

# PRE CONSTRUCTION PHASE HEALTH & SAFETY PLAN



## PROJECT

**RESIDENTIAL DEVELOPMENT OF 12 NO HOUSES OFF  
PARADISE STREET, HADFIELD, GLOSSOP**

*Prepared for The Client*  
**Cheshire Acres Limited**

*Principal Designer:*  
**LHG Projects Limited**

*Prepared by:*



*Date: 23 Feb 2016*

*Document consists of 21 pages including Appendices.*

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## 1.0 Introduction

The Pre Construction Information Plan is the foundation upon which the health and safety management of the construction phase of a project needs to be based. In line with the duties specified in the Construction (Design and Management) Regulations 2015 (CDM 2015), the Principal Contractor must understand the requirements and accept responsibility for the development of the plan.

In addition to the detail provided under this Pre-tender Health and Safety Plan, the developed plan must cover the following areas:

- (a) The approach to be adopted for managing health and safety throughout the construction phase.
- (b) Assessment requirements under the Management of Health and Safety Regulations 1999.
- (c) Common site arrangements.
- (d) Arrangements for requirements under the CDM 2015, i.e.
  - Competency in all appointments
  - co-operation between contractors
  - compliance with H & S rules in plan
  - control of unauthorised persons on site
  - display of legally required notices
  - provide required information to Planning Supervisor
  - bring rules to attention of relevant persons
  - provide information, instruction and training
  - provide facility for discussion and consultation

## 2.0 Health, Safety and Welfare Objectives

The Client, The CDM Advisors and the Principal Designer believe that sound Health and Safety Management is the key to the Principal Contractor providing services which are, *so far as is reasonably practicable*, free from risks to employees, sub-contractors, general public and others who may be affected by their operations. As such they must aim to construct, complete and maintain works:

- within specified periods
- in accordance with designs and specifications
- having due regard to welfare of staff
- without putting anyone at significant risk

## 3.0 Project Arrangements

### 3.1 Management

The Health and Safety management structure must be clearly laid out. Responsibilities of the project team must be detailed in the Company's Health and Safety policy.

The Principal Contractor is required to direct all site activities by constant on-site supervision.

### 3.2 Standards

The health and safety standards for the project shall be, as a minimum, those required by the relevant legislation:-

*The Health & Safety at Work etc Act 1974*  
*The Management of Health & Safety at Work Regulations 1999*  
*The Construction (Design and Management) Regulations 2015*  
*The Provision and Use of Work Equipment Regulations 1998*  
*The Manual Handling Operations Regulations 1992*  
*The Electricity at Work Regulations 1989*  
*The Control of Substances Hazardous to Health Regulations 2002 (As amended)*  
*The Personal Protective Equipment at Work Regulations 1992*  
*The Lifting Operations and Lifting Equipment Regulations 1998*  
*The Confined Spaces Regulations 1997*  
*The Control of Asbestos Regulations 2012*  
*The Regulatory Reform (Fire Safety) Order 2005*  
*The Health and Safety (First Aid) Regulations 2013*  
*The Control of Noise at Work Regulations 2005*  
*The Reporting of Injuries, Diseases & Dangerous Occ. Regs. 2013*  
*The Work at Height Regulations 2005*  
*The Control of Vibration at Work Regulations 2005*  
*The Waste (England & Wales) Regulations 2011*  
*ATEX EU Directives 99/92/EC & 94/9/EC*  
*DSEAR 2002*

All other relevant and current Regulations, ACOP'S and Guidance Notes to be observed.

### 3.3 Information for Sub-Contractors

Sub-Contractors should be informed of the risks associated with the surrounding operations by pre-start induction training and regular 'on-the-job' communication.

### 3.4 Selection Procedures

**Suitable arrangements must be put in place to ensure the competence of all sub-contractors.** This will take the form of questionnaires, interviews, examination of current working practices and evaluation of qualifications and experience. Materials and equipment must be evaluated by examination of suppliers' information to ensure safety in use. Training and information should be provided as necessary.

### 3.5 Communication and Co-operations

Regular site meetings of relevant parties should be convened to ensure adequate liaison and communication of health and safety matters.

Co-operation from all construction workers must be encouraged by regular 'on-the-job' consultation and involvement in day-to-day health and safety activities such as inspections and reviews.

### 3.6 Information and Training for People on Site

Suitable arrangements shall be made to ensure that all construction workers are given health and safety information and training relevant to the project. A checklist shall be introduced to facilitate this arrangement. Such information shall include:

- Method statement details
- Risk assessment details
- Permit Systems
- Relevant Parts of the H & S Plan
- Project specific awareness training
- Display of statutory notices
- Site induction
- Regular Toolbox Talks on relevant Health and Safety Topics
- Etc.

### 3.7 Arrangements for Monitoring

Effective monitoring of the health and safety situation throughout the project need to be carried out by:

- Pro-active inspections, samples and tours to defined rotas.
- Review of any accidents and thorough investigations to ensure adjustments to procedures to prevent recurrence.
- Documented inspections as required under the CDM 2015 Regs.
- Monitoring the effectiveness of procedures by regular management review meetings.
- Appropriate Health Monitoring to be conducted
- Monitoring the actual performance of sub-contractors and reviewing against the expected performance from selection arrangements.
- Examination of health and safety standards achieved against project targets etc.

### 3.8 Any accidents or dangerous occurrences must be reported to the Principal Designer/CDM Advisor. This is in addition to statutory requirements.

#### **4.0 Project Details**

4.1 **Project:** Residential Development off Paradise Street, Hadfield, Glossop

4.2 **Client:** Cheshire Acres Limited  
3 Hawthorn Lane,  
Wilmslow,  
Cheshire  
SK9 1AA

Contact: Tel: 01625 525553

4.3 **Principal Designer:** LHG Projects Ltd  
20 Glen Park Road  
Wallasey  
Merseyside  
CH45 5JG

Contact: TBC  
Tel:

4.4 **Principal Contractor:** Cheshire Acres Limited  
3 Hawthorn Lane,  
Wilmslow,  
Cheshire  
SK9 1AA

Contact: TBC  
Tel: 01625 525553

#### **4.5 Designer**

There is no other designer associated with this project at this time.

4.6 **Site Location** Paradise Street,  
Hadfield,  
Glossop,  
Staffordshire  
SK11 0SQ

#### 4.7 **Description of Work:**

Development of 12 No detached and semi-detached houses on land adjacent to Paradise Street, Hadfield.

#### 4.8 **Programme of Work:**

Provisional start date for the project is on or shortly after 22 April 2015. This is a 30 week + project with estimated completion for mid November 2015. (Timings subject to change)

4.9 **Notification to HSE**            The project will be notified in accordance with the CDM 2015 Regulations by electronic means.

Notification made on: TBC

**Local HSE Office**            Lyme Vale Court  
Lyme Drive  
Parklands Business Park  
Newcastle Road  
Trent Vale  
Stoke on Trent  
ST4 6NW

#### 4.10 **Statement of Policy Objectives**

To carry out the works in a controlled manner, within the timescale set out, and to the design and specification set out in the approved plans submitted for planning application which has subsequently been approved.

This will be done with due regard to Health, Safety and welfare of staff and to the environment in general.

In addition, to ensure the Health and Safety of all persons who may come into contact with any aspect of the work and to leave the site safe and without any significant residual hazards.

### 5.0 **Existing Environment**

5.1 The site is situated in a semi-rural location on land accessed via Paradise Street at the Southern end of the site. To the East of the site are houses on Bank Street with their rear gardens facing towards the site. West side of the site is scrub land

There is also a bowling green on the southern edge of the site.



## **5.2 Planning restrictions that affect safety**

None identified at this time

## **5.3 Existing services**

Plans are to be obtained from the various utilities companies to ascertain the location of any services within the project area

All services must be identified within the project area before excavations and any Pile Driving takes place

## **5.4 Access and restrictions on access to the site**

5.4.1 Access to the site is to be strictly controlled at all times for both vehicles and pedestrians who must be booked on and off the site.

5.4.2 There is to be a separate vehicle access and pedestrian access to the site and only one of each which must be clearly indicated.

5.4.3 Access to the site will be approached from the south side of the site via Paradise Street. Contractor vehicles will park in the designated parking area as allocated by the Principal Contractor.

## **5.5 Existing structures**

5.1 Other than the properties identified to the West and South of the site there are no existing structures on the development area itself.

## **5.6 Existing Ground Conditions**

TBC – ground surveys to be conducted

## **6.0 Available Drawings**

Drawings are available for the project and are to be identified in the Drawing List in the Construction Phase H&S Plan. These will be issued to sub-contractors as required.

## **7.0 Existing Health & Safety Files**

There is no existing Health and Safety File, however, this is to be developed throughout the project and completed at the end.

## **8.0 Design Information**

8.1 Significant Health & Safety Hazards

- ***Outsiders in danger zone – Operatives, Visitors, and members of the public*** - Suitable arrangements must be introduced to prevent unauthorised persons entering the site work areas. This is to take the form of Hoarding, Heras Fencing etc. to secure the whole site.

The perimeter security fencing etc. is to be checked on a daily basis (documented) to ensure it remains intact, suitable and secure.

Where appropriate security guards are to be posted.

- **Work at Height** – All work at height must conform to the requirements of the Work at Height Regs. 2005. This includes both the erection and use of safe work platforms/scaffold and use of MEWP's etc.

Scaffold structures must be erected to specification and formally handed over to the Principal Contractor as such, certificated. In additions to this, statutory inspections must also be conducted i.e. every seven days.

A Scaff-Tag system is to be adopted.

Internally the use Podium steps should be used in preference to normal stepladders.

Where appropriate, the use of harnesses and lanyards/work restraints and fall arrest equipment is to be used to prevent injuries from falls. The type of equipment used is to be determined through risk assessment.

In all cases any falls from height risks must be illuminated/prevented

#### ***Risk of Fire –***

- ***General*** – The Principal Contractor is responsible producing a fire risk assessment for the site which indicates the all the appropriate firefighting facilities, assembly areas and management systems.

Fire exits, firefighting equipment and assembly areas are to be indicated on the site plan.

- ***Hot work*** – Where hot working is used i.e. drilling, cutting welding, soldering etc, then it must be controlled by the Principal Contractor and subject to a Hot Work Permit system, Hot Work procedure and precautions, as well as an emergency plan to be in place in case of a fire.

During the design phase of this project, every attempt should have been made to minimise hot works wherever possible.

All hot work should cease 1 hour prior to the end of shift and the area be checked prior to leaving site one hour later.

The Principal Contractor must provide their own appropriate Fire Extinguishers in the immediate proximity, and on no account must the Client's extinguishers be used except in the event of an emergency.

- **Manual Handling** – Where possible/practical mechanical lifting equipment must be used for objects over 25 kgs. All work to conform to the Manual Handling Regulations and the relevant risk assessments.

The methodology for lifting must be planned and agreed prior to start, as there must be control at all times.

Manual Handling is the number 1 cause of injury in this country and must not be paid lip service too.

- **Slips Trips and Falls** – Good housekeeping and work methods must be used to control and prevent this hazard which accounts for a significant number of workplace injuries.

Loose/damaged floorboards are to be secured/repared where necessary.

- **Security** – The Principal Contractor must ensure that his work areas are secure at all times. Security arrangements to prevent unauthorised access in or outside working hours must be introduced and maintained.
- **Noise** - levels of noise must be kept to a minimum. Exposure must be controlled by suitable PPE for staff, and any other persons entering the area.  
There are a number of areas where the noise levels during operation are in excess of the 85db(A) – the wearing of hearing protection is mandatory whilst the plant is in operation.
- **Dust**- The generation of a dust must be avoided where possible by using tools with fitted extraction and/or dust collection where possible.

Appropriate measures must be established to ensure any dust is contained in the working area and not contaminating any other public areas.

Ideally, cleaning should be conducted using a suitable vacuum cleaner

- **Vibration** – The use of vibratory tools and equipment must be

controlled, and no person must be exposed to levels of vibration greater than those laid down in the current Vibration at Work Regulations 2005.

- **Harmful substances** – materials likely to be encountered will be:
  - General dust
  - Wood dust
  - Brick dust
  - Lime
  - Silica Dust
  - Concrete/Cement
  - Adhesives
  - Various Paints
  - Plaster

- **Electricity** – All electrical equipment should be 110v and PAT-Tested.

User checks of electrical equipment is to be undertaken

Any live services must be located and adequately protected for the duration of the works.

- **Fire – Fire Risk Assessment** – The Principal Contractor is to prepare a site Fire Risk Assessment covering all the fire risks associated with the works.

The control measures identified must be adopted and the assessment must be subject to regular review to ensure that the changing conditions of the works are covered at all times by a robust emergency plan. This includes the electrical works.

There must be fire extinguishers suitable for the type of fire that might occur in the assessed locations at all times, to be provided by the Principal Contractor.

Emergency exit routes must be maintained at all times.

- **Traffic Management** – A simple written plan must be drawn up for all vehicular activities and implemented for the works.

Pedestrians and vehicles should be separated where at all possible. Suitable signage to be erected at all required points and regularly monitored for continued compliance.

Site speed limits and traffic control measures must be adhered to at all times.

All contractor vehicles must be parked in the designated parking areas at all times unless the client has given special dispensation.

- **Lifting Operations** – Lifting must conform to the requirements of the Lifting Operations and Lifting Equipment Regs. 1998 (LOLER).

Any lifting operations must be planned by an Appointed Competent Person and a lift plan produced.

Under no circumstances is any lifting equipment to be used outside its safe working load (SWL) capacity.

Lifting equipment is to be appropriate for the type of lifting being conducted and have appropriate inspection conducted as required under LOLER.

- **Alcohol, Drugs** – Contractor Employers must closely monitor their staff, and not allow anyone to work who is under the influence of either alcohol or drugs.

Anyone considered under the influence must be removed from site immediately.

## 8.2 **Sequence of Work**

To be established

## 8.3 **Method statements and risk assessments should cover**

- 8.3.1 Work at height
- 8.3.2 Lifting operations for individual equipment items.
- 8.3.3 Manual Handling
- 8.3.4 Hot Works
- 8.3.5 Excavations
- 8.3.6 MEWPS
- 8.3.7 Use of Hand Tools
- 8.3.8 Dust Suppression
- 8.3.9 Scaffolding
- 8.3.10 Mechanical works
- 8.3.11 Electrical works
- 8.3.12 Roof Works
- 8.3.13 Pile Driving

## 8.4 **Hazardous Materials/Substances**

8.4.1 The Principal Contractors must develop this section when material specifications are confirmed.

8.4.2 Hazardous substances:

COSHH Assessments and Material Safety Data Sheets are required for all hazardous substances used in this project.

Where any dust is generated from machines, extraction is to be implemented where practical.

Dust that is generated from dry windy conditions on site, dampening measure are to be implemented to ensure dust generated from the site does not leave the site.

8.4.3 Waste is to be disposed of in accordance with local and notional requirements and legislation, and at all times controlled. This must be reflected in the Construction Phase Plan.

8.4.4 Recycling is to be adopted where possible to minimise waste to landfill site.

## 8.5 Site Wide Elements

8.5.1 The Principal Contractor is responsible for establishing appropriate welfare facilities to include both toilet and canteen/rest facilities with hot and cold running water in accordance with the CDM 2015 requirements.

These facilities must be used in the prescribed manner and kept in a clean condition at all times.

8.5.2 Smoking restrictions will be clearly identified at the induction; there is a NO SMOKING rule within any building.

Smoking is only allowed in designated smoking area

8.5.3 *Unloading and storage areas*: Principal Contractor is to identify appropriate loading and unloading areas and laydown areas. These are to be identified on a site plan.

8.5.4 *Traffic/pedestrian*: Segregation is key in this area and each work area should be cordoned off and be under the control of the Principal Contractor during the work period. As each area may be an emergency escape route from an adjacent area, then these must remain negotiable in an emergency and must be left clear at all times.

8.5.5 *Unloading by lifting of equipment by crane etc.* will be carried out by the Principal Contractor, authorised staff ONLY.

8.5.6 Wheel wash facilities to be used to prevent vehicles leaving the site in a muddy condition and contaminating local roads etc.

8.5.7 *Provision and use of work equipment:* Any equipment brought on the site by contractors must be fit for purpose and in good condition. It will be for their sole use and they will have ultimate responsibility for maintaining such equipment in safe working condition at all times.

8.5.8 *Other considerations:* The Principal Contractor will develop the Construction Phase Health & Safety Plan originated by this Pre-Construction Health and Safety Information, Principal Designer/CDM Advisor. The plan will include:-

- Site Induction
- Provision of all required PPE
- Appropriate welfare facilities
- Ensure that all risk assessments have been conducted prior to work commencing and that a documented safe work method has been put in place and that all persons associated are both aware and signed up to it.
- Ensure that all operatives working on site are competent and have evidence accordingly.
- Ensure only authorised persons have access into the site work area.
- Ensure that all contractors have been inducted.
- Ensure that good housekeeping is maintained throughout the duration of the project thereby eliminating the possibilities of slip, trips and falls.
- Ensure that all appropriate Permits have been obtained on the required basis and prior to any work commencing.

## **9.0 Site Restrictions**

### *9.1 Restrictions on Time*

No construction work at the site will be permitted to take place outside the following hours:

- 0700 hours to 1900 hours Monday to Friday
- 0800 hours to 1600 hours on Saturdays
- At anytime on Sundays or Public Holidays except by agreement with the local planning authority
- All deliveries will be limited to the above hours

Any equipment which needs to be operated outside the specified hour shall be acoustically screened in accordance with a scheme to be agreed with the local planning authority.

### *9.2 Restriction on Access to compounds and work sites.*

9.2.1 Only authorised vehicles

9.3.1 Only site inducted personnel allowed on site and must fulfil registering conditions. Site induction to be given by the Principal Contractor.

#### 9.4 *Other Restrictions*

9.4.1 Where possible and practical lifting operations should be with mechanical aids to reduce manual handling and designers should ideally avoid materials with weights in excess of 25 kgs. Ref. HSG 149.

9.4.2 Hot works must be covered with a Hot Work Permit.

9.4.3 The erection of work platforms and other scaffolding must be carried out as per the National Access and Scaffolding Confederation and the Health and Safety Executive guidelines (SG 4:10), and the Work at Height Regulations 2005.

Access points on scaffold platforms should be protected by inward opening gates to restrict open edges.

All controls for work at height must conform to the Work at Height Regulations 2005 and the hierarchy of control must be followed. PPE is to be used only as a means of last resort.

9.4.4 The relevant contractor Supervisor must be responsible for controlling the daily scope of work and liaise with the Project Manager.

9.4.5 The Principal Contractor must identify clearly in his developed Plan how he will control risk, and detail his management organisation and systems, and how he will implement controls and monitor them.

Sub-contractors must be competency assessed and their risk assessments and methods must be approved by the Principal Contractor prior to start of work.

9.4.6 Normal construction hazards that are recognised by competent Principal Contractors and other Sub-Contractors familiar with this site and its procedures are not detailed in this document. Only competent contractors should be employed, and must be assessed as such prior to appointment.



## 10.0 Site Rules

10.1 The Principal Contractor is to clearly set out the site rules which identify the minimum safety standards required for the site i.e.

- All staff to be inducted onto the site
- **Minimum** Clothing Standard – Long Trousers, T shirts (No Shorts)
- **Minimum PPE** – Hard Hat, Hi-Vis Vest, Safety Footwear
- No Smoking
- Vehicle Parking Restrictions
- Etc.

## 10.2 *Written method statement standards*

No matter how detailed or brief a written method statement is it must fulfil the following requirements, following a suitable and sufficient risk assessment:-

- 10.2.1 Full understanding of what is required and tasks to be performed following a suitable and sufficient risk assessment.
- 10.2.2 Show that best possible work practices and HSE guidance are followed and best professional techniques are used.
- 10.2.3 Potential hazards are identified and what steps are to be taken to control/minimise these.
- 10.2.4 Personnel are competent to undertake the tasks involved and are aware of safety procedures relevant to their trade or profession and are committed to observing them. Where this is not so then suitable training and instruction must be given.
- 10.2.5 An accountable management/supervisory structure is in place on site to ensure work is efficiently and safely carried out according to project rules.
- 10.2.6 Recorded monitoring/inspection on a regular basis carried out, and remedial actions undertaken where appropriate.

## 10.3 *Emergency Procedures*

The Principal Contractor shall inform the Client and Principal Designer of all accidents and near misses that occur on or immediately adjacent to the site, that are as a result of any aspect of the project. This is in addition to his duties under the RIDDOR Regs. 1995.

**HSE INCIDENT CONTACT CENTRE**  
**Caerphilly Business Park**  
**Caerphilly**  
**CF83 3GG**

**Telephone 0845 3009923**  
**Fax. 0845 3009924**  
**or [www.riddor.gov.uk](http://www.riddor.gov.uk)**

The Principal Contractor will ensure that his H&S Plan includes procedures for emergency and that trained personnel are available for First Aid.

The Client has indicated that the site First Aid facilities are available.

#### 10.4 *Contractor Design Works*

Any changes to design or to the method or sequence of work should be agreed at formal site meetings that will be held on a regular basis between the relevant appointed Project personnel.

#### 10.5 *Health & Safety File* *See Appendix 2*

The Health and Safety File will be compiled by the Principal Designer/Principal Contractor/CDM Advisor with additional information supplied by contractors.

The File will be handed to the Client at the end of the Project.

**CDM Project Advisor:**

**COMPANY NAME:** Common Sense Safety Solutions Ltd

**CONTACT:** Nigel White CMIOSH

**ADDRESS:** Pioneer House  
Pioneer Business Park  
North Road  
Ellesmere Port  
Cheshire  
CH65 1AD

**TELEPHONE:** 0151 550 4595

**MOBILE:** 07775 449350

**E- MAIL** [nigel@cssafetyolutions.co.uk](mailto:nigel@cssafetyolutions.co.uk)

## HEALTH AND SAFETY FILE GUIDANCE FOR PRINCIPAL CONTRACTORS ON CONTENTS

When putting together the H & S File, you **should** consider including information about each of the following where they are relevant to the health and safety of any future construction or maintenance work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

1. Brief description of the work carried out and details of the Project responsible companies.
2. Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).
3. Key structural principles (for example, bracing, sources of substantial stored energy- including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
4. Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).
5. Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling).
6. Health and safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
8. Information and as-built drawings of the structure, its plant and equipment (for example, the means of access to and from service voids, fire doors and compartmentalisation etc).

The file **does not** need to include things that will be of no help when planning future construction work, for example:

- The pre-construction information or construction phase plan.

- **Construction phase risk assessments, written systems of work, (unless these systems of work impact on future operations, e.g. demolition), and COSHH assessments.**
- **Details about the normal operation of the completed structure.**
- **Construction phase accident statistics.**
- **Contractual documents.**
- **Information about structures, or parts of structures, that have been demolished- unless there are any implications for remaining or future structures, for example voids.**
- **Information contained in other documents, but relevant cross-references should be included.**

**Some of the above items may be useful to the Client, or may be needed for purposes other than complying with the CDM Regulations, but the Regulations themselves do not require them to be included in the file. Including too much material may hide information about risks.**