the site has been used as a field since 1890 with open land to the north, west and east and the village of Old Town to the south.

With an area of approximately 0.5ha the land comprises a grass field that is used for grazing livestock. An access to the field from Old Town Lane is located in the south-eastern corner of the site and the access track continues along the southern boundary of the site providing access to a residential property in a converted barn (Ennor Castle Barn). Low stone hedges (drystone) mark the boundaries of the site. The northern and western boundaries have semi-mature trees growing on them.

A small pile of stones and a manhole are located in the south-eastern corner of the site and are reportedly part of a drainage feature (manhole to soakaway or septic tank) for the dwellings to the east of the site.

It is understood that this septic tank is no longer used by the residential property across the street and will be removed by the Enabling Works.

Surveys and technical reports so far include:

- Transport Assessment
- Detailed Access Plans
- Ground Conditions Phase I and Phase II Study
- Flood Risk Assessment and Drainage Strategy (including SUDS strategy)
- Ecological Assessment
- Ecological Protection Measures
- Arboricultural Impact Assessment
- Archaeological Survey

A full register of surveys undertaken including the reports are located within the tender documentation.

## 2.0 CLIENT'S CONSIDERATIONS & MANAGEMENT REQUIREMENTS

### 2.1 Planning & Managing Construction Work

The Client attaches particular importance to the promotion of a positive Health & Safety Culture on all their construction sites, and as a result requires that the following Safety Goals are targeted:

- Project to be managed to achieve 'Zero' accidents
- If this target is not met all accidents are to be fully investigated and details reported as necessary and published to the Client
- The project shall not receive any HSE enforcement action

The Principal Contractor will need to identify in the Plan exactly how the project will be planned and managed detailing, but not limited to, the sections provided in this document. This will include the need for a full and detailed programme of works.

### 2.2 Communication & Liaison between the client and others

It should be ensured that the lines of communication throughout the project are maintained to a high degree. Therefore, any significant information produced or received should be passed to the relevant people in good time.

The Principal Contractor is to include within his construction phase plan; details of how clear communication lines will be maintained between all key parties. Including how relevant information from this document and his construction phase plan will be passed to the subcontractors.

The Principal Contractor is to identify how and when communication and liaison will take place in the form of schedules of meetings etc. The method for passing information to all parties should also be detailed.

### 2.3 Arrangements for Security of the Site

The Principal Contractor must ensure that adequate security measures are implemented to prevent unauthorised access to the site. All necessary site hoarding and/or enclosures are to be provided by the Principal Contractor to isolate the site works and protect the public and adjacent activities.

The site shall not be left in an unsecured condition. The Principal Contractor must note they have a duty of care to trespassers under the Occupiers Liability Act 1984 and reasonably practicable security measures must be undertaken. Due to the nature of the site, it is envisaged that the site set up and compound will be entirely within the footprint of the site including vehicular access and storage. Details of how the Principal Contractor will comply with these provisions must be included within the Construction Phase Plan.

### 2.4 Arrangements for Welfare Provision and First Aid

The Principal Contractor is required to make suitable provision for welfare and first aid facilities in accordance with Schedule Two of the CDM Regulations 2015 and the Health and Safety (First Aid) Regulations 1981. Details of equipment provided and trained first aiders must be included within the Construction Phase Plan.

## 2.5 Fire Precautions and Emergency Procedures

There are no specific fire precautions other than those that would normally be connected with working on such a site. As part of the Principal Contractor's Construction Phase Plan, any specific fire risks brought about by the construction works will need to be raised in a Fire Safety Plan including the following details:

- Fire Warden details
- Fire Warden responsibilities

Detailed plan to be provided as required to reduce risks wherever possible and in accordance with the requirements of the HSE's *HSG168 Fire safety in construction* guidance.

The details relating to emergency procedures will need to be detailed in the Plan to include items such as those detailed in the list below:

- Means of warning and escape
- Significant accidents(s)
- Utilities strike

## 2.6 No-go Areas

The works are restricted to the site area only and no deviation from this is permitted. It is particularly important that the adjacent land and building users are protected and no access into or disturbance of those areas will be permitted. Once the dividing hoarding lines are erected there should be no need to enter the surrounding properties without permission from the PM or Client.

## 2.7 Site Rules

The Construction Phase Plan is to detail all site rules used by the Principal Contractor and the method of relating these to the workforce, such as in the site induction procedure. Inductions will be required for all visitors where the site rules will be communicated. A copy is to be displayed on site in an accessible location and individual points reinforced as required as part of the Principal Contractors discipline policy.

## 2.8 Permit to Work Systems

The Principal Contractor is to set out within the Construction Phase Plan the work activities that will trigger the need for a permit to work system. The Permit to work system is to be rigorously enforced.

The Principal Designer has not been made aware of any Client permit systems at this present time.

## 2.9 Personal Protective Equipment (PPE)

Strict details will need to be provided in relation to PPE to ensure the safety of all construction staff, project team members and visitors. The Principal Contractor will need to detail what PPE requirements are the minimum standard and make suitable PPE available for workers and visitors. All risk assessments and method statements will need to identify what task specific PPE is required.

## 2.10 Confined Spaces

A small pile of stones and a manhole are located in the south-eastern corner of the site and are reportedly part of a drainage feature (manhole to soakaway or septic tank) for the dwellings to the east of the site.

This is to be sealed off, demolished and removed.

Whilst the Principal Designer has not been advised of any known confined spaces within the confines of the

site as defined under the Confined Space Regulations 1997, the above drainage feature could present a confined space risk.

No entry of confined spaces form part of the Principal Contractor's works.

## 2.11 Covid19

**Coronavirus** - It is recognised that as a site operating during the Coronavirus (Covid-19) pandemic it is critical that measures are put into place that protect workforce and minimise the risk of spread of infection.

As the situation is ever-changing the contractor must carry out a Coronavirus specific risk assessment/s which reflect the current Government advice, Public Health England guidelines and other industry information such as the CLC Site Operating Procedures. These assessments must consider but not be limited to travel to site, entry to site, inductions, meetings, welfare and toilet facilities, and site activities. The assessments must remain under constant review and amended should there be any changes on site or any change in government advice or guidelines. Site Management will be required to constantly monitor the effectiveness of measures on site.

The measures necessary to minimise the risk of spread of infection rely on everyone on site taking responsibility for their actions and behaviours and a toolbox talk should be given to all operatives outlining the site's procedures. This should be given in the spirit of encouraging an open and collaborative approach on site where any issues or concerns can be openly discussed and addressed.

## 3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

### SAFETY HAZARDS

#### 3.1 Access and Egress

A detailed traffic management plan will need to be produced by the Principal Contractor to show information in relation, but not limited to, the items noted below:

- Access routes and one way systems
- Delivery / working times
- Parking (contractors & visitors)
- Construction vehicle storage & refuelling (bundled area)
- Delivery drop off
- Banksman
- Materials storage
- Waste storage
- Waste collection
- Wheel wash / road cleaning / inspection
- Pedestrian & vehicles routes

A clean area will need to be provided for deliveries / waste removal to ensure that no mud or debris will be transferred onto the road. Arrangements are also to be detailed in the event that any cleaning is required. A jet wash or similar means is to be used on-site and off-site road sweeping equipment will also be required so that surrounding roads are kept clean and free from construction materials.

There is limited parking on site and the Principal Contractor is requested to keep the number of vehicles to a minimum by vehicle sharing or using public transport.

The occupiers of the adjacent properties to the above site are sensitive to traffic movements and this must be planned in order to reduce disturbance and inconvenience to them. Therefore the numbers of vehicles must be kept to a minimum as well as deliveries and waste collections which should be planned to occur at off peak periods and the parking of vehicles/positioning of skips given due consideration to prevent blocking the road.

#### 3.2 Deliveries, Storage and Waste Collection

All deliveries are to be communicated with the Site Manager as to the drop-off location and storage area. Deliveries are to be brought 'off road' so as not to obstruct public roads. Materials are to be stored in a position away from site boundaries and buildings where possible to reduce the risk of theft and arson. The Principal Contractor must also ensure that materials do not block any of the fire exit routes from either theirs or other adjacent properties and allow for emergency vehicle access.

#### 3.3 Existing Storage of Hazardous Substances

None identified to the Principal Designer.

### 3.4 Location of Existing services

The extent of the existing services has been identified by review of service drawings and provision of existing reports contained within the tender pack. This should not be relied upon alone and the Principal Contractor must allow for further visual inspection of exposed services and use of cable avoidance scanning tools. Construction work should not be carried out unless or until the Principal Contractor is satisfied that all services in the vicinity of the works have been identified. Further investigation may be required subject to the extent of the works.

An overhead power cable follows the southern part of the western boundary and then at the halfway point along the western boundary passes diagonally across the field to the middle part of the northern boundary.

Certain work may involve work in the vicinity of overhead electric cables. Prior to commencing such work, the Principal Contractor is required to prepare and issue to the Contract Administrator a detailed work specific risk assessment and method statement. The Principal Contractor shall not use ladders that could transmit electricity. The Principal Contractor should also consider large vehicle provisions to ensure that there are no collisions with overhead cables.

Should any previously unidentified services be found then these should be protected, isolated if appropriate and reported to all parties as soon as possible and marked on a services plan for future reference.

BT diversion along the eastern boundary is not likely to be required as BT have been out to site and confirmed that the service is dead.

Other Low Voltage electricity cables long the south west boundary of the site may need to be diverted (lowered) to facilitate the construction of the access road and vehicle parking bays.

### 3.5 Ground Conditions

A Ground Investigation Report has been included within the tender documentation. The Principal Contractor is to familiarise themselves with the content of the report and undertake their own assessment of the information provided.

Work below the Water Table - Certain works may involve cuts below the water table i.e. below 5m AOD. Prior to commencing such work, the Principal Contractor is required to prepare and issue to the Contract Administrator a detailed work specific risk assessment and method statement. The method statement should describe how to manage the works, including ground water and gas monitoring. This should also include protection of the SSSI adjacent to the site and requires a Surface Water Management Plan.

### 3.6 Traffic Routes on Site

The Principal Contractor shall design and implement a Traffic Management Plan. The plan will control speed limits on and around the site as appropriate and provide adequate segregation between pedestrians and vehicles as well as suitable signage. These arrangements shall be managed and maintained as required for the duration of the project.

### 3.7 Other safety Risks

No other significant health risks have been identified to the Principal Designer.



## HEALTH HAZARDS

### 3.8 Asbestos

The works are below ground with no asbestos having been identified following ground investigations. Should, however, the Principal Contractor discover asbestos during the works they are to stop works immediately and notify the project team prior to works re-commencing.

Any Asbestos removal needs to be undertaken by a competent/licensed removal contractor in accordance with Control of Asbestos at Work Regulations 2012. Details of the removal and completion certificates need to be made available for inclusion in the H&S File.

### 3.9 Ground Contamination

A Ground Investigation Report has been included within the tender documentation. The Principal Contractor is to familiarise themselves with the content of the report and undertake their own assessment of the information provided.

A summary of the findings include:

- The application site is set upon a Secondary A Aquifer
- Contamination risk has not been indicated through desktop research or encountered by the ground investigation
- Asbestos was not encountered during intrusive investigations
- There is a low risk of encountering UXO at the site

### 3.10 Noise and Vibration

The Principal Contractor is to implement a management regime for ensuring noisy/vibratory works do not represent a health hazards to his employees or a nuisance to neighbouring parties.

This includes any acoustic barriers for the positioning of generators.

### 3.11 Other significant health risks

No other significant health risks have been identified to the Principal Designer.

## 4.0 Significant Design and Construction Hazards

### 4.1 Design Assumptions and Suggested Work Methods

The designers have specified the site levels and prepared an Earthworks Performance Spec. Contractor Designed elements comprise Retaining Walls.

### 4.2 Coordination of Ongoing Design and Handling Design Changes

Any ongoing design changes are to be distributed to all relevant parties in good time in order to improve coordination and to ensure that all relevant health, safety and other issues have been identified. The Principal Contractor is to detail how such changes will be managed and who will retain responsibility for distributing and following up on such changes.

The Principal Contractor and designers will be required to ensure that any significant design changes are notified to the Principal Designer as soon as reasonably practicable and before work on that element commences on site.

### 4.3 Significant Risks identified during design

No other significant risks have been identified to the Principal Designer. Designers Risk Assessments are included within the tender documentation for the Principal Contractors consideration.

### 4.4 Materials Requiring Precautions

No materials are known to have been specified which will require specific precautions other than those in normal use in the construction industry, which will require COSHH assessments in any case.

# APPENDIX A – CONSTRUCTION PHASE PLAN REQUIREMENTS

## 1. Description of Project

- a. Project description and programme details including any key dates;
- b. Details of Client, Principal Designer, designers, Principal Contractor and other consultants
- c. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

## 2. Management of the work

- a. Management structure and responsibilities
- b. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
- c. Arrangements for
  - i. Regular liaison between parties on site
  - ii. Consultation with the workforce
  - iii. Exchange of design information between the Client, designers, Principal Designer and contractors on site
  - iv. Handling design changes during the project
  - v. The selection and control of contractors
  - vi. Exchange of health and safety information between contractors
  - vii. Site security
  - viii. Site induction
  - ix. Onsite training
  - x. Welfare facilities and first aid
  - xi. Reporting and investigation of accidents and incidents, including near misses
  - xii. Production and approval of risk assessments and written systems of works
- d. Site rules (including drug and alcohol policy)
- e. Fire and emergency procedures

## 3. Arrangements for controlling significant risks

- a. **Safety risks, including**
  - i. Delivery and removal of materials (including waste) and work equipment taking account of any risk to the public, for example during access or egress from the site
  - ii. Dealing with services
  - iii. Accommodating adjacent land uses
  - iv. Stability of structures
  - v. Preventing falls
  - vi. Work with or near fragile materials
  - vii. Control of lifting operations
  - viii. Maintenance of plant and equipment
  - ix. Work on excavations or work where there are poor ground conditions
  - x. Work on wells, underground earthworks or tunnels
  - xi. Work on or near water where there is a risk of drowning
  - xii. Work involving diving
  - xiii. Work in a caisson or compressed air working

- xiv. Work involving explosives
- xv. Traffic routes and segregation of vehicles and pedestrians
- xvi. Storage of materials and work equipment
- xvii. Any other safety risks

**b. Health risks, including:**

- i. Removal of asbestos
- ii. Dealing with contaminated land
- iii. Manual handling
- iv. Use of hazardous substances
- v. Reducing noise and vibration
- vi. Work with ionising radiation
- vii. Exposure to UV radiation
- viii. Any other significant health risks

## 4. Health and Safety File

- a. Layout and format
- b. Arrangements for the collection and gathering of information
- c. Storage of information

# APPENDIX B – HEALTH AND SAFETY FILE

## Section 1 General Information

- 1.1 Important Notice
  - 1.1.1 Statutory Requirements
  - 1.1.2 Purpose of the Health & Safety File
- 1.2 File Maintenance
  - 1.2.1 Keeping and Maintaining the File
  - 1.2.2 Amendments to the File

## Section 2 Project Particulars

- 2.1 Brief Description of Project
- 2.2 Address of the Project
- 2.3 Project Dates
- 2.4 Project Directory

## Section 3 Design Criteria

- 3.1 Lead Designer - key design principles
- 3.2 Architectural - design philosophy statement
- 3.3 Structural
  - 3.3.1 Design philosophy statement
  - 3.3.2 Safe working loads/limits (floors & roofs)
  - 3.3.3 Details of stored energy
  - 3.3.4 Special arrangements for lifting
- 3.4 Building Services
  - 3.4.1 Design philosophy statement
  - 3.4.2 Safe access to plant & equipment
- 3.5 Design Solution Statements
  - 3.5.1 Access Strategy statement
  - 3.5.2 Fire fighting strategy

## Section 4 Residual Hazards & Risks

- 4.1 Residual Hazards
- 4.2 Residual Hazardous Materials

## Section 5 Maintenance & General Details

- 5.1 Cleaning and Maintenance Strategy/ Statement
- 5.2 Contractor's advice and suggested method statements
- 5.3 Cleaning and Maintenance Provisions - Special Requirements
- 5.4 Future Demolition or Dismantling
  - 5.4.1 Prior Arrangements
- 5.5 Environment and disposal of waste materials and products
- 5.6 Commissioning reports and test certificates
- 5.7 Warranties & Guaranties
- 5.8 Surveys and Investigation Reports
- 5.9 Planning and Building Regulations Approval Documents