**Pre-Construction Information Pack**

Prepared in accordance with the

Construction (Design and Management) Regulations 2015

**Project:**

**Project No:**

**Section: 1 Pre-Construction Information Pack Index**

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**Section: 2 – Revision Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision**  **No:** | **Date** | **CDM - Principal Designer (s)**  **Name:** | **Originator:** | **Approver:** |
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**Section: 3 – Location, Project Information & Scope of Work**

This Pre-Construction Information provides details on the significant, site-specific issues that the principal contractor will have to manage during the construction phase. It will be added to and revised as appropriate as the project proceeds.

The Construction (Design and Management) Regulations 2015 require the Principal Contractor to develop a Construction Phase Plan, outlining how the site is to be managed with regard to Health and Safety, before work starts on site.

When developing the Construction Phase Plan, the Principal Contractor will identify the hazards and assess the risk for each of the main construction activities.

This plan is to be read in conjunction with all documents and drawings issued under tender. Due to the constantly changing information made available with regard to this project, the principal contractor is to ensure that he is in possession of the most current drawings and calculations from the design team prior to commencing specific works.

Where the Principal Contractor or his / her Sub-Contractors, undertake design work, the principal contractor is to ensure all appropriate members of the Design and Construction team are in possession of current drawings and calculations that he, or his sub-contractors, may develop.

|  |
| --- |
| Building / Location |
|  |
| Project Description: |
|  |
| Scope of Works: |
|  |

**Section: 4 – Dates, Programme and Constraints**

|  |  |
| --- | --- |
| Activity | Dates |
| Start on site |  |
| Programme Duration |  |
| Planned Completion Date |  |
| Time allowed for planning and Organisation |  |
| Initial F10 Issued |  |
| Campus Term Time |  |
| Examination Dates |  |
| University Open Days |  |
| Events |  |
| Other University Events |  |
| Delivery and material Restrictions |  |
| Noise / Vibration Restrictions |  |
| Any other Building or Landlord Restrictions? (Notification of Works / Providing RAMS / Site Rules) if yes, please could you provide contact details: Please complete:  **PP-123-Notification of Project** |  |
| Vehicle Parking Restrictions (University Car Parks) locked out of hours / Height Barriers: |  |
| Any “Specific” Security Arrangements: (Security Blackspots / Previous Thefts / Visitors) |  |
| Any other adjacent projects |  |
| Are there any other foreseeable restrictions or safety issues that should be taken into account? (Adjacent Site Risks / Significant Hazards). |  |

**Section: 5 – Project Directory**

|  |  |  |
| --- | --- | --- |
| **Role:** | **Company Name / Address:** | **Contact Details:** |
| Client |  |  |
| Project Manager |  |  |
| Principal Designer |  |  |
| Designer (Architect) |  |  |
| Designer (Structure) |  |  |
| Designer  (M & E) |  |  |
| Designer  (Fire Consultant) |  |  |
| Principal Contractor |  |  |
| Contractor |  |  |
| UoL H & S Business Partner |  |  |
| UoL Building Site Supervisor |  |  |
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**Section: 6 – Project Drawings**

|  |  |  |
| --- | --- | --- |
| **Drawing No:** | **Drawing Title:** | **Revision**  **No:** |
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**Section: 7 – Existing H & S File Information**

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| --- |
| **Extent and Location of Existing Records and Plans** |
|  |
| **Sources of Health & Safety information** |
|  |

**Section: 8 – Outstanding Information**

**Further reports and investigations required**

Are further reports and investigations required to undertake this project safety?

|  |  |  |
| --- | --- | --- |
| **Description of reports and investigation** | **Action Owner** | **Date Required** |
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**Asbestos**

Is this an Asbestos Site?

Is further investigation required / what type of investigation is required? Yes / No.

Planned start date for further Asbestos Surveys to take place?

**Section: 9 – University of Leicester Considerations & Management Requirements**

|  |
| --- |
| **Arrangements during construction:** |
|  |
| **Planning for and managing the construction work:** |
|  |
| **Health & Safety Goals for the Project:** |
| The University of Leicester is committed to protecting the Health, Safety and Welfare of all its Employees, Students, Visitors and Contractors working on any part of the University.  Safety-first is a priority for the University and must be adopted by all Contractors at all times. The work that is being undertaken on behalf of the University will be in the control of the Principal Contractor and they must ensure the Health, Safety and Welfare of all persons working on the project (s) including third parties who may become affected by their acts and omissions.  Communications and liaison between Client (s), Contractors and building users is essential for all works undertaken. |
| **Security of the Site:** |
| The proximity of the site to the University Campus and any other buildings under the control of the University is and can be of high profile, the Principal Contractor must ensure that adequate security is undertaken either by own security or the University of Leicester security team. (This must be done through liaison with the Security Team).  Leave adequate contactable phone numbers to the University of Leicester Security Team in the event that the contractor must return in an emergency, and all Bank Holidays.  Any linked in alarm Systems must be identified and information passed to the University of Leicester Security Team as well as any preferred security of the contractor. |
| **Site Hoarding / Fencing:** |
| Site Hoarding or Fencing must be adequate for the site, inter-lockable and stable, maintained at all times, adequate signage to be agreed placed on to the hoarding / fencing. |
| **Welfare Provisions:** |
| All welfare provisions must be adequate for the site and reviewed to ensure that the welfare provided is to a standard for the site contractors and visitors. |
| **Movement of site Vehicles:** |
| Movement of Contractor vehicles will need to be agreed initially at the start of the project with an approved plan and will need to be reviewed regularly for material unloading and loading, routes to be taken within the main Campus and consideration on all other University of Leicester’s properties.  A suitable plan must be drawn up for deliveries and agreed time for material and collection drop off, especially within main campus with events, normal pedestrian traffic etc., agree suitable times initially and as the project progresses. |

**Section: 10 – Environmental Restrictions & Existing On-Site Risks.**

|  |  |
| --- | --- |
| Safety Hazards | Information |
| Agree suitable boundaries for the project |  |
| Suitable access to and from the project |  |
| Adjacent Landlords and use of buildings etc., |  |
| Existing storage of hazardous materials |  |
| Ground / Floor Conditions, underground structures, water courses. |  |
| Information on existing structures |  |
| Location of existing services, to include data cables, CCTV, street lighting, water, gas, electrical sub stations, electrical cables overhead and underground |  |
| Restrictions due to existing plant and equipment |  |
| Health risks arising from the project or activities. |  |
| Permit to Work required |  |
| Fire Precautions |  |
| Other |  |
| Emergency Procedures & means of escape |  |
| Prohibited Areas? Labs or other such like buildings or rooms |  |
| Confined Spaces |  |
| Smoking restrictions |  |
| Other: |  |

**Section: 11 – Reports & Investigations**

|  |  |  |
| --- | --- | --- |
| Description of reports and Investigations | Document Owner | Date of Report |
|  |  |  |
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**Section: 12 – Significant Design & Construction Hazards**

|  |  |
| --- | --- |
| Significant Design Assumptions / Construction Stage Risks | Assumption / Construction Stage Risk |
| Interface with existing Building Users: |  |
| Interface with other parties (Specify) |  |
| Working at Height: |  |
| Protection of Staff / Members of the Public: |  |
| Asbestos: |  |
| Temporary Task Lighting: |  |
| Isolation of Emergency Systems: (Fire Alarms, Sprinklers, Emergency Lighting) etc., |  |
| Safe pedestrian movement |  |
| Safe Working in Yard Areas |  |
| Parking Arrangements |  |
| Other work tasks in area |  |
| Events, 02, and Student |  |
|  |  |

**Section: 13 – Client Requirements**

It is a requirement of the Construction, (Design & Management) Regulations 2015 that a health and safety file is produced and given to the occupier on completion of the works.

Within 7 working days the following practical completion of an approved electronic copy of the H & S file should be issued to the University of Leicester’s Principal Designer named on this document. (The email will be given to you at the time of this document being issued).

The Principal Contractor is to provide an Operational & Maintenance Manual that should include the following, but not limited to:

|  |  |
| --- | --- |
| Project File Format |  |
| Description of the work |  |
| Dates to start and complete | Start Ends |
| Project Directory |  |
| COSHH Information (if Applicable) |  |
| Equipment Data Sheets |  |
| Operational & Maintenance Manuals |  |
| Specialist materials used on the project |  |
| Electrical Certification & any new wiring records |  |
| Utilities (gas, water, CCTV, etc.,) drawings of new systems |  |
| Any other associated building drawings with the project |  |
| Cleaning and Maintenance Strategy |  |
| Access Methodology |  |
| Agree any other relevant information |  |

**Section: 14 - Appendices**

**Appendix 1 – F10 Notification**

**Appendix 2 - University of Leicester General Code of Safety practice for Construction, maintenance, Installation and Repair.**

**Appendix 3 – Hazard Elimination & Management List (HEML)**

Complete **PP-122-HEML**

**Appendix 4 – Designer Risk Assessment**

**Appendix 5 – Photographs**

**Appendix 6 – Survey Reports**

**Appendix 7 – Campus Map**