PRE–CONSTRUCTION INFORMATION CHECKLIST

Read “Safety Responsibilities and arrangements in respect of Management of Contractors” (SPR008) before completing this form (Required for all works identified in Appendix A)

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>PROJECT NUMBER</th>
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<tbody>
<tr>
<td>PROJECT MANAGER</td>
<td>LOCATION</td>
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1) DESCRIPTION OF PROJECT

a) Project description and programme details including:
   - key dates (including start and finish of the construction phase) and
   - the minimum time to be allowed between appointment of the principal contractor and instructions to commence work on site;

b) details of clients, designers, CDM co-ordinator and other consultants;

c) whether or not the structure will be used as a workplace (in which case, the finished design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992

d) extent and location of existing records and plans

2) CLIENT’S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

a) Arrangements for:
   - planning for and managing the construction work, including any health and safety goals for the project,
   - communication and liaison between client and others,
   - security of site,
   - welfare provisions

b) requirements relating to the health and safety of the client’s employees or customers or those involved in the project such as:
   - site hoarding requirements,
   - site transport arrangements or vehicle movement restrictions,
   - Client permit to work system,
   - Building Fire plan,
   - emergency procedures and means of escape.
   - “no-go” areas or other authorisation requirements for those involved in the project,
   - any areas the client has designated as confined space,
   - smoking and parking restrictions

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3) ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS

a) Safety hazards including:

- boundaries and access including temporary access – for example narrow streets, lack of parking, turning or storage space
- any restrictions on deliveries or waste collections
- adjacent land uses – for example schools, railway lines or busy roads
- location of existing services particularly those that are concealed – water, gas, electricity etc.
- ground conditions, underground structures or water courses where this might affect the safe use of plant, for examples cranes or the safety of ground works,
- information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved)
- previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)
- fire damage, ground shrinkage, movement or poor maintenance which may have already have adversely affected the structure,
- any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access,
- health and safety information contained in earlier designs, construction or "as-built" drawings, such as details of pre-stressed or post tension Structures

b) Health hazards, including:

- asbestos, including results of surveys (particularly where demolition is involved)
- existing storage of hazardous materials
- contaminated land, including results of surveys
- health risks arising from client’s activities

4) SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS:

- significant design assumptions and suggested work methods, sequence or other control measure;
- arrangements for co-ordination of ongoing design work and handling design changes
- information on significant risks identified during design;
- material requiring particular precautions

5) THE HEALTH AND SAFETY FILE

Description of its format and any conditions relating to its contents