Pre-Construction Information

For

PROJECT

DATE

COMPLETED BY

|  |
| --- |
| **Document Guidance****This template should be used where UCL are acting as Principal Designer and need to create a pre-construction information document for a design team and contractors.****Where the text is highlighted yellow an individual will need to make this template project specific, including up to date records and plans in the appendices.**  |

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**INTRODUCTION**

**Pre-construction Information**

The Pre-construction Information forms part of the tender documentation for the appointment of the Principal Contractor; it describes the project, construction work and timing, identifies hazards and risks, required standards for health, safety and welfare and identifies interfacing activities.

Designers and Contractors may use this information in conjunction with other contract documentation to plan their work. It is a responsibility of the Client (or clients’ representative) to ensure its preparation and they must provide this document as soon as practicable to each designer and contractor (including Principal Contractor) being considered for appointment.

The purpose is to highlight the main health and safety issues in connection with the construction work in the project and to form a basis for tenderers to explain their proposals for managing the risk inherent in the project.

**Construction Phase Plan**

The appointed Principal Contractor will develop the Pre-construction Information as part of his duties (under Regulation 12) to produce a Construction Phase Plan, in particular taking reasonable steps to ensure co-operation between all Contractors to achieve compliance with the Regulations together with any specific rules and recommendations set down within the Plan.

**No construction work will be allowed to commence until the Client is satisfied that a Construction Phase Plan has been prepared in accordance with Regulation 12.**

**1 DESCRIPTION OF THE PROJECT**

**1.1 Project Team**

|  |
| --- |
| **Client** |
| \*\*\* | (T)(M) Contact: (E) |
| **Principal Designer** |
| \*\*\* | (T) (M) Contact: (E) |
| **Project Manager** |
| \*\*\* | (T) (M) Contact: (E) |
| **Architect** |
| \*\*\* | (T) (M) Contact: (E) |
| **Quantity Surveyor** |
| \*\*\* | (T) (M) Contact: (E) |
| **Mechanical Engineers** |
| \*\*\* | (T) (M) Contact: (E) |
| **Structural Engineer** |
| \*\*\* | (T)(M) Contact: (E) |
| **Electrical Engineer** |
| \*\*\* | (T) (M) Contact: (E) |
| **HSE** |
| Rose Court2 Southwark BridgeLondon, SE1 9HS | (W) [www.hse.gov.uk](http://www.hse.gov.uk) |
| **Principal Contractor** |
| \*\*\* | (T) (M) Contact: (E) |

**1.2 The Site**

The site location is: \*\*\*

The Client has determined that the structure will\* / will not\* be used as a workplace under the requirements of the Workplace Health, Safety and Welfare Regulations 1992.

**1.3 Project Description**

\*\*\*

**1.4** **Timescale for the Construction Work**

|  |
| --- |
|  |
| KEY EVENTS | Date | Weeks |
| Minimum mobilisation period for preparation and planning |  |  |
| Anticipated start date for the Construction Phase |  |  |
| Anticipated duration of the Construction Phase |  |  |
| Anticipated Completion Date |  |  |

The permitted hours during which works may be undertaken on site are:-

• Not before 7.30am or after 18.00pm Monday to Friday

• At no time on Saturdays, Sundays or Bank Holidays unless agreed by UCL.

• Add in any project specific timings or noise restrictions

**1.5 Surrounding Land Use**

Provide a description of the site, hazards and area around – any site constraints regarding access.

**1.6 Extent and Location of Any Existing Records and Plans**

1.6.1 Existing Drawings

Specify location of existing drawings

1.6.2 Project Drawings

Specify location of project drawings

1.6.3 Existing H&S File for the building

 Provide details of the existing h&s file and provide relevant information

[W:\12.0 EM&I\12.6 O&M & H&S\Manuals\Main Contents Page.pdf](file:///%5C%5Cfile02.ucl.ac.uk%5Cgrp01%24%5CEFD%5C12.0%20EM%26I%5C12.6%20O%26M%20%26%20H%26S%5CManuals%5CMain%20Contents%20Page.pdf)

1.6.4 Existing Services

O&M Manuals, existing services information

You should consider - services below ground serving or crossing the site may be affected by this project insofar as new connections to utilities and subsurface drainage may be required.

[W:\12.0 EM&I\12.6 O&M & H&S\Manuals\Main Contents Page.pdf](file:///%5C%5Cfile02.ucl.ac.uk%5Cgrp01%24%5CEFD%5C12.0%20EM%26I%5C12.6%20O%26M%20%26%20H%26S%5CManuals%5CMain%20Contents%20Page.pdf)

* + 1. Asbestos Information.

Provide details of the asbestos register information as well as refurbishment and demolition survey <https://www.ucl.ac.uk/estates/asbestos-register/>

The accuracy and sufficiency of any information that may be available, is not guaranteed by the Client or the Client’s representative. The Contractor must ascertain if any additional information is required to ensure the safety of all persons and the works, he must draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

1.6.6 Existing fire plan

Provide details of the fire plan and strategy for the building

<http://www.ucl.ac.uk/estates/maintenance/fire/risk-assessments/>

1.6.7 Existing Structures

The nature and condition of the sites/buildings cannot be fully ascertained before it is opened up. However, the following hazards are or may be present

Include any structural information, ground conditions, lead paint and anthrax surveys

1.6.8 Ground Condition

Provide information on ground conditions survey if undertaken

**OR**

No information is available on ground conditions and the contractor will need to ascertain ground conditions for the works and ensure that the site of the works is surveyed where necessary to establish and define conditions, particularly in respect of excavations for and the placing/construction of foundations, etc.

* 1. **Project Constraints**

1.7.1 Other Projects

Include details of any other estates projects that might be taking place in the area that they will need to co-ordinate with and who to contact.

1.7.2 Information from representatives of the Department

Include any chemical / biological / radioactive hazards.

Detail sensitive noise / vibration receptors

1.7.3 Impact on staff / students

Detail any potential constraints regarding exams, open days, access for people or deliveries that the project need to consider as part of their design / phasing.

**Any other relevant additional information which becomes available will be forwarded to the Designers / Principal Contractor when received.**

**2**  **CLIENT’S CONSIDERATIONS**

2.1 Arrangements for planning form and managing the construction works

The works are instructed by University College London (UCL) at the client, other appointed are detailed in Section 1.1.

 An outline of the arrangements for planning and managing Health and Safety during the construction phase of the project is listed below:-

* UCL are responsible for the health and safety of all their employees at work and other people not in their employment, who are affected by the works.
* The Principal Contractor is responsible for health and safety within the construction site and those that might be affected by construction operations.
* UCL shall have the right to suspend the construction work if they believe that a person’s safety is at risk.
* UCL require that all work is undertaken in accordance with all statutory requirements with respect to health and safety. In addition, all relevant approved codes of practice and guidance notes shall be adhered to.
* The Principal Designer shall review drawings and design changes throughout the project and raise any associated issues with respect to health and safety considerations with the design team.
* The Principal Contractor is responsible for developing the Construction Phase Plan and maintaining it on site throughout the duration of the project. The Client requires that the Construction Phase Plan before work commences on site, the client will assess the plan to ensure it is suitable and sufficient.
* All personnel on site must have received adequate training to undertake their work in a safe and competent manner. Information on the training of personnel, refresher training and statutory training certification should be held by the Principal Contractor and must be available for inspection at the site.
* All persons on site should be given a site-specific induction to familiarize themselves with emergency procedures, management requirements and specific site details.
* Any training needs identified as being required during the course of the project shall be undertaken. These may be in the form of toolbox talks or other suitable methods.
* The Principal Contractor shall be responsible for the management and implementation of health and safety on site.
* Health and safety shall be included on the agenda of all site meetings and significant items recorded and distributed to all relevant parties.
* A system of monitoring the construction works to ensure the effective management of safety throughout the project duration shall be implemented by the Principal Contractor.
* Such monitoring shall include:-

Workplace inspections – general site safety

Statutory inspections – scaffold, plant, equipment, etc.

Sub-contractors – the monitoring of sub-contractors

* The Principal Contractor is responsible for the production of all required method statements and risk assessments with respect to his undertakings. In addition, the Principal Contractor shall review the method statements and risk assessments of all subcontractors on site and ensure that their content is suitable and sufficient before permitting any relevant activities to commence.
* Details of all accidents on site and the findings of such investigations shall be forwarded promptly to the Client.

**2.2 Health and Safety Goals for the Project**

The UCL Safety Rule for Contractors will be incorporated by the Principal Contractor into the Construction Phase Plan. The Principal Contractor to ensure that they are communicated, understood and enforced throughout the duration of the contract.

UCL’s ‘Safety Rules for Contractors’ are included in the appendices

The primary objective of all duty holders is to remove and minimise the risk of injury or incident and ensure that the legal standards for safety and health, guidance and best practice are achieved at all times and that all works are undertaken safely.

**“Every person to return home safely every day.”**

**2.3 Communication and liaison between Client and others;**

All formal communications, instructions, technical queries, etc. are to be routed via the XXX.

Designers, including those working for the Principal Contractor, have a duty to ensure design detailing is co-ordinated for health and safety.

Design development details, changes, instructions, etc. are to be copied to the Principal Designer for review and when necessary comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and issue in good time design information, e.g. drawings, to the Principal Designer.

**2.4 Security of the site**

The Principal Contractor is entirely responsible for the security of the site. The Principal contractor is to ensure that there is an adequate hoarding to prevent access to the site of all un-authorised persons.

Particular account is to be taken of unauthorised persons straying into work areas while construction activities are taking place.

The Principal Contractor is to provide within the Construction Phase plan for the project a marked up site plan showing location of the site compound including welfare and proposed location of skips.

**2.4.1 Hoarding Design**

UCL has specific requirements for fire rating, material and visual impact of hoarding –this is a risk based approach, review to UCL Mandatory Fire Safety Instruction M107 for details. Need to include link when on web site.

**2.5 Welfare provision**

The Principal Contractor shall be required to provide his own facilities in this regard that shall comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015. These are to be established before any construction activity commences on site and maintained in a hygienic manner for the duration of the project.

Include here details of any welfare considerations for the contractor to be aware of.

**2.6 Site transport arrangements or vehicle movement restrictions;**

\*For central campus please refer to Logistics document and traffic management plan\*

There is no parking on UCL premises. Deliveries must be planned and booked.

**2.7 UCL permit-to-work systems**

The Principal Contractor shall, implement a permit to work system for higher risk works activities, or where UCL has a specific requirement. Include link to Permit to work pages.

**2.8 Fire precautions**

The Principal Contractor shall carry out a Fire Risk Assessment in respect of the works in accordance with the Regulatory Reform (Fire Safety) Order 2005, which shall be regularly reviewed and updated as necessary.

Please refer to UCL fire safety web site for further guidance

<https://www.ucl.ac.uk/estates/maintenance/fire/documents/UCLFire_MI_02.pdf>

 **2.9 Emergency procedures and means of escape**

The Principal Contractor is to ensure that their activities do not compromise any fixed or temporary alarms or the means of escape or any fire smoke detection equipment.

Generally the Principal Contractor shall ensure that emergency procedures and means of escape are maintained throughout the Construction Phase and any additional measures as a result of the works or erection of scaffolding/hoarding, etc. on site are put in place and maintained as required.

This includes the physical protection of routes, floors and other types of surfaces, access/egress points, locks and door furniture and emergency and safety lighting and signage for escape routes, etc.

The Principal Contractor shall have particular regard to the safety of the adjoining neighbours and shall ensure that all exit and escape routes from the adjoining premises are not obstructed and are maintained in a clean and clear condition at all times.

**2.10** **No-go’ areas or other authorisation requirements for those involved in the project;**

The contractor’s operatives will not be allowed to venture into areas not defined as their workplace.

**2.11 Any areas the Client has designated as confined spaces;**

All works involving work on or entry into confined spaces shall be carried out in accordance with the requirements of the regulations and shall be subject to a safe system of work and the issue of a confined spaces permit to work, as appropriate.

**3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

**3.1 Safety hazards, including:**

**3.1.1 Boundaries and access, adjacent land uses, including means of access;**

Provide details of area around the site and how the site will be accessed.

**3.1.2 Any restrictions on deliveries or waste collection or storage;**

All waste is to be securely stored prior to removal, or cleared daily. No waste is to be stored within the building.

Waste and arising shall be removed from the site on a regular basis to ensure the site remains clean and clear and hazards are avoided. Where any waste or flammable waste is required to be stored on site, it shall be stored in a lockable fireproof container/skip and be removed from site as soon as reasonably practicable.

**3.1.3 Existing storage of hazardous materials;**

XXXX

**3.1.4 Location of existing services, particularly those that are concealed – water, electricity, gas, etc;**

Information on existing services, particularly those that are concealed (e.g. buried water, electricity, gas, drainage, etc.) will need to be ascertained by the Principal Contractor. The Principal Contractor shall ensure that the site of the works is surveyed to locate buried underground and/or concealed services and, where necessary, shall safely locate, expose, identify, isolate and protect services as required before commencing any works.

**3.1.5** **Information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved);**

Refer to drawings and specification of works

Detail if there are any fragile materials or structural assessments.

**3.1.6 Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)**

XXXX

 **3.1.7** **Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure;**

XXXX

**3.1.8 Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access;**

XXXX

 **3.1.9 Health and safety information contained in earlier design, construction or ‘as-built’ drawings, such as details of pre-stressed or post-tensioned structures.**

XXXX

**3.2 Health hazards, including:**

**3.2.1 Contaminated land, including results of surveys;**

XXXX

**3.2.2 Existing structures containing hazardous materials;**

Detail here other than asbestos (1.6.5) is there are any other health hazards - Lead, anthrax.

**3.2.3 Health risks arising from Client’s activities.**

Detail here if the department is doing anything the contractors/designer should be aware of within their demarcated area.

**4 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

**4.1 Significant Design Assumptions.**

The Principal Contractor shall address the following significant hazards associated with the design. It is essential that the Construction Phase Plan properly addresses the issues in the Risk assessment, method statements/safe systems of work, before the specific work actually commences on site.

Appendix - Designer Risk Register

**4.2 Suggested Work Methods / Sequences**

The following are hazards or work sequences identified by the Designers, which cannot be avoided and may constitute a risk to the Health and Safety of construction workers. The list below is not intended to be exhaustive and may be amended as a result of further discussions with the Design and Construction team members as additional information becomes available.

XXXX

**4.3 Arrangements for the co-ordination of on-going design** **work**

 All ongoing design and design changes shall be co-ordinated through the XXXX

**4.4 Arrangements for handling design changes throughout the project**

If, due to unforeseen circumstance there are aspects of design which require modification post tender and these significantly affect health and safety the following procedure shall apply.

Designers and/or the Principal Contractor:-

* As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified and provided with relevant information.
* Each modification shall be developed on the basis of Regulation 13 and the “principles of prevention” regarding execution, maintenance, repair and subsequent demolition and dismantling.
* Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety by all parties.
* The Principal Contractor shall be required to update, amend and modify as necessary their Construction Phase Plan to address change.
* Designers are to highlight significant health and safety issues due to change advising the Principal Designer and Principal Contractor.

**5 THE HEALTH AND SAFETY FILE**

The Principal Contractor shall comply with his duties under the CDM Regulations 2015 and obligations set out in the contract documents to ensure that the Principal Contractor receives all the information required to complete the Health and Safety File within four weeks of issue of the Certificate of Practical Completion by the Contract Administrator. Operation and Maintenance Manuals must be available before the building is handed over to the Client.

**5.1 Information Delivery Format**

UCL Health & Safety File format (see Appendix 2). The file shall be provided in a single indexed electronic document format (including all manufacturers’ data, drawings, etc). In addition, separate electronic copies of drawings in AutoCAD, and editable word / excel documents shall be provided.

Two hard copies in white, four-ring binders may also be required.

**APPENDICES**

|  |  |
| --- | --- |
| Appendix 1 | UCL EHS Rules for Contractors Include current version from here - https://www.ucl.ac.uk/estates/safety-arrangements/contractors-safety-rules/ |
| Appendix 2  | UCL Health and Safety File FormatThe current file format is located here – a copy should be included as an appendix [W:\12.0 EM&I\12.6 O&M & H&S\Manuals\UCL HS File Format.doc](file:///%5C%5Cfile02.ucl.ac.uk%5Cgrp01%24%5CEFD%5C12.0%20EM%26I%5C12.6%20O%26M%20%26%20H%26S%5CManuals%5CUCL%20HS%20File%20Format.doc) |
| Appendix 3 | Design Risk RegisterDocument created by the design team |
| Appendix 4  | Asbestos Register<https://www.ucl.ac.uk/estates/asbestos-register/> |
| Appendix 5 | Existing Fire Plans<http://www.ucl.ac.uk/estates/maintenance/fire/risk-assessments/> |
| Appendix 6 | Existing O&M / Health and Safety File.[W:\12.0 EM&I\12.6 O&M & H&S\Manuals\Main Contents Page.pdf](file:///%5C%5Cfile02.ucl.ac.uk%5Cgrp01%24%5CEFD%5C12.0%20EM%26I%5C12.6%20O%26M%20%26%20H%26S%5CManuals%5CMain%20Contents%20Page.pdf) |