|  |  |
| --- | --- |
| **PRE-CONSTRUCTION INFORMATION** | |
| **Project Number** |  |
| **Project Title** |  |
| **Location** |  |
| **Project Manager** |  |

To comply with the clients duties as required by the Construction (Design and Management) Regulations 2015 (CDM2015) Part 2 (Regulations 4 and 5), Imperial College London must provide pre-construction information from feasibility stage to each designer (including the principal designer); and contractor (including the principal contractor) that is being considered for an appointment, or have already been appointed to the project. For projects involving more than one contractor, the client can expect help from the principal designer appointed for the project who must assist the client in drawing this information together and providing it to the designers and contractors involved.

For single contractor projects, it is the client’s responsibility alone – although they should liaise with the contractor and any designer they appoint, to ensure the information is appropriate.

Preconstruction information is defined as information about the project that is already in the client’s possession or which is reasonably obtainable by, or on behalf of the client. The information must:

1. be relevant to the particular project.
2. have an appropriate level of detail; and
3. be proportionate to the risks involved

When pre-construction information is complete, it must include proportionate information about:

1. the project, such as the client brief and key dates of the construction phase.
2. the planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between duty holders and the work is coordinated.
3. the health and safety hazards of the site, including design and construction hazards and how they will be addressed.
4. Any relevant information in an existing health and safety file.

This template conforms to the information outlined in Appendix 2 of CDM2015 and provides additional information that is specific to Imperial College London that would be useful to the project team members.

Projects that are “Notifiable” to the Health and Safety Executive (HSE) under Part 2 (Regulation 6) of CDM2015 are those that:

1. last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
2. Exceed 500 person days.

For Preconstruction Information provide key information that applies to a construction project.

|  |  |  |
| --- | --- | --- |
| **1. Description of Project** | | |
| 1.1 | Scope of Work: |  |
| 1.2 | Programme of Works |  |
| 1.3 | Planned Construction Start date? |  |
| 1.4 | Planned Construction end date? |  |
| 1.5 | Details of Client:  *(Name, address, email & phone number)* |  |
| 1.6 | Details of Designer:  *(Name, address, email & phone number)* |  |
| 1.7 | Details of Principal Designer:  *(Name, address, email & phone number)* |  |
| 1.8 | Details of other Consultants:  *(Name, address, email & phone number)* |  |
| 1.9 | Details of Chief Fire Officer:  *(Name, address, email & phone number)* | **Sean Fanning**  Fire Services  Room 174 Sherfield Building  South Kensington Campus  Email: s.fanning@imperial.ac.uk  Telephone: +44 (0)207 594 8907 |
| 1.10 | Details of Security Officer:  *(Name, address, email & phone number)* | **Terry Branch**  Security Office  Level 1 Sherfield Building  South Kensington Campus  Email: terry.branch@imperial.ac.uk  Telephone: +44 (0)20 7594 9550 |
| 1.11 | Details of Estates Project- Head of Health and Safety:  *(Name, address, email & phone number)* | **Denis Murphy**  Estates Operations  Level 5 Sherfield Building  South Kensington Campus  Email: d.murphy@imperial.ac.uk  Telephone: +44 (0)20 7594 9626  Mobile: +44 (0)7714 051479 |
| 1.12 | Details of Estates Project Construction- Health and Safety Advisor):  *(Name, address, email & phone number)* | **Oluseyi Oduntan**  Estates Operations  Level 5 Sherfield Building  South Kensington Campus  Email: o.oduntan@imperial.ac.uk |
| 1.13 | Details of Building Manager & Assistant Building Manager:  *(Name, address, email & phone number)* |  |
| 1.14 | Details of Departmental Safety Officers:  *(Name, address, email & phone number)* |  |
| 1.15 | Details of Maintenance Manager:  *(Name, address, email & phone number)* |  |
| 1.16 | Details of Asbestos Management Company:  *(Name, address, email & phone number)* | Adams Environmental Ltd.  Managing Asbestos on behalf of Imperial College London  [www.adamsenvironmental.co.uk](http://www.adamsenvironmental.co.uk)  Natalie Welham - [n.welham@imperial.ac.uk](mailto:n.welham@imperial.ac.uk) – 07990834075  Paul Clarkson- [p.clarkson@imperial.ac.uk](mailto:p.clarkson@imperial.ac.uk) - 07788 315633  Sue Burbeck - [s.burbeck@imperial.ac.uk](mailto:s.burbeck@imperial.ac.uk) - 07958 540583 |
| 1.17 | Miscellaneous (Other important items not already covered under the section) |  |
| **2. Client’s Consideration and Management Requirements** | | |
| 2.1 | Arrangements for communication and liaison between Client and other stakeholders |  |
| 2.2 | Arrangements for Site Security |  |
| 2.3 | Arrangements for Welfare provision |  |
| 2.4 | Site hoarding and how this may affect health and safety of Client’s employees and students |  |
| 2.5 | Arrangements for site transportation including vehicle movement restrictions |  |
| 2.6 | Client’s Permit-to-work arrangement | The Principal Contractor must liaise with the project manager and building manager with regard to the operation and issue of permits.  Authorisation to work permits and statutory notifications are required for the following activities;   * Hot work * Work at height (outside construction site) * Work on live services   Isolation of services will be discussed with the maintenance team during the site hand over meeting. Potentially the isolation of services will be carried out by the ICL maintenance team.   * General works outside construction site * Work near high pressure valves, sewer mains etc.   Additionally, Imperial College London have a set list of areas that require you to have a permit to access. This includes risers, rooftops and plant rooms.  The College Permit to work must be applied for at least one week prior to commencement of works. This can be done via this link - <http://www.imperial.ac.uk/estates-facilities/contractors/permit-to-work/>  **Hot Work Procedure**   1. Contractor downloads and completes, the Fire Safety Team’s “Hot Works Notification” pro-forma. 2. Contractor attaches his draft RAMS and a copy of the “Hot Works Passport” scheme training certification for the individual on site responsible for managing hot works and forwards these to the College’s Project Manager, Building Manager and Maintenance Manager for comment.   If works are to be undertaken in an area controlled by a Faculty e.g. a laboratory, or if a Faculty facility may be negatively impacted e.g. affects an extract fan or ductwork from a Fume Cupboard, then a copy of the RAMS should also be forwarded by the PM to the Faculty Safety Officer and Laboratory Manager for comments.   1. When all comments have been received and the RAMS updated as necessary by the contractor, the PM forwards the documents to the Fire Safety Team for their comments. 2. Any comments received from the Fire Safety Team should be incorporated and the revised RAMS resent to the Fire Safety Team for final acceptance. 3. Upon receipt of final acceptance by the Fire Safety Team and with the Building Manager’s approval, the PM can advise the contractor in writing, that they may proceed with the hot works, in accordance with the agreed RAMS.   <http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/fire-safety-cop/> |
| 2.7 | Emergency and Evacuation procedures | The Principal Contractor should prepare a suitable emergency plan detailing the procedures to be taken in the event of serious and imminent danger. This plan should complement ICL’s existing emergency plan for the Building. The emergency procedures must:  • Be displayed in prominent locations around the site.  • Include procedures for the evacuation of the site and arrangements for the rescue of injured and disabled people.  • Be included in the construction phase plan.  • Include for the provision of sufficient firefighting appliances throughout the works area and that all operatives are conversant with their use. The Principal Contractor must not rely on existing firefighting equipment provided by ICL.  • Include an attendance register for all operatives, staff and visitors on site. This should be used to confirm all operatives and visitors have left the site/building in the event of an emergency.  • Ensure that all fire escape routes are kept clear of materials and trailing leads, have adequate lighting and are well signposted throughout the site.  • Ensure that sufficient temporary fire alarm call points or Klaxons are available.  A sufficient number of competent persons should be nominated to implement those procedures.  For incidents requiring assistance of the Emergency Services dial 4444 from an internal telephone or 020 7589 1000 from an external telephone. Please do not dial 999 directly, always refer the ICL security, who can coordinate assistance from emergency services in a more efficient manner.  A route map from the site to the nearest hospital with an A&E department is to be included with the Construction Phase Plan.  Contractor MUST produce a detailed ‘’Fire Management Plan’’ which incorporates elements of the current plan but notes the arrangement the Contractor will put in place to limit the risk of fire e.g. limiting flammable materials, gas bottles, site tidiness, fire warden, evacuation drill etc. The Fire Plan must indicate Assembly points. Fire Plan must be approved by ICL Fire Safety dept. for suitability. |
| 2.8 | First Aid Arrangements: | Contractors are to provide their own first aid cover. Although, College security team are first aid trained, they are only to be called as a last resort or in a serious emergency.  In the event of any persons feeling seriously unwell or a medical emergency is required, Security Control should be contacted at the first instance on +44 (0)20 7589 1000 as they have a better understanding of the site locations and will be able to correctly direct Emergency service to the required location. Time is critical in an emergency.  It is recommended that all key site personnel store this number in their mobile phones for quicker and easier accessibility in an emergency. |
| 2.9 | The ‘’No-go’’ areas needing special authorisation to access |  |
| 2.10 | Existing confined spaces associated with this project including their locations |  |
| 2.11 | Imperial College smoking restrictions | See College Smoking Policy -  <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/smoke-free/Smoke-Free-Policy.pdf> |
| 2.12 | Imperial College Parking restrictions |  |
| 2.13 | Working hours permitted for Construction activities and Out of Hours Working Protocol | The permitted hours for working will normally be the following:  08:00 – 18:00 hours (Monday to Friday)  Requests to work before or after the permitted hours or at weekends will need to be agreed with the Building Management Team and a Proforma will need to be submitted to College Security via the Project Manager at least 48hrs prior to work commencing. |
| 2.14 | Miscellaneous (Other important items not already covered under the section) |  |
| **3. Environmental Restrictions and Existing On-site Risks** | | |
| 3.1 | Site deliveries arrangements including any restrictions |  |
| 3.2 | Hazards around site that Contractors should be aware of e.g. School, railway, narrow road, busy road etc |  |
| 3.3 | Hazardous materials stored around the site location that Contractor should be aware of e.g. HAZCHEM stores etc |  |
| 3.4 | Ground conditions or underground structures where this might affect the safe use or installation of plants for example crane etc |  |
| 3.5 | Information about existing structures e.g. stability, anchorage points for fall arrest system etc |  |
| 3.6 | Information relating to plants and equipment in the area such as overhead gantries whose height may restrict access? |  |
| 3.7 | Goods lift that are available for movements of materials to site including its height and size and any restrictions |  |
| 3.8 | Asbestos survey report  *Note: Asbestos Survey report MUST accompany tender document* |  |
| 3.9 | Noise and Vibration restrictions including Noise timing in the area | The arrangements made by the Principal Contractor should indicate arrangements for complying with both the Control of Noise at Work Regulations 2005 and the Control of Vibrations at Work Regulations 2005, methods of work which minimise noise nuisance to occupied buildings, the general public as well as their own staff should be chosen and vibration techniques which eliminate or reduce to minimum exposure levels vibration to operatives should be used where these cannot be eliminated.  The permitted hours for working will normally be the following:  •08:00 – 18:00 hours (Monday to Friday)  •08:00 – 13:00 hours (Saturdays)  •No working is permitted on Sundays or Bank Holidays  These times apply to work that is audible at the site boundary.  For work that is not audible at the site boundary but still noisy within the building the allowed hours are:  - Normal working hours Monday to Friday  - Weekends and out of hours upon request.  College Control of Noise Policy can be accessed via-  <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm12noise.pdf>  College Control of Vibration Policy can be accessed via - <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm13vibration.pdf> |
| 3.10 | Control of dust | The Principal Contractor should provide their arrangements for the control of dust as part of their construction phase plan. These controls should align with both the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Industry best practices. The segregation of the construction area is expected to form part of the controls to prevent the spread of dust. The Principal Contractor will be responsible for assuring that no traces of dust are spread throughout the building. This should generally comply with the restrictions agreed with the Building managers.  College Control of Dust Policy can be accessed Via-  <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm10dust.pdf> |
| 3.11 | Manual Handling | Manual handling must follow industry best practices and aligns with that of ICL Manual Handling Policy- <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm11manualhandling.pdf> |
| 3.12 | Preferred locations for Storing construction materials |  |
| 3.13 | Imperial College Construction Health, Safety and Environment Code of Practice | The Imperial College Construction Health, Safety and Environment Code of Practice stating all College’s expectations can be accessed via-  <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm02safetycop.pdf> |
| 3.14 | Miscellaneous (Other important items not already covered under the section) |  |
| **4. Significant Design and Construction Hazards (To be completed by Designer/Principal Designer)** | | |
| 4.1 | Arrangements for coordinating ongoing design work and handling of design changes |  |
| 4.2 | Significant design risks identified during design stages. |  |
| 4.3 | Some design assumptions that contractors should be aware of |  |
| 4.4 | Materials that will require particular precautions |  |
| 4.5 | Planned Demolitions and how these may impact structural integrity. |  |
| 4.6 | Excavations and implications for underground services and whether the ground is contaminated or not. |  |
| 4.7 | Scaffolding arrangements, agreed or preferred location and College standards | See- Health and Safety Code of Practice 2019(p19)  <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-projects/public/resources/policystandards/csm02safetycop.pdf> |
| 4.8 | Miscellaneous (Other important items not already covered under the section) |  |