**Pre-Construction Information**

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| **Site & Contractor Information** | |
| Site Access & Egress | *The Principal Contractor should attach a layout plan to the Construction Phase Health and Safety Plan describing access/egress, safe routes for third parties, pedestrian and vehicular controls, signage, loading/unloading and vehicle movements, parking, site security arrangements, hoardings and lighting and the location of temporary site accommodation and welfare facilities if required. Safe working routes shall be defined before commencement of any work.* |
| Site Parking | *Parking should be with consideration for other road users and in a safe area which would not prohibit other residents from parking.* |
| Hours of Work | *8am-5pm Monday to Friday – additional working hours to be agreed ad hoc with the client* |
| Site Delivery Restrictions | *There are no restrictions anticipated for deliveries. All deliveries should be coordinated so that they do not affect works or other residents in the area.* |
| Site Welfare | *Welfare arrangements are to be in accordance with the CDM2015 regulations and are to be proportionate with the site undertaking. Due to current COVID-19 restrictions, principal contractor shall have adequate welfare available for single use.* |
| Signage, barriers & hoardings | *The Principal Contractor shall identify by clear signage at the front entrance area that works are being undertaken within the property. Safety signage and barriers shall be used to highlight and protect staff, residents, and visitors from the activities of the working area.* |
| Site Security | *The Principal Contractor shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the building as a whole is maintained and that the security of the Client’s undertaking is preserved. The Principal Contractor is required to discuss arrangements with the Client’s representative before commencing work.* |
| Existing Services | *Arrangements for controlling risks from services, including temporary electrical installations: The Principal Contractor shall describe the proposals in the Construction Phase Health and Safety Plan. This should include any risks associated with locating existing services, diverting services, and protecting services - particularly in exposed or vulnerable locations.*  *The Principal Contractor will be expected to make all reasonable enquiries with the relevant authorities and to carry out such site investigations as may prove necessary to locate existing services prior to commencing work on site.* |
| Work permits | *The Principal Contractor is to establish whether any permit to work systems are in place pertinent to the works they intend to carry out.* |
| Site lighting | *The existing lighting system can be utilised to provide adequate and a clear working environment. If lighting is required to be isolated for any reason, then temporary lighting must be in place to substitute existing site lighting. All temporary lighting should be 110v.* |
| Fire System & Precautions | *The Principal Contractor shall prepare and regularly update a Site Fire Safety Plan to be incorporated within or referenced to the Health and Safety Plans showing fire escape routes and muster point and state the proposed arrangements to prevent fire arising and spreading during the construction works, and in temporary accommodation.* |
| Smoking Restrictions | *Smoking is not permitted on site at any time, smoking shall take place at either the smoking shelter provided by the Principal Contractor or on main road.* |
| Waste Restrictions | *The Principal Contractor shall describe in the Construction Phase Health and Safety Plan the proposals for controlling waste on site and disposal of controlled waste. This should refer to disposal to a registered tip and the documentation required complying with local bylaws and statutory requirements.* |
| Emergency Procedures and Escape | *The Principal Contractor shall describe in the Construction Phase Health and Safety Plan, the accident and emergency procedures and means of escape for the site, taking into consideration local site factors. This should also be displayed on the site notice board and updated at regular intervals to suit progress on site and the effect this may have on escape routes.* |
| Material Storage | *The Principal Contractor shall describe in the Construction Phase Health and Safety Plan their intention for material storage. Material should be brought to site ad hoc to avoid an accumulation of material and waste on site.* |
| Site Rules | *Site rules should be outlined in the construction phase health and safety plan and delivered as part of the Principal Contractors site induction. Site Rules should be displayed on site notice board or in a suitable location.* |
| Architect Drawings | *N/A* |

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| **Health Hazards** | |
| Asbestos | *Asbestos Reports for each property attached with this PCIP – If information isn’t sufficient then Principal Contractor should request further asbestos reports to be assessed – Asbestos control measures should be included within Principal Contractors Construction Phase Plan and RAMS* |
| Tenants / Residents / Students / Staff / Public | *Due to the current COVID-19 restrictions, the Principal Contractor shall identify all safety measures within the Construction Health and Safety Plan with regards to working in an occupied premise as well as COVID-19 restrictions.* |
| Adjacent buildings and simultaneous works | *The Principal Contractor shall take such steps as necessary to protect adjacent properties from damage and to prevent the workforce from trespassing on neighbouring sites.* |
| Working at Height | *The Principal Contractor shall describe the proposals in the Construction Phase Health and Safety Plan. The Principal Contractor should reference* ***“INDG401 – Working at Height”*** *on the Health and Safety Executives website for guidance and assistance.* |
| COSHH material & storage Information | *The principal contractor shall describe in the Construction Phase Health & Safety Plan their method for Control of Substance Hazardous to Health. COSHH data sheets should be available for inspection prior to use of substance on sites and retained for the Health & Safety File on completion of the project.*  *The Principal Contractor shall comply with manufacturer’s instructions regarding application of paints, etc., and take protective measures as necessary for the operative and any third party. Used containers shall be disposed of to a suitable tip. The Principal Contractor shall provide in the Health and Safety Plan a COSHH Assessment for the materials proposed and a Method Statement describing how surplus materials and applicators will be disposed of. These will form part of the Health and Safety File documentation. The Principal Contractor should reference* ***“INDG136 – Working with hazardous substances hazardous to health”*** *about control exposures to harmful substances* |
| Hot Works | *The Principal contractor shall describe in the construction Phase Health and Safety Pan the arrangements for “Hot Works” including a permit system.* |
| Vibration | *The Principal Contractor shall outline and comply with industry legislation and guidance. Exposure to excessive vibration can lead to chronic conditions such as hand arm vibration syndrome (HAVS) and carpal tunnel syndrome (CTS). The Principal Contractor should reference* ***“INDG175 - Hand Arm Vibration at work guide”*** *on the Health & Safety Executives website for guidance and assistance to control the exposure to vibration.* |
| Noise | *The Principal Contractor shall outline and comply with industry legislation and guidance. Exposure to excessive noise can be both temporary and permanent hearing loss and damage. The Principal Contractor should reference* ***“INDG362 – Noise at Work”*** *on the Health and Safety Executives website for guidance and assistance to control the exposure to excessive noise* |
| Electricity | *The principal Contractor shall outline and comply with industry legislation and guidance. Electrical faults within equipment can lead to shocks, burns and fire. The Principal contractor should reference* ***“INDG231 – Electrical Safety and you”*** *on the Health and Safety Executives website for guidance and assistance to control the exposure to electrical hazards.* |
| Dust | *The Principal Contractor is required to take steps generally to control the emission of dust and fumes, for example by providing screens and/or using dust suppressing equipment. Where creation of dust of fumes is unavoidable, appropriate Personal Protective Equipment is to be worn.* |
| Environmental Issues | *It is not anticipated that there will be any environmental issues, but the client must be informed as soon as possible regarding if possible. Possible issues that could arise could be wildlife, needles, sharps and or abusive tenants or residents.* |
| Manual Handling | *The Principal Contractor should outline their proposals within the construction phase health and safety plan. Poor manual handling techniques can lead to musculoskeletal injuries. All operatives and site team members should be adequately trained in good manual handling techniques prior to starting works. Use of mechanical aid should be given consideration to avoid the need for manual handling techniques.* |
| Plant & Equipment | *All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated. All plant and equipment must be checked prior to use for any defects and only trained and competent staff should use such equipment.* |
| Overhead Power Lines | *Where working in the vicinity of overhead electric cables, the Principal Contractor shall not use ladders that could transmit electricity. Likewise, the Principal Contractor is required to ascertain what safety precautions are required when using cranes in the vicinity of overhead power lines.* |
| Underground Services | *N/A* |

This Pre-Construction Information Pack has been prepared by Sanctuary Maintenance Contractors as Principal Designers for the project, in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations). It has been compiled based on the information available about the site and the project at the time of this revision.

Where Design work continues during the Construction Phase, the PCI will need to be provided to Designers before work starts on each new element of the Design. Similarly, where Contractors are appointed during the Construction Phase (or being considered for appointment), each Contractor must be provided with the PCI in enough time so they can consider it when preparing their bid or preparing for work on the site.

It is intended that the PCI should be sufficient to ensure that risks during the Construction Phase can be mitigated against through proper planning.

**Planning & Managing the Construction Works**

The Principal Contractor must plan, manage and co-ordinate works during the Construction Phase. The Principal Contractor shall include in the Construction Phase Plan his arrangements for managing the project including the identity and responsibilities of his management team and communication protocols with all parties involved in the project.

The Principal Contractor should work with Designers and other Contractors to identify the hazards and assess the risks related to their work, including the risks they may create for others. Using this information and applying the general principles of prevention the Principal Contractor, in discussion with the Contractors involved, must plan, manage and co-ordinate the Construction Phase.

The Principal Contractor will ensure that prior to the award of any Consultant or Contractor trade packages that appropriate consideration is given to the level of Skills, Knowledge and Experience and of the resource commitment of the nominated Consultant or Contractor. Additionally, where Contractor design responsibilities and liabilities exist, due consideration must be given to the hierarchy of risk controls as identified above as well as ensuring compliance with Workplace Regulations is achieved in terms of on-going maintenance and operation once construction is complete.

The Principal Contractor should ensure that construction health and safety performance is monitored and recorded throughout the Construction Phase to ensure compliance with legal requirements and Site Rules.

Arrangements should include active and reactive monitoring, such as regular, Planned Inspections, Audits, and Investigations of any Incidents (whether causing injury, loss, or a near miss) and of any complaints. This should involve co-operation and regular meetings between senior management and those who provide health and safety advice to them to review the results achieved and to determine appropriate response to achieve any necessary improvements.

As the construction work is likely to put the Client’s own employees, other workers and the public at risk the Client will also arrange for monitoring of construction health and safety performance, in accordance with his duties under Sections 2, 3 and 4 of the Health & Safety at Work etc. Act 1974.

**Health & Safety Goals**

The following key Safety Goals are to be targeted on this project:

• To develop the design of the project in accordance with the CDM Regulations and elimination or control of hazards.

• Compliance with the Health & Safety at Work Act, resulting in NIL injuries; ill-health; disease and dangerous occurrences and near misses.

• The project shall not receive any HSE Improvement or Enforcement Notices.

• Minimise the disruption to the adjacent building occupiers, and members of the public, both pedestrians and vehicular traffic.

• To avoid public nuisance and environmental damage.

• Promote an incident and injury free environment on the construction site.

The Principal Contractor is responsible for the health, safety, and environmental management of the works during the construction phase and compliance with the duties of Principal Contractor as defined by the CDM Regulations 2015.

Reports on the activities and progress in achieving the Safety Goals identified above should be included in the Principal Contractor’s monthly Progress Report to the project team.

**Communication & Liaison**

Design Changes, which may affect Health and Safety, are immediately notified to the Principal Designer and that any associated Hazard Identification Information or Risk Assessments are provided or updated. This information will be reviewed during periodic meetings at which CDM matters will be addressed; including application of hierarchy of risk principals so that design proposals can be assessed throughout the design process to consider elements such as:

• How the design can be built and erected safely.

• Where work at height cannot be avoided, design in edge protection or other features that expedite safe access and erection and/or anchorage points, etc. for nets or harnesses and early installation of permanent access.

• Designing to simplify safe construction.

• Designing to minimise health risks.

• Designing to simplify future maintenance and cleaning work.

• Demolition hazards for inclusion in the Health & Safety File.

In the event of discovery of any significant Health and Safety issue during the Construction Phase, which is not specifically referred to in this document, the Principal Contractor shall advise the Principal Designer and Client’s Representative immediately.

The Principal Contractor is to ensure that all Contractors and Workers are made aware of the contents of this document and all other relevant information appropriate to the project.

The Principal Contractor must make arrangements for discussing Health and Safety matters with people on site and for holding regular review meetings to ensure communication, the passing of information and securing of co-operation of all members of the project team whose Health and Safety may be affected. The Principal Contractor shall also liaise with managing Contractors and suppliers to ensure that Design Changes are communicated effectively.

The Principal Contractor must include in the Construction Phase Plan procedures to provide Health and Safety information to ensure the safety of non-English speaking operatives.

The Principal Contractor will be required to attend regular progress meetings throughout the period of the works.

The Principal Contractor will liaise closely with the other site occupants/building management/facilities management to ensure construction activities are carried out safely and without risk to building occupants & visitors.

The Principal Contractor is to immediately inform the Client’s Representative and Principal Designer of any Reportable Incident as prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Although the project is to be managed to achieve ‘Zero’ accidents, if this target is not achieved all accidents must be fully investigated and details reported as necessary to the Principal Designer and Client’s Representative.

The Principal Contractor will assist and provide relevant information to enable the Principal Designer to formulate the Health & Safety File), in addition to As-Built information and Operation & Maintenance Manuals as required under the regulations.

Completed Construction Phase Plans should be sent to: [CDM@sanctuary.co.uk](mailto:CDM@sanctuary.co.uk)