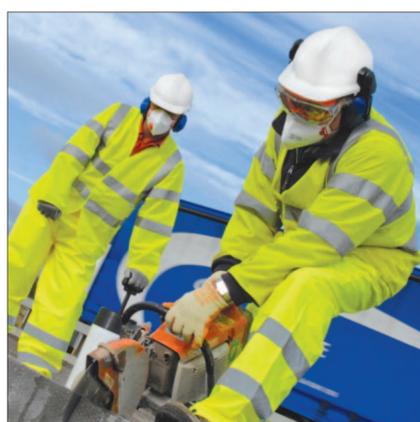




Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about preventing people getting hurt at work or becoming ill through work. Your employer is responsible for health and safety, but workers must play a part.



What employers must do

- 1 Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- 2 Let you know who is responsible for making this happen.
- 3 Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- 4 Give you the health and safety training you need to do your job, free.
- 5 Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- 6 Provide you with toilets, washing facilities and drinking water.
- 7 Provide adequate first aid facilities.
- 8 Report injuries, diseases and dangerous occurrences at work to the Incident Contact Centre:
0845 300 99 23
- 9 Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- 10 Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

What workers must do

- 1 Use any work items your employer has given you, as you have been trained to do.
- 2 Take reasonable care of your own health and safety and other people's.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

If there's a problem

- 1 Talk to your employer or supervisor. If you are not satisfied, you can contact HSE or your local council.
- 2 Call HSE's Infoline to get information about health and safety in confidence. Infoline can also tell you how to contact the enforcing authority for health and safety in your workplace and your local Employment Medical Advisory Service:
0845 345 0055
- 3 If you are worried about your employer, you can speak to us confidentially and without giving your name.
- 4 Look at HSE's website for further advice:

www.hse.gov.uk

Your health and safety representatives:

Other health and safety contacts:

Fire safety

You can get advice on general fire precautions etc from the Fire Brigade or your fire officer.

Employment rights

You can find out more about your employment rights on the Directgov website at:

www.direct.gov.uk

Provision of welfare facilities during construction work

HSE information sheet

Construction Information Sheet No 59



Introduction

This information sheet is for dutyholders involved in construction work. It replaces previous guidance contained in *Provision of welfare facilities at transient construction sites* and in *Provision of welfare facilities at fixed construction sites*. It gives guidance on the **minimum** welfare facilities that must be provided or made available to workers on construction sites.

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

General duties (Construction (Design and Management) Regulations 2007)¹

Clients

If you are a client (but not a domestic client, ie you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

CDM coordinators

You should give suitable and sufficient advice to the client on the measures needed to ensure that suitable welfare is provided during the construction phase.

Principal contractors

You should make sure that suitable welfare facilities are provided from the start and are maintained throughout the construction phase.

Contractors (including the self-employed)

In all cases you should ensure that there are adequate welfare facilities for workers under your control.

Planning

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

Installing and removing from site

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

Positioning on site

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

Toilets

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

Washing facilities

Provide washing facilities next to both toilets **and** changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, eg working with lead or asbestos or tunnelling in compressed air.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Rest facilities

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (eg a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

Smoking

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles. Further information is available at

www.smokefreeengland.co.uk,
www.clearingtheairsotland.com and
www.smokingbanwales.co.uk.

Heating

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- providing adequate combustion ventilation (provide fixed grilles at high and low level);
- checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- checking that cylinders are properly turned off when not in use;
- using wall or ceiling-mounted carbon monoxide detectors.

Use of alternative facilities for transient construction sites

For the purpose of this information sheet, a transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, eg major roadworks, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

Table 1 gives an indication of the options available, in order of preference, for providing welfare facilities for transient construction sites.

Table 1 Welfare facilities: the options

Type of installation	Additional notes
1a Fixed installation: connected to mains drainage and water.	Order of preference: ■ on site; ■ at a base location; ■ at a satellite compound. NB This may include the pre-arranged use of private facilities. Permission, preferably in writing, should be obtained from the proprietor in advance of the work starting. The use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
1b Portable water flushing units with water bowser supplies and waste storage tanks.	
2 Portable installation on site.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
3 Suitably designed vehicle.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
4 Facilities which are conveniently accessible to the worksite (includes public toilets).	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
5 Portable installation near site.	Incorporating a chemical toilet, washing facilities and sufficient tables and seating.

References

1 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144* HSE Books 2007 ISBN 978 0 7176 6223 4

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

Further reading

Health and safety in construction HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4
Fire safety in construction work HSG168 HSE Books 2010 ISBN 978 0 7176 6345 3

BS 6465-1: 2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*

Further information

Visit www.hse.gov.uk/construction for more specific information on CDM 2007 and health and safety in the construction industry, including a link to additional guidance for CDM dutyholders developed by the construction industry.

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@connaught.plc.uk or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This information sheet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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**KIRKLEES COUNCIL
PHYSICAL RESOURCES & PROCUREMENT**

DESIGNERS RISK ASSESSMENT – SITE WIDE

Work Location: FLINT STREET NORTH, FLINT STREET, HUDDERSFIELD HD1 6LG

**Project Title: Flint Street North, Huddersfield
Demolition and Site Clearance**

Project No: CLA550265

**KIRKLEES COUNCIL
Growth and Regeneration**

KIRKLEES COUNCIL - RISK ASSESSMENT

Project No.: CDT330137

Activity/Situation: Demolition and site clearance

Work Location: Flint Street North, Flint Street, Huddersfield HD1 6LG

Project Title: Flint Street North, Huddersfield, Demolition and Site Clearance

Date of this Assessment: First assessment

Date of last assessment: N/A

Hazards Identified	Persons at risk			Severity			Likelihood			Severity Rating risk rating from matrix
	Employee	Contractor	Others	Extremely Harmful	Harmful	Slightly Harmful	Likely	Unlikely	Highly Unlikely	
1. Close proximity to public areas	*	*	*	*				*		High Risk
2. Damage to retained elements	*	*	*		*			*		Medium Risk
3. Encountering live services. Damage to existing services and substation.	*	*	*		*			*		Medium Risk
4. Unauthorised access			*	*				*		High Risk
5. Removal of Asbestos from known contaminated areas	*	*	*		*			*		Medium Risk
6. Environmental	*	*	*		*			*		Medium Risk

pollution										
-----------	--	--	--	--	--	--	--	--	--	--

	H	M	L
H	3	3	2
M	3	2	1
L	2	1	1

Severity

H - Fatality, major injury causing long term disability

M - Injury or illness causing short term disability

L - Other injury or illness

Likelihood

H - certain or near certain

M - reasonably likely

L - very seldom or never

Risk Rating

3 = High Risk - Action required

2 = Medium Risk - Action required unless good reason

1 = Low risk - No action required

RISK ASSESSMENT - ACTION PLAN

Hazard/Risk	Action Required	Action by (named person)
<p>1. Close proximity to public areas Risk to general public using adjoining public footpaths, highways and thoroughfares.</p>	<p>Site operatives to be made aware of risks and understand issues with close proximity to busy roads/footpaths/properties/public areas especially when accessing/egressing site.</p> <p>Work to be undertaken by competent/specialist demolition contractor using skilled/trained operatives.</p> <p>Appropriate demolition methods, plant and safety equipment to be used at all times.</p> <p>Site to be secure throughout duration of the work with additional safety/protection measures introduced where deemed necessary and where specifically required/requested within the contract - i.e. adequate site security/fencing and protection of all items/property not included in the work.</p> <p>The building is to be demolished in a controlled and planned manner considering the immediate surroundings and without the use of explosives. Use of scaffolding to undertake demolition work where required.</p> <p>Sheeting and scaffolding to be used with dust suppression to carefully demolish adjoining public areas.</p>	<p>Demolition Contractor to provide all necessary safety equipment to employees.</p> <p>Demolition Contractor to submit Health and Safety Plan, Risk assessment/Method Statement & Site Waste management Plan (SWMP) for the demolition work.</p> <p>Documentation must be approved by the Principal Designer prior to commencement on site.</p> <p>Demolition Contractor to provide the above information for any sub-contracted work prior to the work being undertaken.</p> <p>Demolition Contractor to provide method statement to indicate demolition proposals and include sequencing, methods and equipment to be used.</p> <p>Demolition Contractor to undertake site set-up, provide adequate fencing in order to secure the works and provide adequate warning signage.</p>
<p>2. Damage to retained elements including floor slabs, foundations and retaining</p>	<p>Work to be undertaken by competent/specialist demolition contractor</p>	<p>Demolition Contractor to submit Health and Safety Plan, Risk assessment/Method</p>

<p>walls/boundary walls</p> <p>Risk of damage to retained structures</p>	<p>using skilled/trained operatives.</p> <p>Appropriate demolition methods, plant and safety equipment to be used at all times.</p> <p>Allow for protection during demolition works.</p>	<p>Statements to include Traffic Management proposals.</p> <p>Health and Safety/Traffic Management Plan has to be approved by the Principal Designer prior to commencement on site.</p> <p>Contractor to ensure Banks person to be used when necessary.</p> <p>Principal Contractor to ensure any sub-contractors are briefed and made fully aware of the site traffic management plan.</p>
<p>3. Encountering live services. Damage to existing services and substation</p> <p>Risk – Danger from unknown services crossing site.</p> <p>Risk of damaging existing services crossing site.</p> <p>Risk of damaging existing substation within site.</p>	<p>All statutory services searches have been undertaken by the Client and the permanent disconnection of all known services, (gas, electric and water) will have been made prior to awarding the contract.</p> <p>Contractor to take measures to protect all known services crossing site especially public sewers.</p> <p>Contractor to take measures to protect existing substation.</p> <p>Whilst every effort has been made to identify and disconnect known services the Demolition Contractor should also make independent inquiries and investigations to ascertain the exact location of services.</p>	<p>Demolition Contractor to check that all services have been fully isolated/disconnected prior to commencing with the demolition of the complex of buildings.</p> <p>Demolition Contractor to submit Health and Safety Plan, Risk assessment/Method Statement which has to be approved by the Principal Designer prior to commencement on site.</p>
<p>4. Unauthorised access.</p> <p>Risk of unauthorised site access outside contract hours.</p>	<p>Boundary hoarding and signage to be provided as specified within the contract and shown on the contract drawings.</p> <p>Awareness of possible theft and vandalism.</p>	<p>Demolition Contractor to provide appropriate perimeter security fencing and warning signage to protect the demolition site from unauthorised access outside of normal</p>

<p>Risk of vandalism and theft.</p>	<p>Plant to be left secure and/or immobilised when not in use.</p> <p>Partially demolished structures to be left in a stable condition overnight and over weekends.</p> <p>Out of hours security.</p>	<p>working hours.</p> <p>Demolition Contractor must assess the site, the site surroundings and the information provided in the pre-construction phase Health and Safety Plan and secure/protect the site accordingly.</p> <p>Demolition Contractor is responsible for the adequacy of the site security from the date of possession until completion of the work.</p>
<p>5. Asbestos/Contaminated Materials</p> <p>Risk of removing known asbestos-containing materials (ACM's).</p> <p>Risk of discovering unknown ACM's.</p>	<p>Undertake regular air monitoring.</p> <p>Take measures as prescribed in Asbestos Scope.</p> <p>On discovery of any possible ACM's, the Demolition Contractor should stop work and inform the Principal Designer immediately.</p>	<p>Demolition Contractor to provide Risk assessment/Method statement in relation to identifying removing known and handling of unknown ACM's.</p> <p>Avoid disturbing unknown ACM's and seek Project Co-ordinators advice and/agreement for methods of safe removal.</p> <p>Demolition/Sub-Contractor is responsible for issuing all statutory notices required in order to undertake (if required) any asbestos removal work – i.e. 14 day HSE Notification(s).</p>
<p>6. Environmental pollution.</p> <p>Risk of pollution from noise and fumes to site personnel and occupiers of adjacent properties causing disruption and irritation.</p>	<p>Adequate control of all operations within the site and site wide areas.</p> <p>No burning allowed on site.</p> <p>Provide water spray/dust suppressors to control dust during demolition operations.</p>	<p>Principal Contractor to ensure sub-contractors work within agreed procedures.</p> <p>Demolition Contractor to ensure that adequate measures are taken to control dust, noise, fumes and litter pollution.</p> <p>Demolition Contractor to provide method statement for noise and dust control i.e. use of suppressors.</p>

Action plan prepared by: Ilyas Ramjan
Date: 26/05/2023

Managers Signature: *Richard Lowe*

RISK ASSESSMENT GUIDANCE

Hazard:

Is there a hazard?
 Who or what could be harmed?

Is there a source of harm?
 How would the harm occur?

Likelihood:

Highly Unlikely Unlikely Likely

Severity:

Slightly Harmful:

Superficial minor cuts, bruises, eye irritation.

Harmful:

Cuts, minor burns, sprains, minor fractures (fingers, toes), deafness, dermatitis, asthma, WRULD and ill-health leading to minor disability.

Extremely Harmful:

Amputation, major fractures, multiple injuries, fatalities, poisonings, occupation cancer, severely life shortening diseases, acute fatal diseases.

		Severity		
		Slightly Harmful	Harmful	Extremely Harmful
Likelihood	Highly Unlikely	TRIVIAL	ACCEPTABLE	MODERATE
	Unlikely	ACCEPTABLE	MODERATE	SUBSTANTIAL RISK
	Likely	MODERATE	SUBSTANTIAL RISK	UNACCEPTABLE RISK

Steps To Follow In Priority Order

- 1) Eliminate the hazard

- 2) Reduce risk - likelihood and/or severity
- 3) Adapt work to individual
- 4) Take advantage of technical progress
- 5) Adapt measures to protect everybody
- 6) Only use PPE as a last resort



Growth and Regeneration Technical Services

Pre-Construction Health and Safety Information Pack

Project Title:	FLINT STREET NORTH, HUDDERSFIELD DEMOLITION AND SITE CLEARANCE		
Project Number:	CLA550265		
Revision:	Original	Date Issued:	31 May 2023

Ground Floor (South)
Civic Centre 3
Market Street
Huddersfield
HD1 2EY
Tel: (01484) 221000
Email: prp@kirklees.gov.uk

CDM Regulations 2015

Pre-Construction Health & Safety Information Pack

The contractor should be aware and understand the CDM 2015 Regulations and the associated HSE Guidance on the Regulations (L153) – Managing Health and Safety in Construction.

The purpose of this document is to provide information to Contractors on the Health, Safety and welfare matters to be taken into account when planning for the site works detailed in the tender documentation. The Principal Contractor shall use and develop this information as part of their duties and responsibilities under the CDM Regulations.

This document should provide specific information obtained from both the Client and Designers during the course of the design and early planning phases of the project, so that Health and Safety issues are identified and communicated effectively.

The absence of reference in this Pre-Construction Information Pack to a hazard does not mean that such a hazard does not exist or may not arise. Any 'Method of Working' described in the Pre-Construction Health and Safety Information Pack, as prepared by the Principal Designer, may be varied by the Principal Contractor as long as they provide an acceptable alternative method to the Principal Designer prior to works commencing.

Construction Phase Health & Safety Plan

The prospective Principal Contractor shall review the information included or referred to in this document, and provide the relevant information in their Construction Phase Plan.

The principal aim of the Construction Phase Plan is to record Health / Safety arrangements for the management of construction operations together with monitoring procedures for compliance with the relevant statutory provisions.

The Construction Phase Health & Safety Plan must contain reference to those matters required in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).

Ultimately, the Construction Phase Plan will be developed by the Principal Contractor into the Health & Safety File.

Executive Summary of Significant Hazards

- Demolition of complex of buildings within site and associated infrastructure including uncontrolled collapse onto adjoining public areas
- Working at heights
- Close proximity to public areas, public highways and thoroughfares
- Damage to retaining structures, floor slabs etc that are to be retained
- Unauthorised access onto site
- Plant/traffic movement on site
- Damage to existing live services and substation
- Asbestos/contaminated materials
- Environmental Pollution
- Covid-19

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1.0 Project Description

1.1 Site Information

The premise in which this pre-construction information relates to is as follows:

Flint Street North
Building Custodian: Jack Senior
Tel: 01484 221000
Email: jack.senior@kirklees.gov.uk

1.2 Description of Site Character

For the purpose of description the scheme will be referred to as Flint Street North, Huddersfield - Demolition and Site Clearance and the site address is:

Flint Street North,
Flint Street,
Huddersfield,
West Yorkshire
HD1 6LG

Flint Street North consists of a complex of buildings with various construction dates that are currently being used as office, storage spaces and workshops. There is a large tarmacked area accessed from Flint Street which is used for car parking and for material storage with fenced-off areas. The main building which is of traditional masonry construction with external stonework and brickwork dates back to 1900. The buildings have traditional pitched roofs with gable ends clad with slate and profiled sheet roofs. There is a basement boiler room and store rooms below this building. There are two large diesel tanks within the basement boiler rooms which is currently in use. A site investigation has been procured to identify any possible leakage from these tanks which may have seeped into the adjoining ground.

There are a complex of prefabricated buildings linking into this main building dated between 1976-1995 with flat roofs. Part of the prefabricated buildings have a lower ground floor which opens-up into a courtyard area formed from brickwork retaining walls. The courtyard area is also directly accessible via steps from Flint Street. There is a basement boiler room and lift with a lift pit and lift shaft within these prefabricated buildings.

There are two outbuildings of traditional brickwork and stonework construction with steel and timber truss rafter roofs with gable ends and clad with profiled sheets and tiled roof coverings. The outbuilding fronting onto Flint Street has a timber canopy supported on steel posts to the rear.

There are steel containers housing a former CCTV monitoring unit and associated generator. There is a standalone back-up generator for the complex which is decommissioned. There is a substation within the site to the eastern boundary fronting onto Alder Street.

The buildings front onto adopted public highways including Flint Street, Alder Street and an unnamed narrow cobbled street to the west of the site which provides access to private properties and businesses which in turn front onto Bradford Road. There are street lighting columns in close proximity to the buildings both on the public highways bounding the site and within the site. Any street lighting columns in close proximity to the buildings on the site will either be removed or set aside for re-use.

The site has perimeter masonry walling and fencing to provide a secure area.

There is an adopted cycle way running to the north of the site with access to the north-west corner off Bradford Road.

The site is bounded by a depot and storage buildings to the south beyond Flint Street and to railway line to the east where major upgrade works are being undertaken.

Internally, the buildings have either traditional suspended timber floors to all upper levels with groundbearing floors of assumed concrete construction and/or suspended timber floors. The partition walls internally are a combination of either timber framed or traditional masonry construction. There are suspended ceilings throughout the main building and in some of the outbuildings. The containers and prefabricated buildings are assumed to be supported off paving slabs and/or stacked/mortared blockwork/mass concrete foundations.

There are ramps and stairs with railings providing access to various entrances to the main building.

There are timber sheds, plant beds, vegetation and trees, plant beds, street furniture within the site.

There are containers on the site which will be either moved to other parts of the site or removed from site.

There are both underground and overhead live services which cross the site. All statutory services to all the buildings on the site will be disconnected prior to the start of the demolition works. All statutory services information including proposed disconnection positions are shown in Appendix P3 and Drawing No. SE13.

A partial Refurbishment and Demolition Survey has already been undertaken with the subsequent report and asbestos scoping document in Appendix P15. A follow-on survey will be undertaken in August 2023 once the buildings are fully vacated which is expected to be end July 2023.

1.3 Nature of Construction Works to be Carried Out

The works involve:

1. Site set-up including welfare and securing site boundary.
2. Remove vegetation, trees, street furniture, redundant drainage, external plant, sheds, kerbs, raised foundations, plant beds, fencing, parapet walling, stairs, ramps, railings, rubbish etc. from site.
3. Remove all asbestos containing materials as identified in survey report and scope.
4. Allow for external asbestos analyst to confirm asbestos removal has been completed.
5. Allow for removal of all fixtures and fittings including loose furniture and any other rubbish internally from main building which includes large heavy safes, large storage units and stair lift, outbuildings, steel escape stairs and containers from main building, outbuildings and containers. Allow for degassing of all AC units.
6. Introduce signage, closure signage to block-off Flint Street, Alder Street and cobbled street to the west of the site. Erect scaffolding as required to elevations of building fronting onto Flint Street, Alder Street and cobbled street. Maintain for duration of works. Closure notices have been applied for already with Kirklees Council/
7. Protect all underground and overhead services crossing site.
8. Remove diesel tanks in basement.
9. Carefully demolish main building, outbuildings and containers down to ground level. Retain existing foundations and internal groundbearing concrete floor slabs. Allow for concrete haunching to demolished external and internal walls.
10. Retain and reduce existing boundary walls to outbuildings and allow for strengthening and tying-in works as specified. Introduce stone copings to top of reduced walls.
11. Allow for propping/temporary support to external walls to above and below ground level.
12. Remove any suspended timber floors including floor supports/sleeper walls below.
13. Allow for possible crushing of demolition material to form 6F2. Allow for testing as required. Allow for imported material as required for backfilling works.
14. Drill holes in all basement floor slabs and courtyard area to allow for groundwater to drain out.
15. Backfill all basement and courtyard areas with engineered compacted layers in accordance with Specification of Highway Works. Test for compaction.
16. Introduce new palisade fencing to elevations fronting onto Flint Street including lockable gates.
17. Allow for making good tarmac and hardstanding areas on completion of works especially at interfaces of existing demolished buildings.
18. Remove site set-up including scaffolding.
19. Undertake topographical survey of site.
20. Clean and tidy site.

1.4 Key Dates

Description	Key Date
Planned works commencement date:	4 th September 2023
Planned works completion date:	11 th December 2023
Construction Period:	14 weeks
Minimum amount of time to be allowed between the appointment of the Principal Contractor and instruction to commence work on site:	4 weeks

The sequence of works shall be discussed and agreed with the Project Manager/Contract Administrator and the Principal Designer prior to commencement. The Principal Contractor shall confirm the start date and programme and inform all relevant parties.

1.5 Project Directory

Client/Service Area:	Economy and Skills – Capital Delivery and Development:	Telephone no.
David Martin Lucie Rowley	Civic Centre 3 – Ground Floor South, Market Street, Huddersfield HD1 2EY Head of Capital Delivery and Facilities Management Email: david.martin@kirklees.gov.uk Email: lucie.rowley@kirklees.gov.uk	01484 221000
End User:	Economy and Skills	Telephone no.
Jack Senior	Civic Centre 3 – Ground Floor South, Market Street, Huddersfield HD1 2EY Asset Maintenance Officer Email: jack.senior@kirklees.gov.uk	01484 221000
Contract Administrator, Project Coordinator & Principal Designer	Economy and Skills	Telephone no.
Ilyas Ramjan	Civic Centre 3 – Ground Floor South, Market Street Huddersfield HD1 2EY E&S Technical Services Officer (Structural) E-mail: ilyas.ramjan@kirklees.gov.uk	01484 221000 07801 740452
Quality Control:	Economy and Skills	Telephone no.
Steve Wilson	Civic Centre 3 – Ground Floor South, Market Street Huddersfield HD1 2EY E&S Clerk of Works (Building) E-Mail: steve.wilson@kirklees.gov.uk	01484 221000 07889 017424
Quantity Surveyor:	Economy and Skills	Telephone no.
Sally Foster	Ground Floor South, Civic Centre Phase III, Market Street, Huddersfield, HD1 2EY E&S Capital Delivery Officer E-Mail: sally.foster@kirklees.gov.uk	01484 221000
Asbestos Consultant:	Economy and Skills	Telephone no.
David Wood	Ground Floor South, Civic Centre Phase III, Market Street, Huddersfield, HD1 2EY E&S Asset Maintenance & Condition Officer (Asbestos) E-Mail: dave.wood@kirklees.gov.uk	01484 221000

1.6 Workplace (Health, Safety and Welfare) Regulations 1992

The structure will be used as a workplace therefore the finished design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

1.7 Existing Records and Plans

Existing records and plans comprise of building outline drawings and historical plant room drawings – these are available on request from the contract administrator.

The following documents have been provided in relation to the works which shall be issued with the tender documentation.

Document Title:	Author:	Date Issued:	Issued At:
Employers Requirements	G&R	31/05/2023	Tender
Demolition Specification	G&R	31/05/2023	Tender
Demolitions Drawings SE01 – SE13	G&R	31/05/2023	Tender
Statutory Undertakers Apparatus Plans	G&R	31/05/2023	Tender
Asbestos Survey Scope and Report	G&R	31/05/2023	Tender
Timberwise Survey Report	G&R	31/05/2023	Tender

2.0 Client's Considerations and Management Requirements

2.1 Arrangements

The Principal Contractor's Construction Phase Plan must be sufficiently developed and be made available to the Principal Designer for comment before the work commences on site.

2.1.1 *Planning for and Managing the Construction Work, Including any Health and Safety Goals for the Project*

Health and Safety Goals

- To eliminate the risk of fatal or serious accidents and illness.

- To minimise the risk of accident or illness arising from the installation.
- To effectively manage risks that cannot be eliminated.
- To effectively manage and co-ordinate Health, Safety and Welfare.

Site Safety Notice Board

A site notice board shall be put on display in the Principal Contractor's site office or in the main entrance to the area of works. The suggested site notice board layout is shown in Figure 1. The documents shown in Figure 1 represent the minimum requirements to be displayed. The Principal Contractor must ensure the information displayed is legible.

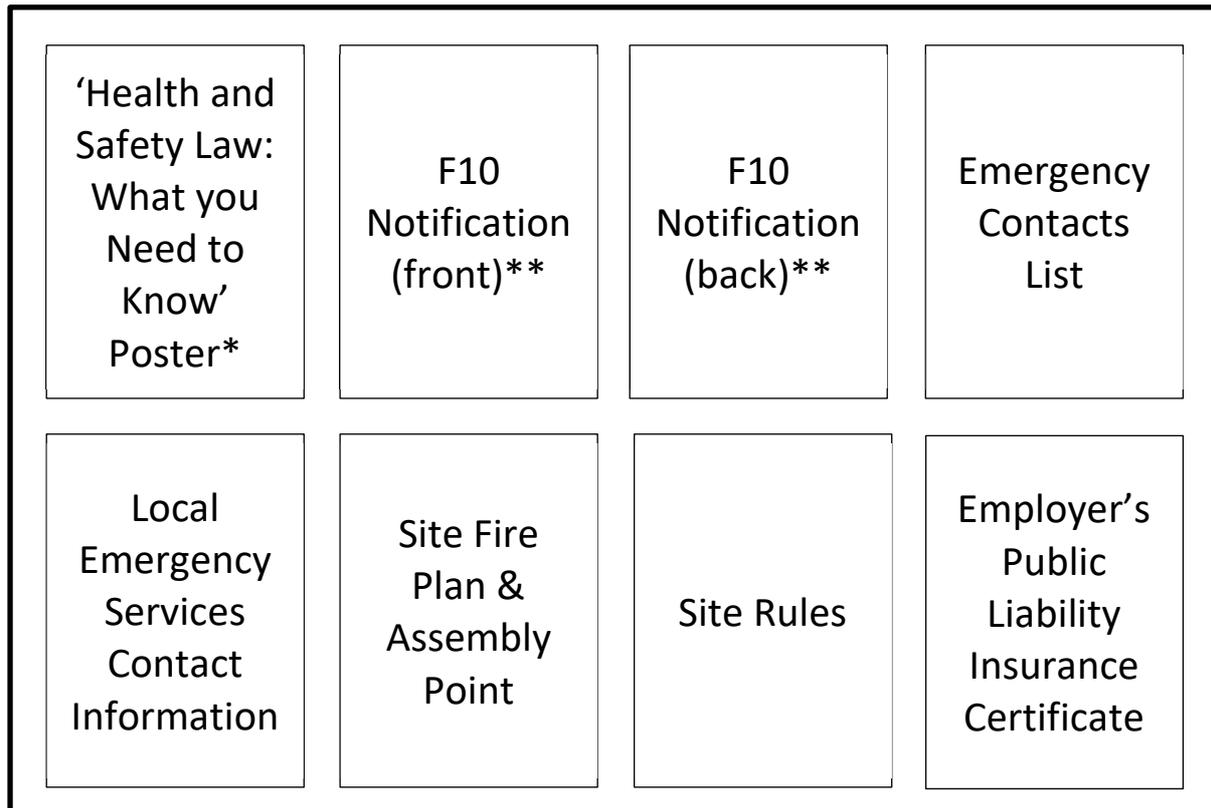


Figure 1: Site Safety Notice Board

* Please refer to Appendix A for a copy of this poster. This poster must be filled in by the Principal Contractor upon commencement of works to include contact details of the site H&S representative(s).

** F10 to be displayed if the scheme has been notified.

Site Safety Documentation

The following documentation shall be laid out adjacent to the site safety notice board:

- Signing In book
- Accident Book
- Construction Phase Plan (with all associated documentation including the asbestos report)
- Statutory registers certification

2.1.2 Communication and Liaison between Others

The Project Co-ordinator from Economy and Skills will be responsible for the following:

- Liaison with the Principal Contractor throughout the contract.
- Representing the Client on a daily basis.
- Arranging and chairing site progress meetings at which Health and Safety will be monitored and reviewed. This meeting will be attended by representatives of the Principal Contractor, E&S project consultants, the Client and the Building User as required.
- Other parties will be invited when deemed necessary for co-ordination of Health and Safety and site activities.

The Principal Contractor will be responsible for the following:

- Ensuring that all workers are provided with a site specific induction.
- Clear and affective communication shall be exercised between the Principal Contractor, sub-contractors and their workers. This shall include informing workers of any relevant findings from risk assessments.
- The Principal Contractor shall ensure that workers are competent in the role they take.
- When providing progress reports the Principal Contractor shall include an up to date safety report highlighting site performance and remediate action taken for any accidents or near misses.
- Liaison with the Project Co-ordinator and / or Principal Designer throughout the contract.

2.1.3 Security on Site

contractor's compound area will need to be fenced out and secured to prevent conflict between the Principal Contractor's work materials (including welfare facilities, new materials and waste) and the general public (vehicles and pedestrians).

The Principal Contractor will be responsible for the security of the work area, ensure no unauthorised persons enter and that the area (including compound/storage areas) is securely locked when the area is not occupied. Access to the site 'working areas' shall be restricted to 'authorised persons' that must be explicitly authorised, individually or collectively by the Principal Contractor.

2.1.4 Welfare Provisions

Site welfare facilities must be established and approved by the Principal Designer before works commence.

Welfare arrangements shall be provided and maintained in a clean and tidy condition by the Principal Contractor, as required by the Construction (Design and Management) Regulations 2015. The Principal Contractor is to liaise with the client (representative) regarding the welfare facilities and their location.

Please refer to Appendix B and Schedule 2 of ACOP L153 relating to CDM2015 for further information on provision of welfare facilities during construction as issued by the HSE.

The Principal Contractor must include in the Construction Phase Health & Safety Plan details of First Aid facilities and locations.

Temporary site accommodation and welfare facilities for the Contractor's workforce shall therefore be provided within the site in accordance with the contract preliminaries and the Construction (Health, Safety and Welfare) Regulations 1966.

2.2 Requirements Relating to the Health and Safety of the Client's Employees Or Customers or Those Involved In the Project

2.2.1 Cordoning-off Arrangements

The Principal Contractor shall determine the erection of localised cordoning-off where it is deemed necessary in respect of segregating hot works/noise/dust generation from other on-site activities. The Principal Contractor shall propose any such arrangements in the construction phase plan.

2.2.2 Site Transport Arrangement or Vehicle Movement Restrictions

The site is to be accessed and egressed from existing access/egress point off Flint Street.

Given the location of this site, transport arrangements and vehicle movements will require careful planning and consideration to the restrictions in place.

Deliveries/collections to the site are also restricted to the site to reduce disruption to adjacent premises. Times for deliveries/collections must be highlighted to the Project Co-ordinator a minimum of 1 working day prior to the event.

The Principal Contractor must ensure that all site activity will not affect the safety of the general public or staff and visitors of adjacent premises.

Movement of on-site vehicles is to be monitored and co-ordinated by a suitable banks person.

2.2.3 Contractor Permit to Work Systems

The Contractor may operate a permit to work system. Where appropriate, this permit to work system shall be adopted for work on high risk activities such as; hot works, electrical services works, works in confined spaces.

Daily 'hot work permits' shall be required where the following works are carried out; welding, grinding, cutting and use of naked flames. Hot works must be avoided where practicable. Where hot works cannot be avoided plant, equipment or flammable material must be covered with flame retardant materials or (if possible) removed from the hot works area.

The Principal Contractor must include a permit-to-work system in their construction phase plan.

2.2.4 Fire Precautions

The Principal Contractor shall outline all fire precaution procedures within the construction phase plan.

2.2.5 Emergency Procedures and Means of Escape

The Principal Contractor shall include within the construction phase plan a drawing marking the site emergency routes and exits. This plan shall be communicated to all site operatives and visitors.

Building escape routes shall be maintained at all times, wherever possible. If building escape routes are to be obstructed during the works at any time the Principal Contractor shall ensure that the proposed obstruction is authorised by the Project Co-ordinator and Building Custodian to ensure the building's fire plan is updated. The Principal Contractor must also ensure adequate signage is put in place should obstruction be unavoidable.

The Principal Contractor must also include within the construction phase plan other emergency procedures which shall include the following:

- Location and telephone number of local hospital and A&E department
- Location and telephone number of local fire and rescue station
- Location and telephone number of local police station
- Location and telephone number of local ambulance station
- Emergency telephone numbers for statutory services (including the Environment Agency in case of environmental emergency)

This information should be displayed on the site safety notice board under 'Local Emergency Services Contact Information' (see Figure 1).

2.2.6 'No Go' Areas or other Authorisation Requirements for Those Involved in the Project

N/A

2.2.7 Confined Spaces

Where works are to be undertaken in a confined space, as described in the Confined Spaces Regulations, the Principal Contractor shall adopt a safe system of work in accordance with these regulations. This system must be communicated to all site operatives involved in these activities. The Principal Contractor shall include all confined spaces procedures within the construction phase plan.

2.2.8 Smoking and Parking restrictions

The Principal Contractor must comply with the Health Act which stipulates that all enclosed premises or public areas are to be kept smoke free. Therefore smoking is strictly prohibited anywhere within the premise or within the site boundary.

3.0 Environmental Restrictions and Existing On-site Risks

3.1 Safety Hazards

3.1.1 Boundaries and Access, Including Temporary Access

The site area of works is within the site boundaries.

3.1.2 Any Restrictions on Delivery or Waste Collection or Storage

As stipulated in the contract preliminaries

Storage of materials and equipment must be within a secure area.

3.1.3 Adjacent Land Uses (for example; schools, railway lines or busy roads)

The building abuts public highways, footpaths and throughfares.

3.1.4 Existing Storage of Hazardous Materials

Below ground diesel tanks.

3.1.5 Location of Existing Service - Particularly Those That Are Concealed – Water, Gas, Electricity, etc.

The Principal Contractor must carry out their own site investigations prior to the works in order to identify any affected services. Risk assessments must be carried out by the Principal Contractor prior to their investigations.

The Principal Contractor shall presume all services within the building are live unless there is a verified case to suggest otherwise.

Before commencing any works on electrical services the Principal Contractor shall ensure that all circuits are identified, inspected, isolated, locked off from the mains supply and proved dead. The Principal Contractor shall take all necessary measures to ensure all isolated circuits do not have means of being re-energised post isolation.

Any services which are to remain live within the area of the site shall be identified and protected prior to works commencing including electrical substation.

3.1.6

The Principal Contractor must carry out their own investigation if it is intended to use any heavy plant on site. The Principal Contractor must ensure that any loads applied to the ground are suitable for the surface in which the plant is applied to.

3.1.7 Information About Existing Structures – Stability, Structural Form, Fragile or Hazardous Materials, Anchorage Points for Fall Arrest Systems (Particularly Where Demolition Is Involved)

None available.

3.1.8 Previous structural modifications – Including Weakening or Strengthening of the Structure (Particularly Where Demolition is Involved)

There are no known structural modifications to this building.

3.1.9 Fire Damage, Ground Shrinkage, Movement or Poor Maintenance which May Have Adversely Affected the Structure

No details available.

3.1.10 Any Difficulties Relating to Plant and Equipment in the Premises - Such As Overhead Gantries Whose Height Restricts Access

None.

3.1.11 Health and Safety Information Contained in Earlier Design, Construction or 'As-Built' Drawing (Such As Details of Pre-Stressed or Post-Tensioned Structures)

None available.

3.2 Health Hazards

3.2.1 Asbestos (Including Results of Surveys)

Please refer to the refurbishment and demolition report and asbestos scope attached in Section 5 and Appendix P15.

3.2.2 Existing Storage of Hazardous Materials

See 3.1.4.

Any hazardous materials removed from site must be done so in accordance with the Hazardous Waste Regulations.

3.2.3 Contaminated Land (Including Results of Surveys)

None identified.

3.2.4 Existing Structures Containing Hazardous Materials

Other than any materials identified within the asbestos report, no other hazardous materials were identified in any existing structures.

Should the Principal Contractor come across any suspicious material at any time during the course of the scheme, works should cease immediately, the Principal Designer and Building Custodian made aware and the area must be sealed off with access prohibited.

3.2.5 Health Risks from Client Activities

There are no other planned works to commence on site throughout this contract and therefore there are none identified.

3.2.6 Covid-19

The Principal Contractor shall ensure that all employees, sub-contractors and visitors follow current Health & Safety and Government Guidance for Covid 19. The Principal Contractor shall provide adequate means for welfare, hygiene facilities and clear guidance for social distancing requirements.

The Principal Contractor shall provide a specific section within the construction health and safety plan detailing guidance and procedures to demonstrate compliance with the current regulations and guidance.

The Principal Contractor's attention is brought to the latest guidance regarding 'RIDDOR' reporting of Covid 19 infections associated with site activities.

Refer to the latest version of the Construction Leadership Council; Site Operating Procedures, for further guidance.

Significant Design and Construction Hazards

3.3 Significant Design Assumptions and Suggested Work Methods, Sequences or Other Control Measures

The Principal Contractor shall take note of all information provided in the tender documentation and develop safe systems of working. Any risk assessments and method statements shall be included within the construction phase plan.

3.4 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes

There may be ongoing design work during the early stages of the works and these shall be done with due consideration for health and safety. Where significant health and safety concerns arise these shall be highlighted to the Principal Contractor as soon as possible.

3.5 Information on Significant Risks Identified During Design

The Principal Contractor shall ensure that the construction phase plan includes safe systems of work for the following significant risks:

- Demolition of complex of buildings within site and associated infrastructure including uncontrolled collapse onto adjoining public areas
- Working at heights
- Close proximity to public areas, public highways and thoroughfares
- Damage to retaining structures, floor slabs etc that are to be retained
- Unauthorised access onto site
- Plant/traffic movement on site
- Damage to existing live services and substation
- Asbestos/contaminated materials

- Environmental Pollution
- Covid-19

The Principal Contractor shall also refer to the designer's risk assessment attached.

3.6 Materials Requiring Particular Precautions

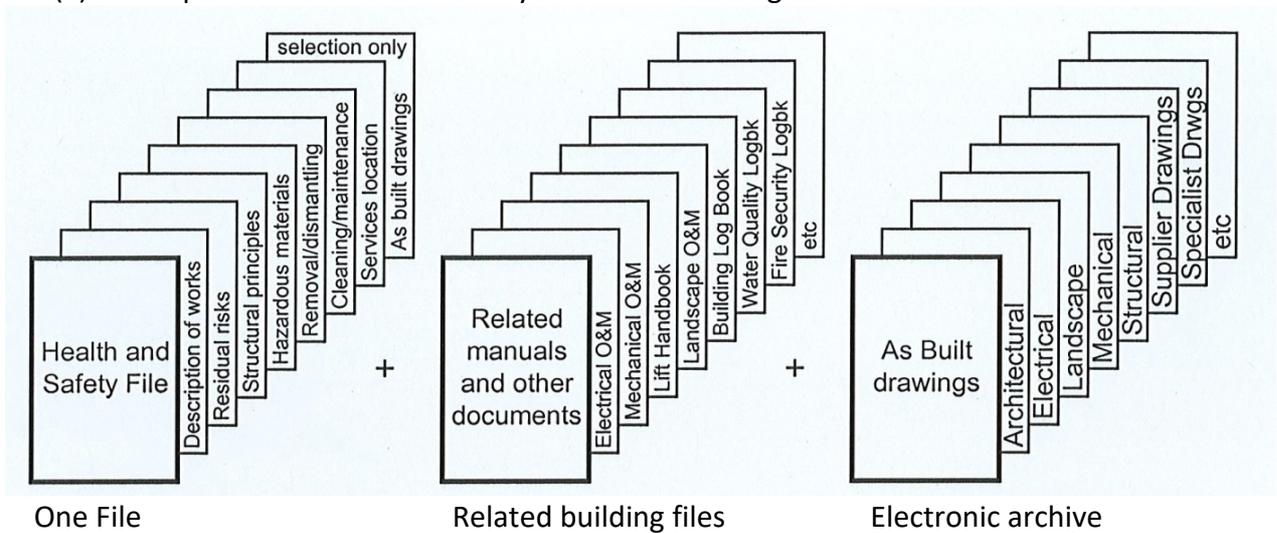
All materials to be used are subject to the requirements set out in the Control of Substances Hazardous to Health Regulations (COSHH). COSHH assessments shall be undertaken where necessary. This applies to all materials used by sub-contractors also.

There are no known materials to be used on this scheme that are unfamiliar or unconventional at the time in which this report was prepared.

The Principal Contractor shall carry out material safety data sheets, risk assessments and method statements for any hazardous materials which are to be incorporated in the works, in particular those that are hazardous to health.

4.0 The Health and Safety File

(a) Description of its format and any conditions relating to its content:



DOCUMENTATION HELD BY CLIENT TO BE KEPT ON THE PREMISE

H&S File and related documents held on site
 A4 looseleaf hard copy format with foldout drawings where required
 Updated whenever works are undertaken
 Electronic copy also to be supplied by Principal Contractor for holding centrally

DOCUMENTATION HELD BY E&S CENTRALLY

Drawings held centrally in electronic format with read-only links to database from premise, together with schedule of all drawings filed

All Kirklees Council projects should conform to a common format with links to a number of related documents which are to be supplied by the Principal Contractor at Handover as set out in the schedule below.

The exact format and content of the Health and Safety File shall be as agreed by the Principal Designer at the outset and reviewed at the Site Progress Meetings throughout the contract.

The Health and Safety File itself should be a **single file**, kept as concise as possible, and cross-refer to the other related information described in the schedule which follows.

HEALTH AND SAFETY FILE: CONTENTS OF THE FILE Text to cover items where relevant to the nature of the project		LEAD INFORMATION PROVIDER	INPUT REQUIRED FROM	INFORMATION REQUIRED AT
(a) A brief description of the work carried out to include:				
a.1	Brief description of work carried out	Principal Designer	Designer	Practical Completion
a.2	Schedule of all backfilled materials used including both crushed clean demolition material and any imported material. Include for contamination testing and a verification report on completion of the works.	Principal Contractor	Sub-Contractor(s), Designer, Principal Designer	Practical Completion
a.3	Names and addresses of sub-contractors used	Principal Contractor	Sub-Contractor(s)	Practical Completion
a.4	Topographical survey to confirm that finished design levels shown on tender drawings have been achieved. Survey to be available both in .dwg and .pdf formats.	Principal Contractor	Sub-Contractor(s)	Practical Completion
(b) 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)				
b.1	Confirmation of areas of contamination that have been dealt with in this contract, and areas which are understood to still remain – identify to areas referred to in asbestos survey	Principal Contractor	Sub-Contractor	Practical Completion
b.2	Results of refurbishment & demolition surveys undertaken during the contract etc.	Principal Contractor	Sub-Contractor, Asbestos Consultant	Practical Completion
(c) 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				
c.1	Description of structural principles used during demolition including foundations	Principal Contractor	Sub-Contractor, Designer	Practical Completion
c.2	Copy of any structural drawings and calculations submitted with Building Regulations application (D&B)	Designer	Principal Contractor, Sub-Contractor	Practical Completion
c.3	Building Regulations Approval Notice (D&B)	Designer/ Principal Designer	Designer	Practical Completion

HEALTH AND SAFETY FILE: CONTENTS OF THE FILE Text to cover items where relevant to the nature of the project		LEAD INFORMATION PROVIDER	INPUT REQUIRED FROM	INFORMATION REQUIRED AT
c.4	Completion Notice	Principal Contractor	Designer	Practical Completion
c.5	Provide written schedule of all structural drawing nos. submitted with File (D&B)	Principal contractor	Designer	Practical Completion
(d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc)				
d.1	Written schedule of all materials containing a COSHH warning in schedules referred to in (1) above (but COSHH assessments are not required)	Principal Contractor,	Sub-contractor(s)	Pre-construction
(e) 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 etc)				
e.1	Description as appropriate	Principal Contractor, Principal Designer	Designer(s), Sub-contractor(s)	Practical Completion
(f) health and safety information about equipment provided for cleaning or maintaining the structure				
f.1	Copy of manufacturers' Cleaning and maintenance instructions, including any special materials required, frequency, etc.	Principal Contractor	Sub-contractor(s)	Practical Completion
(g) the nature, location and markings of significant services , including underground cables; gas supply equipment; fire-fighting services etc				
g.1	Brief description	Principal Contractor	Principal Designer, Designer(s), Sub-contractor(s)	Practical Completion
g.2	Relevant drawings or diagrams sufficient to describe locations or features - preferably reduced to A3 foldout or else in plastic wallet inserts	Principal Contractor	Principal Designer, Designer(s), Sub-contractor(s)	Practical Completion
(h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors				
h.1	Provide written schedule of all drawing nos. submitted with File	Principal Contractor	Principal Designer	Practical Completion
h.2	Electronic copy of all as-built drawings issued, including those of suppliers and	Principal Contractor	Sub-contractor(s)	Practical Completion

HEALTH AND SAFETY FILE: CONTENTS OF THE FILE		LEAD INFORMATION PROVIDER	INPUT REQUIRED FROM	INFORMATION REQUIRED AT
Text to cover items where relevant to the nature of the project				
	subcontractors. Provide labeled CD(s) in plastic wallet			
h.3	Updated Fire Plan (if affected)	Principal Contractor	Designer(s), Sub-contractor(s)	Practical Completion

RELATED REFERENCE DOCUMENTS TO BE PROVIDED BY THE PRINCIPAL CONTRACTOR AND HANDED OVER WITH THE HEALTH AND SAFETY FILE

MANUALS, CERTIFICATES, LOGBOOKS ETC	CONTENTS OF THE FILE
	Information to be supplied by Principal Contractor
Electrical maintenance schedule of fittings and materials installed, together with any operational or maintenance instructions	See requirements within the Electrical sections of the specification (section 'j').
Lift Maintenance Manual	N/A
Mechanical maintenance schedule of fittings and materials installed, together with any operational or maintenance instructions	See requirements within the Mechanical sections of the specification (section 'M')
Landscape schedule of materials, together with any operational or horticultural maintenance instructions	N/A
Electrical installation certificates	Supply and include original certificates in Health and Safety file.
Gas test certificates.	
Fire alarm installation and commissioning certificates.	
Lift commissioning and test certificates	
Building Log Book (where required as part of the Building Regulations, Part L)	See requirements within the Mechanical section of the specification (section 'M')
Plain English Guide (BREEAM)	See requirements within the Mechanical section of the specification (section 'M')

FORMAT OF THE HEALTH AND SAFETY FILE AND RELATED DOCUMENTATION

Except for As-Built drawings, all documents shall be presented in A4 looseleaf format, with only such As-Built or General Arrangement drawings as are necessary to explain the principles of the project or as indicated on the schedule. Where these are required they should preferably be reduced to A3 pullout format, or else supplied in A4 plastic wallets inserted with the text.

One hard copy and one electronic copy will be required for all documents except As-Built drawings

As-built drawings shall be supplied in ***.dwg format** electronic format only. CDs must be clearly titled with the name of the project, and date, and (if more than one) drawings or discipline referred to. Drawings should be presented in separate directories with each drawing listed with its number, last revision and title (i.e. not just number only).

Approved By:	<i>Richard Lowe</i>	Date: 31/05/2023
Title: Technical Services Manager (Mechanical)		
Principal Designer:	<i>Ilyas Ramjan</i>	Date:31/05/2023
Title: Technical Services Officer (Structural)		

5.0 Appendices

Appendix A – Health and Safety Law: ‘What you Need to Know’ Poster

Appendix B – Provision of Welfare Facilities during Construction Work

Appendix C – Overhead View of Site Location

Appendix E – Designer’s Risk Assessments