

WalrusSL

Pre-Construction Information Pack

Royal Holloway - University of London

Design & Construction of Car Park 14

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1.0 Intent and Purpose of Pre Construction Information Pack

The purpose of this document is to provide health, safety and welfare information relevant to the works required in accordance with the requirements of the Construction (Design & Management) Regulations 2007 (CDM 2007).

Under this regulation there is a requirement to **notify** certain projects to the Health and Safety Executive (HSE) as follows –

Except where the project is for 'domestic clients' the HSE must be notified of projects where construction work is expected to:

- *Last more than 30 **working** days; or*
- *Involve more than 500 'person days' (e.g. 50 people working for over 10 days)*

All days on which construction work take place count as 'working days'. Holidays and weekends do not count if no construction work is carried out on those days.

The Principal Contractor (PC) (notifiable projects only) is required to plan, manage and coordinate work during the construction phase in order to ensure that risks are properly controlled for the duration of the construction works.

In order that he may show that he has considered the various parts of planning the construction phase, and inform all concerned of the methods and systems he will use to control health, safety and welfare on site during this phase the Principal Contractor is required to produce a "Construction Phase Health and Safety Plan". The purpose of the Pre Construction Information Pack is to supply the Principal Contractor (PC) with the information required to produce such a plan.

All employees including direct labour, subcontractors, clients' direct contractors, suppliers, visitors and occupants, neighbours and others that may be affected by the works are the responsibility of the PC who must minimise risks to as low a level as is practically possible.

2.0 Description of Project

2.1 Programme details

The time allowed by the client to the Principal Contractor referred to in Regulation 15 (b) of the Construction (Design and Management) Regulations 2007 for planning and preparation of the construction work is two weeks ending on the date of possession of the site – 30th June 2014.

The design and construction of the new car park is to be completed by 31st January 2015.

2.2 Details of client, designers, CDM co-ordinator and other consultants

2.3 Client

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2.4 Site Location

Within the Royal Holloway University of London, Egham Campus, North of the A30; refer to tender drawings. Accessed via Highfield Close, Englefield Green, Egham, Surrey TW20 0RN.

3.0 Extent and location of existing records and plans

3.1 Drawings

Refer to tender drawings as supplied (information supplied as indicative only)

3.2 Surveys

Survey	Reference
Structural	Not applicable
Ground Investigation	Refer to Tender documentation
Asbestos Survey	Not applicable as far as can be ascertained

3.3 Surrounding Land and Building Use

The surrounding land is part of the campus of a further educational establishment and consists of various accommodation blocks, administration and educational buildings.

The successful contractor should be aware that as well as its proximity to local residences on South Road, Highfield Close forms part of the residential estate of the university, and houses 330 undergraduate and post graduate students. The Victorian buildings on the Close house the Music Department, and music practice rooms for the students. In addition to this, the buildings immediately adjoining the site are in use as a Muslim Prayer Room, and the Bright Horizons Englefield Pre-School and Nursery who provide childcare services for children of 0 – 5 years. The childcare services are provided between 07.30hrs and 18.30hrs Monday to Friday. The current intention is that all of these buildings will continue to be occupied for the duration of the works.

3.4 Health and Safety Files

No relevant Health and Safety Files are currently known to exist.

4.0 Clients Considerations and Management Requirements

4.1 Arrangements for Planning and Managing Construction Work

An up-to-date copy of the Principal Contractors Health and Safety Plan, Employers Liability Insurance Certificate and relevant statutory notices shall be displayed on site in accordance with the Site Setup Requirements as shown in appendix 4.

Additionally a Construction Phase Health & Safety Plan as per the requirements of CDM2007 shall be produced by the Principal Contractor and presented to the CDMc for review at least one week before work is due to start onsite. Work must not start on site until such time as the client (via the CDMc) has confirmed in writing that the Construction Phase Health & Safety Plan is suitably developed to control Health & Safety on Site.

4.2 Communication and Liaison between Clients and Others

Site meetings will be held to review progress and other matters on a fortnightly basis. In addition the contractor shall hold frequent site meetings with appropriate sub-contractors and suppliers at which health and safety shall be an integral but separate section.

4.3 Se Risk Assessments and Method Statements (RAMS)

The Principal Contractor is reminded that suitably approved copies of any and all relevant Risk Assessments and Method Statements must be available both on site (site copy) and a current copy (working copy) held by the supervisors/operatives carrying out the tasks at all times.

In addition under RHUL procedures copies of **all medium to high risk RAMS** should be forwarded to both the Project Manager/Contracts Administrator and the CDMc for review before any such works are due to commence. Copies of low risk activities such as sweeping up etc. are not expected to be forwarded

however this does not preclude adequate risk assessments being carried out before such work commences.

It should also be noted that whilst under CDM2007 it is the duty of the Principal Contractor to manage and control all construction work on site the client has a duty of care to manage all works within the Campus and the wellbeing of all concerned therein. As the site is but a portion of that campus it is therefore expected and required that all high risk works shall gain prior approval from RHUL before works begin. To this end all High Risk RAMS **must** be forwarded to the Projects Manager/CA/CDMc for prior approval before works commence.

4.4 Security of the Site

It is the Principal Contractors duty to safeguard the site, works, materials and any existing buildings affected by the Works from damage and theft including prevention of unauthorised access to site.

The Facilities Management Security Team is responsible for locking and unlocking all buildings, crime prevention and police liaison. Required access to buildings outside of normal hours may be obtained by request to the Head of Projects (or nominated representative) who will advise the Security office accordingly.

All contractors must obtain and visibly wear a 'Contractors Pass' (which indicates authorisation to work at RHUL) and are available from the Estates Services Division on giving 24 hours' notice.

Please be aware that Security Patrols are carried out both day and night around campus and contractors will be required to identify themselves, what they are doing, their Senior Managers name and contact telephone number.

Any suspicious person or activity or any requirement for advice should be made to the Security Department on extension **3063** from any College landline

4.5 Access to site

Access to the site will be as per paragraph 2.4 above and agreed during the pre-start meeting and shall be identified on a traffic management plan and disseminated to all relevant staff. Details of all contractors and sub-contractors

working on site are to be passed to the facilities management for approval (which shall not be reasonably withheld).

This entrance and roadway shall be under the control of a competent banks-man at all times, a second banks-man maybe required at peak times.

4.6 Welfare Provisions

The Principal Contractor shall ensure welfare facilities sufficient to comply with the requirements of Schedule 2 of the Construction (Design & Management) Regulations 2007 are provided from the start of the work and throughout the construction phase.

In addition the college has generously stated that the college welfare facilities may be used however should the Principal Contractor wish to avail themselves of these facilities it must be remembered that they are Clean Facilities at all times i.e. dirty work-wear, hi vis vests or other PPE shall NOT be used therein. It should be noted that if the Principal Contractor intends to allow his operatives general use of the college facilities this should be indicated in the construction Phase Health and Safety Plan and a suitable notice posted on site.

The Principal Contractor is reminded that the use of utility vans etc are not deemed suitable to be used as welfare cabins, changing and drying facilities or any other such use in accordance with the regulations and should only be used for a short period or in an emergency situation.

4.7 Monitoring and Review of Health and Safety Performance

There should be regular meetings throughout the project to review health and safety performance as required. These meetings may be incorporated within the general site meetings mentioned above as long as Health and Safety is discussed under a separate heading.

4.8 Person in Charge of Site

A suitable person should be nominated to be in supervisory charge of the site and his name and contact details presented to the Contract Administrator / Project Manager, they should also be promulgated on site as required on the site

Notice Board. This person shall be deemed to be in supervisory control of the site at all times and remain on site during working hours except during any emergency when a suitable replacement shall be nominated and the Contract Administrator / Project Manager notified accordingly.

Should the Principal Contractor wish to change the nominated person in charge this should be discussed with the Contracts Administrator / Project Manager and the person nominated shall have his name forwarded accordingly in adequate time to ensure a smooth change over.

4.9 Health and Safety of Clients Employees and Others

The Health and Safety of both the clients employees and others not engaged in the works should be closely monitored at all time and whilst barriers and the like are provided it must be remembered that the majority of these people have little or no knowledge of the hazards and risks involved in and around construction sites of any type and because of this may indulge in activities that place them at risk at any time.

This lack of knowledge should be highly emphasised within the areas and times of the "Bright Horizons" Englefield Pre-School and Nursery were the natural curiosity of the young children involved should be accounted for.

4.10 Site Transport Arrangements and Vehicle Movement Restrictions

You are reminded that the site is within a higher educational site which is residential with most of the buildings in use at all times. Additionally some of the students and visitors may have various disabilities, be blind or partially sighted, confined to wheelchair use and other such debilitating problems, it is essential that their special needs are taken into consideration whilst moving around the campus and the site area, both by vehicle and pedestrian means. Additionally the presence of small children must not be discounted and due consideration must be made for them both towards the security of the site and when moving around the campus.

Deliveries of material and equipment for all site operatives throughout the duration of the works will be through the designated site entrance and will be confirmed during the pre-start meeting.

The roads around the campus are narrow in places and vehicles, skips or materials should not be allowed to impede access and egress by the emergency services and others.

As the colleges buildings are in constant use and open for public access at all times it is important that adequate barriers or guards are placed around work areas at all times to ensure the health and safety of those not connected with the works in anyway. All warning signs displayed must be of an approved standard and Contractors must observe all directional signs and speed limits posted around the campus.

In view of the above, drivers are reminded that the speed limit is restricted to fifteen (15) mph at all times around the campus and this must not be exceeded.

4.11 Clients Permit to Work Systems

The College operates a permit-to-work system which all contractors are expected to conform to at all times as follows.

Because of the extreme risk of fire throughout the college a hot work permit system is in operation at all times.

Before undertaking any hot working activities within, adjacent too or on buildings the contractor's must discuss the steps to be taken to achieve an adequate fire safety standard with the Head of Projects (or his representative) to ensure that approval for their system is obtained.

It is essential that fire fighting equipment is located **close** (within reach) to the place of work; these should be extra to the required fire fighting equipment in the area. Normally it is expected that 'hot work' shall not be carried out by a solitary person (to ensure assistance may be available without delay should it be needed) and that one of the operatives concerned must be competent in the use of the fire fighting equipment designated. Finally it is **essential** that the work place is inspected at a minimum of 30 minutes after the end of the 'hot work' to ensure that smouldering fires have not started. The Contractor should plan his work to ensure that there is time in the working day to carry out this inspection properly, however under exceptional circumstances they may make

arrangements with the college to carry out this inspection on their behalf. Any such arrangements **must** be in writing before being put into place.

In addition permits are required when carrying out the following hazardous activities:

Pesticide spraying – will not apply (not allowed)

Tree surgery – should not apply

Laboratories – will not apply

Electrical sub stations – will not apply

Sewers and underground inspection chambers – should not apply

Other confined spaces – should not apply

Above suspended ceilings with rock wool or asbestos tiles – will not apply

Plant rooms – should not apply

A suitable 'permit to dig' shall be used at the discretion of the Principal Contractor if deemed necessary, however should such a permit not be deemed necessary an alternative means of control should be used.

4.12 Emergency Procedures

It is the duty of the Principal Contractor to Assess any required fire and emergency requirements for the site; however to assist them in their duties the following should be noted and complied with –

- Fire and Emergency Procedures must be produced and indicated in the Construction Phase Health and Safety Plan.
- A plan of the site indicating positions of fire fighting and emergency equipment and escape routes must be drawn up and promulgated in suitable positions throughout the site and welfare areas.
- Any requirement for emergency services should be carried out in the first instance via the College Security Office. In an emergency the following

Internal Telephone Number (College Landline) should be used for All Emergencies

444

- **The following number may be used should it not be possible to call from an internal telephone e.g. mobile telephone.**

01784 443888

- Security will then contact the relevant emergency service and escort any vehicle to the site and/or the location of the incident.
- In the case of an accident the College Health Centre is staffed during normal working hours and can deal with any minor injury and will assist the contractors own 'first aiders' as necessary (it is to be remembered that the prime concern of this centre is to assist the colleges staff and students and is **not** to be considered a drop in centre for contractors).
- Apart from various trained 'first aiders' throughout the college all Security Staff have received 'first aid' training and will assist where necessary.
- Provision of first aid supplies on site is the duty of the relevant contractor.
- It is the responsibility of the contractor to report any and all RIDDOR related accidents to the HSE however a copy of the College Accident Form should also be sent to the College Safety Office via the Estate Service Division.

College fire extinguishers used in any capacity must be reported to the Estate Services Division to ensure that they may be replaced or refilled as necessary

4.13 Additional Medical Emergencies – Hospital

The nearest Hospital with Accident and Emergency Facilities is

St. Peters Hospital
Guildford Road
Chertsey
Surrey
KT16 0PZ

Tel: 01932 872000

However in the event of a Medical Emergency contact should be made with RHUL Security as indicated above who will arrange suitable emergency services as required.

4.14 'No-go' Areas or other Authorisation Requirements

The existing buildings will be occupied and used during the project and certain restrictions apply this includes the restriction of unauthorised personnel to all buildings not part of the project.

This especially applies to any and all **laboratories within the college and these shall be considered out of bounds to all operatives and management concerned with this project** unless specifically informed otherwise by either the Head of Projects or the College Safety Office.

Access to parking and the site shall be considered a controlled area and security passes shall be required to be obtained from the security office. The Principal Contractor is to submit a list of names of those requiring passes together with related information to the security office before starting work. The passes shall be returned when requested or at the completion of the work to which the pass relates.

4.15 Laser Equipment

Construction Laser Equipment to class 1 or 2 should comply with BS EN 60825 – 1 and the manufacturer's instructions. They must not be set at eye level and must terminate at the end of its useful path.

Class 3A and 3B may be used if approval is sought from the Head of Projects (or his Representative) but must be accompanied by a suitable risk assessment and method statement indicating safe use.

4.16 Confined Spaces

Because of the nature of the work and its location it is presumed that Confined Space working is highly unlikely to occur, however should work within such a

confined space be seen as necessary all such work shall be carried out in compliance with the Confined Space Regulations at all times.

4.17 Smoking Restrictions

Smoking shall only be permitted on site in areas designated by the Principal Contractor.

Additionally in line with National legal requirements the College operates a strict NO SMOKING Policy within (and within 5 metres of any such building) ALL its buildings at all times.

4.18 Burning of Waste Materials

The burning of waste or other materials shall not be permitted on site at any time.

4.19 Parking Restrictions

Parking restrictions apply in that all parking of vehicles must be done in the relevant car parks – not in roadways etc. except when carrying out deliveries.

Additionally a permit to park must be obtained on a daily basis from the Security Office in the Founders Building; non-compliance may result in the offender being removed from campus and excluded from parking within the campus in future.

It should be noted that generally contractors on this project shall only be allowed to park within the site boundary – other areas of the college shall not be deemed suitable for use as parking spaces.

4.20 Working Hours

Working hours to be specifically restricted to the following limitations –

Monday to Friday – 0730 (7.30 a.m.) to 1800 (6.00 p.m.).

Saturdays, Sundays and bank holidays are to be considered non-working days however see 4.21 below.

4.21 Overtime

Overtime may be necessary to comply with the Construction Programme and achieve the date of completion; however please note section 4.20 above.

5.0 Environmental Restrictions and Existing on-site Risks

5.1 Boundaries and Access, including Temporary Access

The boundaries of the site shall be as indicated in the tender drawings.

5.2 Restrictions on Deliveries and Waste Removal and/or Storage

There are no restrictions as such on delivery times however contractors are reminded that there is a Campus Speed Restriction of 15 mph which must be strictly adhered to at all times.

Building materials must be stacked neatly within defined and agreed areas to occupy the minimum space and all rubbish should be removed on a regular basis. The siting and location of skips must be agreed, in advance, with the Head of Projects (or nominated representative). All rubbish should be placed within these skips and not left blocking access or egress entrances or routes.

5.3 Storage of Hazardous Materials

Hazardous substances must not exceed occupational exposure standards and maximum exposure limits as stated in current version of HSE document EH40 – Occupational Exposure Limits. To be controlled by good management and site practice.

5.4 Site Waste Management Plan

It should be noted that as the cost of the project is above the required threshold (£300,000) a suitable Site Waste Management Plan (to comply with the Site Waste Management Regulations 2008 has been produced, appendix 5) as required by that regulation. The Principal Contractor shall maintain the plan in accordance with the requirements of the relevant legislation.

The Principal Contractor is reminded that in accordance with the above mentioned Site Waste Management Regulations the client is required to produce the plan however it then becomes the duty of the Principal Contractor to update and maintain such a plan for the duration of the construction phase. Whilst RHUL has no problem with the Principal Contractor using their own SWMP during the construction phase it should be noted that on completion of this phase the RHUL SWMP (appendix 5) shall be duly completed and presented to the CDMc in that format complete with copies of ALL Waste Transfer Notes to enable PC to be obtained.

The Principal Contractor is therefore reminded that as a Site Waste Management Plan is a requirement, particular attention to **the requirement towards records of disposal of waste and all Waste Transfer Notes (adequately completed with no blank spaces) must be returned to the PM / CDMc at the end of the project to enable PC to be signed off – PC shall not be signed off until this has been done.**

5.5 Existing Services

The location of existing services and drainage external to the buildings is shown in the tender drawings. The Principal Contractor shall ascertain the location of these services and provide protection before commencing any works as required.

5.6 Ground Conditions

Existing ground conditions are shown in the various tender documentation, but the Principal contractor should verify these as and where necessary.

5.7 Information about Existing Structures

There are no existing structures within the boundaries of the project. However the close location to the site of certain buildings (mentioned elsewhere) should be noted and due allowance made for these including suitable communication with the occupants to minimise any expected disruption throughout the duration of the works.

5.8 Asbestos

As far as can be ascertained there is no asbestos or asbestos containing materials on site. However should any operative find something which he deems to be asbestos or asbestos containing he should stop work and report it to his supervisor immediately.

5.9 Health Risks from Clients Activities

As far as this project is concerned there is no reason to believe that any health risks exist that may affect the well-being of the contractor's personnel.

5.10 Manual Handling

The risks from manual handling are well known and should be avoided as and where possible, but if they cannot then suitable manual handling should be used by suitably qualified and competent operatives utilising mechanical handling means where suitable.

5.11 Rodent Infestation Precautions

The Contractor shall take all necessary precautions to avoid infestation of the construction area by vermin.

The indiscriminate scattering of food scraps is to be strictly avoided and covered metal refuse bins are to be provided as required. Bins are to be emptied in an approved manner at frequent intervals.

6.0 Significant Design and Construction Hazards

6.1 Significant Design Assumptions

It is expected that the risks to be encountered should only be those that a competent Contractor would be likely to control in his normal day-to-day work. It should however be noted that the project is on a design and build concept and it is the duty of the Contractor to ensure that suitable copies of all design Risk Assessments shall be issued to both their own personnel and the college personnel as designated (to include the Project Manager / Contract Administrator / CDMc) for approval prior to work actually being started.

6.2 Design Co-ordination

Arrangements to facilitate on-going communication and liaison between all design parties (including the CDMc) will be established by the Principal Contractor. Construction / design meets will be held at regular intervals throughout the project. These meetings will, amongst other items, cover developing design issues and changes required during the construction phase.

7.0 The Health and Safety File

On completion of the works a health and safety file is to be provided to the client and shall contain information relating to the project which it is reasonably foreseeable will be necessary to ensure the health and safety of any person at work who is carrying out or will carry out construction work, maintenance or cleaning work in or on the structure, or of any person who may be affected by the work of such a person at work.

The Principal Contractor will be required to collate the relevant information for, and prepare the Health & Safety File including any mechanical and electrical maintenance and operation files as required. These manuals and drawings are required to be produced in **electronic format only** and following the RHUL procedure – the various consultants first, then the RHUL M&E consultant and be finally submitted to the Construction (Design and Management) Coordinator at practical completion for review before being passed to the Contract Administrator and “Asbuilt” (nigel@iagroup.co.uk Mobile 07917 785103). They shall NOT be uploaded by any contractor to “Asbuilt” until such time as the project has been signed off by the CDMc and a suitable certificate issued. However once the “sign off” certificate has been received they shall be uploaded by the Principal Contractor to “Asbuilt” via the connections above.

It should be noted that the CDMc shall only review these files for Health and Safety content and all technical issues shall be reviewed in the RHUL Projects Office by a suitably qualified person before being passed to the CDMc. This will be the final review.

Appendix 1

Contents of the Construction Phase Plan

When drawing up the Construction Phase Plan you should consider each of the following topics. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase. **The level of detail should be proportionate to the risks involved in the project.**

1. Description of Project

- a. Project description and programme details
- b. Details of client, CDM co-ordinator, designers, principal contractor, and others
- c. Extent and location of existing records and plans relevant to H&S on site

2. Management of the Work

- a. Management structure and responsibilities
- b. Health and safety goals for the project and arrangements for monitoring and review
- c. Arrangements for:
 - Liaison between parties on site and consultation with the workforce
 - Exchange of design information between client, designers, CDMc, and contractors
 - Handling design change during the project
 - Selection and control of contractors
 - Exchange of health and safety information between contractors
 - Security
 - Inductions and on-site training
 - Welfare facilities and first aid
 - Reporting and investigation of accidents
 - Production and approval of risk assessments & method statements
 - Site rules (including drug and alcohol policy)
 - Fire and emergency procedures

3. Arrangements for Controlling Significant Site Risks

- a. Safety risks including:
 - Delivery and removal of materials (including waste), & equipment
 - Dealing with services – water, gas, electricity etc
 - Adjacent land use
 - Stability of structures whilst carrying out construction work
 - Preventing falls
 - Maintenance of plant and equipment
 - Work on excavations and poor ground conditions
 - Traffic routes and segregation of vehicles and pedestrians
 - Storage of materials (especially hazardous materials) and work equipment
 - Other significant risks
- b. Health risks including:
 - Contaminated land
 - Manual handling
 - Use of hazardous substances
 - Noise and vibration
 - UV radiation (sunlight)
 - Other significant health risks

4. The Health and Safety File

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

Appendix 2

Contents of the Health and Safety File

The health and safety file is for anyone wishing to carry out work on the structure in the future. It should allow the likely risks to be identified and addressed by those carrying out the work.

A brief description of the work activities carried out. *(Include photographs- particularly pre-backfilling or covering over)*

Residual significant hazards and how they have been dealt with *(e.g.: those that could cause multiple fatalities; surveys or other information concerning contaminated land or asbestos; water bearing strata; buried services; heavy or awkward elements with likely risks in handling; adjacent structures with stability problems; access difficulties and particular access problems like domed glass)*

Key structural principles incorporated in the design of the structures *(e.g.: unusual stability concepts; bracing; sources of substantial stored energy-including per post tensioned members; sequences or order of removal; alterations that have altered the structure; load transfer details; temp works envisaged to demolish)*

Design safe working loads *(e.g.: for footways, roads or car parks, floor or ground slabs, beams, arches, covers, floors and roofs, particularly where these may preclude placing scaffolding, access equipment or cranes etc)*

Any hazards associated with the materials used *(For example hazardous or flammable substances, lead paint, epoxy grouts; fungicidal paints; special coatings which should not be burnt off)*

Information regarding the structure's equipment and maintenance facilities and the removal or dismantling of installed plant and equipment *(For example lifting arrangements; designed-in lifting points; solutions for large or heavy or unusual items of plant, especially at height or below ground level)*

Health and Safety information about maintenance procedures or requirements, provided for cleaning or maintenance of the structure *(e.g.: safe permanent access; provision for temporary access; safe working methods, if unusual or difficult to manage)*

The nature, location and markings of significant utilities and services, including fire-fighting services.

Reference to any Operations or Maintenance Manuals associated with this structure or element.

Information and as-built drawings of the structure *(and appropriate as-built's of its plant and equipment if these affect health and safety) (Including, for example, the means of safe access to and from service voids, fire doors and compartmentation)*

Completion certificates *(Including fire alarm systems, sprinkler systems, electrical and gas)*

Reference to any associated soil or ground or environmental investigation results or reports.

EXAMPLES OF WHAT NOT TO INCLUDE IN THE HEALTH & SAFETY FILE

The pre-construction information pack or the construction phase plan

Risk assessments Construction Phase

Written systems of work Construction Phase

COSHH assessment Construction Phase

Details about the normal operation of the completed structure

Construction phase accident statistics

Details of all the contractors and designers involved in the project

Contractual documents or Information contained in other documents.

Information about structures or parts of structures that have been demolished.

Appendix 3

Clients Site Rules

Whilst it is the Principal Contractors duty to plan and manage the site, including the requirement to prepare and produce site-specific rules to assist him in his endeavours he should be reminded that the client has certain obligations and duties to carry out to control his site and therefore has certain requirements towards such rules as follows:

- No visitors or work of any kind is to proceed on site without prior authorisation by the site manager or appointed duty holder
- The Principal Contractor, sub-contractors and visitors shall comply with any existing site safety arrangements
- Contractors shall wear the appropriate PPE / RPE while working in or around the working site
- Suitable and adequate traffic management and control utilising banks-men as and where necessary
- No smoking on site.
- No alcohol or drugs on site
- The use of transistor radios, CD or tape players is strictly forbidden
- The use of mobile telephones in close proximity to educational classrooms during such educational periods is prohibited
- The burning of rubbish and other materials on site is strictly forbidden
- Use designated access routes only
- Report all accidents
- Work at height shall comply with the requirements of the Work at Height Regulations 2005 at all times
- Comply with all Permits and Safety Methodology Statements
- The creation of dust and fumes shall be controlled and monitored
- The Principal Contractor must maintain provision during the work being carried out to ensure the works do not hinder the Emergency services from carrying out their duties
- Ensure safe access and egress from the site at all times
- Apply a good standard of housekeeping. Check tools are locked away securely when not in use
- Maintain a high standard of vigilance towards the risk of attractive nuisance and vandalism

Appendix 4

RHUL Site Set up Requirements

Whilst the Royal Holloway University of London (RHUL) is aware that under the auspices of the Construction (Design & Management) Regulations 2007 (CDM2007) that the contractor designated as Principal or Main Contractor must control and manage Health and Safety on their site as they best think fit and in line with their Construction Phase Health and Safety Plan, there are certain legal notices and requirements that must be displayed on all construction sites no matter the size or complexity of the site.

In order that all sites may show a uniform approach to the initial set-up the following is required and requested as part of the client's requirements for work on site at the RHUL under the control of the Projects Department. This is suggested as a minimum standard only and shall not in any way impede or obstruct contractors own methods of setting up or controlling their sites as long as these methods are seen to be in excess of the standards shown below.

Site Notices

As you are aware there are certain notices that must be displayed at all times during the Construction Phase. These notices are required to be displayed at the entrance to the site and it is suggested that they be displayed either on or adjacent to the site entrance / Office Door or on a sheet of 12mm plywood adjacent to this door (arrangements can be made with the Projects Department to 'shrink to fit' and produce a laminated panel that fits exactly over a standard door and fixed in place for the duration of the construction phase). To this end the necessary documentation shall be presented to the Facilities Management Project Office in good time to enable this notice to be produced and laminated accordingly. In addition a suitable notice containing the full sized documents are required to be displayed elsewhere on site (primarily due to certain legal requirements of the HSE, especially towards the "Health and Safety at Work Poster"). It is suggested that the required full size notices will fit on a half sheet of 12mm ply and affixed adjacent to the site entrance.

The manner of displaying the information is as follows – The Company name across the top of the board shows who is working here, below this we have the statutory Health and Safety at Work Poster which must be displayed in all work places in the country. Next to this we have a notice complying with the Health and Safety (Safety Signs and Signals) Regulations 1996 indicating the Site Mandatory required PPE. Below this we have several A4 sized forms as follows – the notification to the HSE (F10); a copy of the required insurances, a copy of part 1 of the Safety Policy (statement of intent), a copy of the duly signed Declaration of Receipt of the RHUL Contractors Handbook and a copy of the contractors Site Rules (to incorporate the clients site rules) or the main points of the site induction. Additionally there needs to be a list of contact details (telephone numbers) for the Site Agent / Site Manager and the Contractors Project/Contract Manager (the "key holders" as mentioned elsewhere in the control of contractor's documentation).

Other Required 'Paperwork'

Whilst on the smaller project it is suggested that in the absence of a suitable site office a table be set up in the vicinity of the site entrance on this may be placed the signing in sheets or site register (ever person entering site is required to sign in and out of the site – this includes operatives, supervision, architects, designers, clients staff etc.). On this project which is a primarily outdoor project such an activity is impossible, therefore a suitable site office is required to contain these documents as the Principal Contractor may deem necessary. The primary reason for "signing in" is to ensure that at times of any emergency everybody known to be on site can be accounted for.

All other required documentation can be inserted in folders or other containers in such a way that ready access may be had by those required to see this documentation. This includes but is not restricted to the following which of course must be in place from the start of the construction phase.

- The Construction Phase Health and Safety Plan
- A record of Site Inductions – every person entering site must attend a full site induction before carrying out any work and this must be recorded. In some cases contractors may not have the time to induct short term visitors and may accompany them during their visit – there is no problem with this as long as they are made aware that in view of this lack of an induction they must be accompanied at all times and it is recorded.
- Copies of proof of competence not attached to the above.
- Certificates of maintenance etc. for all plant and equipment in use on site.
- Copies of any and all Risk Assessments pertaining to work to be carried out on or around the site.
- Copies of any and all Method Statements pertaining to work to be carried out on or around the site.
- Copies of other assessments pertaining to this work – COSHH, noise etc.
- Proof that the operatives have read (or had read to them if required), had chance to discuss and ask questions and that they understand the requirements of these Risk Assessments and Method Statements and will work strictly in accordance with them at all times.
- Copies of any required permits for any high risk activities; this is as well as the copy that should be carried by the operative actually carrying out the work.
- A copy of the Site Rules (if this is not displayed as above)
- Fire & Emergency Procedures not contained within the Construction Phase Plan
- Any traffic plan for the site.
- A Site Diary
- A list of designated first aiders for the site and how they may be recognised and the location of the first aid bag.
- Any drawings and documentation required for the works to be carried out – if these drawings are taken to a location on site a means should be used to indicate where they may be.
- Any other documentation deemed prudent by the Projects Manager, Safety Department etc. to assist in the general safety of the site.

And finally depending on the size of the contract / site a number of sets of Safety helmets, Hi-viz vests and other mandatory PPE marked for the use of visitors only.

As this documentation is, in some cases, a legal requirement, it is important that it is kept in a dust and dirt free environment and out of inclement weather at all times. Additionally this table should not be considered a welfare area, a work bench or for any other reason save that of its required duty

Pictorial Depiction of Site Board

PRINCIPAL CONTRACTORS NAME / LOGO				
Health & Safety At Work Poster				Pictorial depiction of Site Mandatory PPE e.g. Safety Helmets, Safety Footwear, Hi – viz vests (note: what is shown on here <u>must</u> be worn on site at all times. If the situation changes as work progresses then a written risk assessment must be carried out by the Site Agent and a change introduced on here – e.g. removal of Safety Helmets; blank it out with some tape)
		Contract Manager		
		John Smith		
		Tel: 07770 123456		
		Site Agent		
		A.N. Other		
Tel: 07543 987654				
Signed declaration of receipt of RHUL Contractors Handbook	Notification to HSE (F10) (If required)	Copy of Insurance Document	Part 1 of Company Safety Policy (notice of intent)	Main points of Site Induction / Site Rules

Appendix 5**Site Waste Management Plan****NOTES ON COMPLETION OF SITE WASTE MANAGEMENT PLAN**

(this is not part of the Site Waste Management Plan but is provided to assist in its completion)

This Site Waste Management Plan (as required under the Site Waste Management Plans Regulations 2008 (S.I. 2008 No 314) and consists of several forms to be completed during the Construction Phase of any Project with an overall value of £300000 or more.

It consists of primarily four forms, two to be completed before the actual start on site and one which forms the main body of the plan and should be repeated as required to maintain a 'working copy' of all waste transfers from the site during the Construction Phase of the project.

The final form 'closes out' the plan indicating any variation from the estimates for waste or for any other reason that may affect the disposal of such waste. This also indicates how and where the 'Plan' should be disposed of under the requirement of the above mentioned law.

Whilst generally the forms are self-explanatory the following may assist the Site Manager / Site Agent to complete them properly as required, bearing in mind that the proper completion of this 'plan' is a legal requirement and the penalties for non-compliance can be severe.

Project Details

This form need only be completed once at the beginning of the construction phase of the project. It covers such things as what is happening, where it is happening and who is responsible to ensure that it does happen.

It contains a short section to enable a brief overview of the project to be compiled including any specific considerations such as adjacent activities that may affect the project. It then goes on to indicate the estimated cost of the project (this may affect the completion of the plan) and the expected start and completion dates.

This is followed by a section covering an estimation of the possible waste that will be produced and its eventual disposal. Whilst it is not expected to be totally accurate in its measure of the waste expected a good contractor should be able to closely estimate (within his experience) the amount of waste a similar project would produce. In addition the expected disposal of this waste should be given e.g. to landfill or reused / recycled on or off site.

Finally this form indicates the required statement that both the client and the Principal Contractor shall take all reasonable steps to ensure that waste shall be handled both efficiently and appropriately. This should be signed by a representative of both the client and the Principal Contractor.

Waste Carrier and Waste Disposal Sites

Again this is a 'once only' form to indicate both who will remove the waste, if they are licensed (registered) and the types of waste they are authorised to 'carry'. The second part of the form indicates where the waste will be transferred to and any environmental permit issued to that site.

The bottom of this form indicates and reminds that the Site Waste Management Plan must be kept on site during the construction phase and must be available for all contractors involved to inspect.

Waste Removal Form

This form may be considered to be the main part of the plan in that it is used throughout the construction phase to record any and all waste generated on site and removed from there, where it goes and how it is disposed of. Obviously one form would not cover the complete construction phase and it is designed to be produced and used in an on-going manner to record all such waste removed.

Outside the table there are sections to cover start / end date and page number. Within the form there are sections to indicate the date of removal, the type, the amount, who is removing it, a reference to the waste transfer note (without which the waste must not be removed), the return of the relevant section of the transfer note and the means of disposal of the waste, finally completing with the name of the driver of the vehicle that removes the waste. The majority of this form is self-explanatory but certain sections need to be expanded on to assist in its completion as follows-

- Whilst weighing the amount of waste is impractical on most sites, noting the size and type of container (e.g. 8 yard skip) gives a reasonable approximation as long as the amount in the container is noted (e.g. full 8 yard skip or half full 20 yard skip).
- The name of the carrier need only be a short description – the full name etc. is contained on the previous form.
- The reference number of the waste transfer note must be indicated and where possible a copy of the note retained. On completion of disposal of the waste the relevant section of the transfer note needs to be returned to site so that the 'duty of care' for the waste may be duly closed out, the date of this return adequately records this. Any and all waste transfer notes (or copies thereof) must be retained on site at all times and accompany the 'plan' during its eventual disposal.
- The disposal of the waste should be recorded as 'reused' (on or off site), 'recycled' (on or off site), sent for any other kind of recovery (on or off site), sent to a landfill site or otherwise disposed of. The disposal site should be indicated where possible with the full address being indicated in the previous form.
- Finally and most importantly the name (and possibly the vehicle license number) should be recorded so that any discrepancies or problems may be traced.

It is suggested that the Site Manager / Site Agent use some form of 'shorthand' to indicate the above however if he does a record of the shorthand used should be recorded with the plan.

Sign Off Form

The final form should, as indicated, be completed to indicate that the 'plan' has been monitored correctly, and indicates any difference between actual and estimated waste quantities. It also shows if any deviations from the original 'plan' occurred and the cost savings to the project by use of the Site Waste Management Plan. This form is completed by the site Manager / Site Agent and the Principal Contractors Project / Construction Manager to indicate that the above has been complied with as far as is reasonably practicable.

A reminder is inserted at the bottom of the plan to indicate the final disposal of the 'Plan' – one copy to be retained by the Principal Contractor at his main place of business; a copy to be forwarded to the CDMc for checking and onward transmission to the clients Environmental Department, with a final copy being forwarded to the Project Manager / Contract Administrator for his records. All copies should be retained either on site or at the PC's main place of business for a minimum of two (2) years.

SITE WASTE MANAGEMENT PLAN

as required under the Site Waste Management Plan Regulations 2008 (SI 2008 no. 314)

Project Details:

Project Title:					
Location:					
Client:					
Contact:				Contact Number:	
Principal Contractor:					
Contact:				Contact Number:	
Details of Project – Overview:					
Additional Considerations:					
Estimated Cost of Project:		Estimated Start Date:		Estimated Completion Date:	
Estimated Waste and Disposal Plan:					
<p>Both the client and the Principal Contactor agree that they will take all reasonable steps to ensure that</p> <ul style="list-style-type: none"> a) All waste from the site shall be dealt with in accordance with the waste duty of care as indicated in Section 24 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991 and that all such materials shall be handled efficiently and appropriately. b) Materials will be handled efficiently and waste managed appropriately. 					
Client:				Principal Contractor:	

Waste Carrier and Waste Disposal Sites (to be used for this Project):

Authorised Waste Carrier Company:	Registration Number:	Type of Waste Authorised to Carry:

Waste Disposal Site (address):	Waste Carrier Using this Site:	Environment Permit No (if site exempt state exempt):

It should be noted that during the Construction Phase this Plan must be kept in the Site Office (or if there is no site office, on site) at all times and must be available to any contractor carrying out work described in it.

Sign Off Form

In accordance with the requirements of the Site Waste Management Plans Regulations 2008 (S.I. 2008 No 314) within three (3) months of the work being completed the Principal Contractor must complete the section below

<p>I confirm that the plan has been monitored on a regular basis to ensure that the work has progressed in accordance with the plan and that it was updated in accordance with the requirements of the Site Waste Management Plans Regulations 2008</p>		
<p>Total waste removed from the site differs from the estimated amount given in the table above as follows:</p> 		
<p>The disposal of waste did not deviate from the plan except for the following reasons:</p> 		
<p>It is estimated that the use of this plan and the control of waste removal by it has saved the project:</p>		
<p>Site Manager / Site Agent</p>	<p>Signature</p>	<p>Date</p>
<p>Construction / Project Manager</p>	<p>Signature</p>	<p>Date</p>
<p> </p>		

Following completion of this plan it must be kept at the Principal Contractors principal place of business for a period of two (2) years. Additionally copies should be forwarded to the Construction (Design & Management) Coordinator and the Project Manager / Contract Administrator.