

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

PRINCIPAL CONTRACTORS

-

CONSTRUCTION PHASE PLAN

REFURBISHMENT WORKS TO BE CARRIED OUT AT;

**ROYAL HOTEL
THE ESPLANADE
BOGNOR REGIS
WEST SUSSEX
PO21 1SZ**

Position	Name	Signed when read and understood	Date
Director	James Drury		27 th June 2019

Introduction

This Construction Phase Health and Safety Plan have been prepared in accordance with the Construction (Design & Management) Regulations 2015.

It is the intention of Contractor, that the project be designed and constructed in such a way that the risks to health and safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with the Construction Phase Health and Safety Plan and to provide King & Drury Ltd, as Principal Contractor with any information they have, which is needed to keep this Plan up to date.

King & Drury Ltd (also called The Company) will take all reasonably practical precautions to ensure the health and safety at work of its employees whether at The Company premises or when carrying out its business elsewhere and recognises that a duty of care extends to other persons whilst they are on Company premises.

The responsibility for safety at work belongs to all Company employees be they management, supervisors, or operatives and to employees of contractors variously employed.

The Company through its employees also accepts responsibility for the health and safety of others affected by its actions.

To achieve these aims The Company will: -

- Provide a safe working environment in the operation and maintenance of all plant, equipment and facilities.
- Establish safe systems of work.
- Ensure that all persons are competent to perform the duties expected of them.
- Provide instruction, training and supervision where appropriate.
- Co-operate with their clients, employees, sub-contractors and others with an interest in health and safety.

The Company expects employees to conform to this policy and with The Health and Safety at Work Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

This policy and the way it has operated will be reviewed annually to reflect any changes in the nature and size of the business or new or amended legislation.

The Managing Director has ultimate authority and responsibility in relation to all health and safety topics affecting The Company.

Signed: 
Position: Managing Director

Name; James Drury
Date: 27th June 2019

Document Review

This document will be reviewed periodically during the course of the project and the content may be amended as a result of that review.

The amendment schedule below itemises these reviews and amendments.

Review Date	Comments	Initials

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1. Project Details

Description of Project

In brief the project involves;

- Full refurbishment of property to create 27 residential apartments
- Building the shell of a potential restaurant within the property

Programme Dates

Commencement of works and completion are expected to be;

Full Start; Friday 4th July 2019

Project will run for approximately 18 months

Working Hours

Our working hours will be 7.30am – 5.00pm

Location

The site location is; Esplanade Road, Bognor Regis, West Sussex

The premises is situated on the seafront, Bognor Regis. The site is located with residential properties at the rear and adjacent to the site.



Existing Information and Records

There is not an existing health and safety file on site

Existing and proposed drawings have been issued by Randell Design Group

Building Use After Completion

The building will be a private residential apartments

Adjacent Lane Use

There are residential properties opposite and adjacent to the site

Expected Number of Personnel on Site

Expected numbers on site: Maximum: 15, Minimum: 4

F10 Notification

This project is notifiable and an F10 has been submitted to the HSE on 26th June 2019

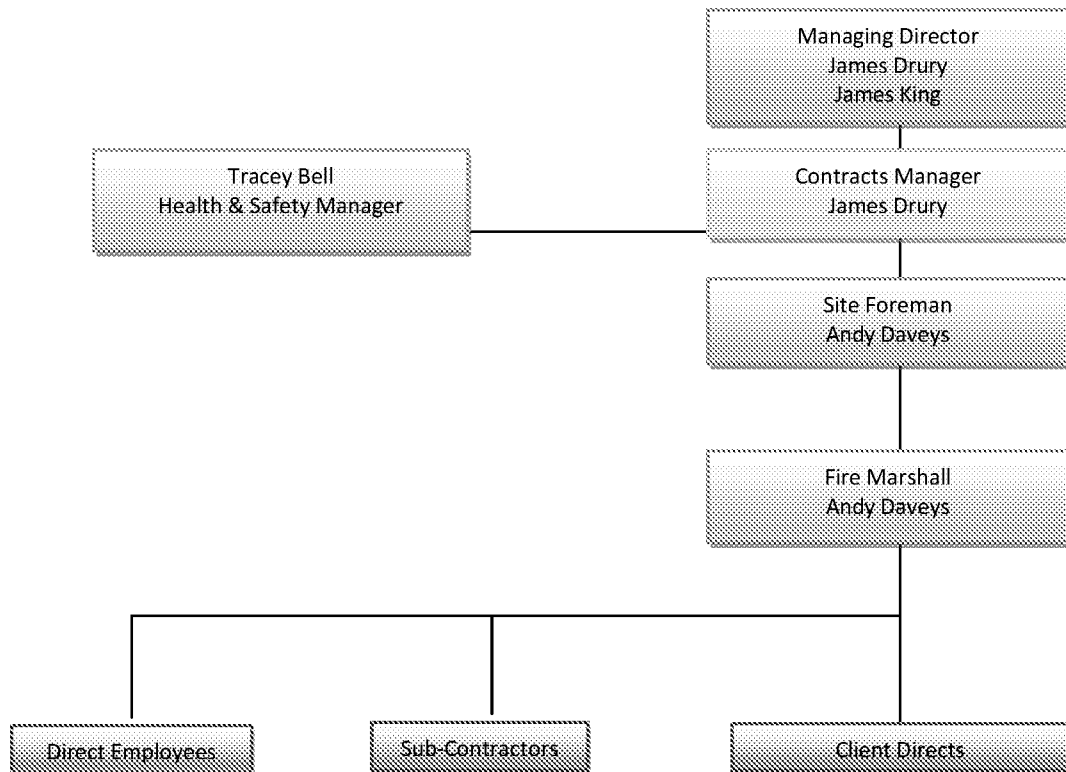
Project Directory

Name	Address	Contact details	
Client	Metamorph Management Ltd Field House Newells Lane WEST ASHLING PO18 8DD	Tel: Mob: Fax: Email: Name:	 Nick Laurence
CDM Advisor	TK Professional Health & Safety Services 35 Orchard Road Havant Hants PO9 1AT	Tel: Mob: Fax: Email: Name:	 Tracey Bell
Principal Designer	Randell Design Group 2 Blackboy Lane Fishbourne West Sussex PO18 8BE	Tel: Mob: Fax: Email: Name:	
Designer	Randell Design Group 2 Blackboy Lane Fishbourne West Sussex PO18 8BE	Tel: Mob: Fax: Email: Name:	
Principal Contractor	King & Drury Ltd Unit 7, Glenmore Business Park Chichester West Sussex PO19 7BJ	Tel: Mob: Email: Name:	
Local Authority	Bognor Regis Town Council Town Hall Bognor Regis West Sussex PO21 1LD	Tel: Mob: Fax: Email: Name:	

2. Client considerations and management arrangements

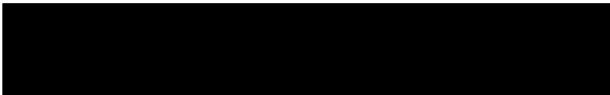
Management Structure and Responsibilities

The contract will be managed by the following people within our Organisation



Managing Director / Director Responsible for H & S

Name: James Drury



Planning & Managing Construction Work

All contractors on site will comply with King & Drury Ltd's current Code of Practice for contractors

Comply with all applicable health & Safety legislations for;

- Working at Heights Regulations 2005
- Control of Substances Hazard to Health Regulations 2002
- The Control of Asbestos Regulations 2012
- Manual Handling Regulations 2012

Safety Goals for the Project

- A 'best practice' approach is to be adopted by all parties on all construction projects
- Projects are to be completed with zero reportable accidents
- Site operatives to possess a valid and relevant CSCS card.

Liaison and communication with client and others

The Site Manager and Contracts Manager will carry out liaison with the following personnel with regard to project meetings, site visits, works schedules and changes in designs to the project. At times there maybe the requirement to liaise with professional bodies:

- The Client
- Principal Designer
- Designers
- Other Contractors
- Emergency Services
- Local/Highways Authority

Project meetings will be set to be carried out fortnightly or as required

Monitoring regimes

The site will be monitored for Health, Safety and Welfare performance by the following:

- The Site Manager is responsible for carrying out regular safety inspections which will be recorded on a checklist.
- The Contracts Manager is responsible for assessing the performance of the contract at each visit.
- The Health and Safety Advisor will carry out regular, unannounced visits to site to inspect the works being carried out and to assess the overall H & S performance of the project and review the effectiveness of the controls in place.
- External parties on behalf of the client and/or CDM Advisor may visit the site periodically to assess the H & S performance also.

Site Management

King & Drury Limited, is required under CDM Regulations to manage and control all matters of health and safety on site. They will dismiss from site any operative or contractor not meeting health and safety standards.

We will make contractors aware that non-compliance with any health and safety legislation or site rule will result in them being removed from site.

At all times a signing-in book will be located immediately inside the entrance door, as above, for all operatives, staff and visitors to sign in and out of the site.

Site Set-Up

King & Drury Limited shall comply with Greene King's Code of Practice and the following items;

- Maintaining a signing-in point
- Provide and DISPLAY the following;
 - Insurance Certificate
 - F10
 - Signing In Book
 - Completed Health & Safety Poster
 - Site Rules
 - Fire Evacuation Plan designating Assembly Point
 - Address of Site & Emergency contact details
 - Local hospital, fire, and police telephone numbers and addresses
 - Certificate of First Aider
 - Statutory and Site Specific Signage
 - Appropriate and tested fire fighting equipment
 - Construction Phase Health & Safety Plan
 - Asbestos Survey
 - PAT Testing records for tools and equipment

- Risk Assessments, Method Statements and COSHH Assessments with appropriate Safety Data Sheets
- Spare PPE equipment – Hard Hats, Hi Visibility Jackets, hearing protection, FFP3 Masks
- Induction Register
- First Aid Box
- Accident Book & RIDDOR reporting sheets

Site Induction

The standard site induction will be adapted to suit the particular works and constraints of this project and will be delivered, by the Site Manager, to ALL operatives intending to work on our site.

This induction will explain to all operatives or visitors;

- Who the site management are
- Scope of the project
- Allowed access routes to the works
- What and where the welfare facilities are
- That ALL operatives are aware of their own risk assessments and method statements applicable to this project
- Emergency arrangements are explained and understood including; fire precautions, the need to report all accidents, incidents and near misses
- Site Rules
- Specific Hazards or Risks on site
- Environmental considerations including Site Waste Management Plan requirements i.e. segregation of waste if possible

Site Rules

King & Drury Limited have a set of 'Site Rules' that will be displayed on the information board set up on site. Inductees will each be issued with a copy of the document which they will sign to say they accept to work under these rules.

Site Specific Rules are as below:

- The Company Safety Policy, work permits where applicable, emergency procedures and other procedures must be followed.
- All employees whether directly employees or sub-contracted must undergo an induction prior to commencement of work.
- It is forbidden to possess or consume alcohol, drugs, intoxicants or other illegal substances in the Works or on site or to be under their influence such that safety at work is jeopardised.
- It is forbidden to indulge in horseplay, fighting or malicious damage.
- All injuries, fires, accidents or near misses must be reported to your senior manager immediately.
- Method Statements must be strictly adhered, including the use of equipment and personnel protection. In the event that they cannot be complied with, work must stop and your manager informed and the method statement reviewed and any changes authorised prior to recommencing the task.
- Smoking is not permitted in office, mess rooms, toilets or any substantially enclosed building and may be banned on particular sites. Specific smoking areas will be designated and identified Smoking or any naked flame is strictly banned during the use flammable or explosive substances.
- Barricades and hazard notices must be maintained and obeyed.

- Equipment will only be operated or repaired by trained and competent personnel.
- Incorrect or faulty tools, equipment or plant must not be used; defective equipment must not be used and must be reported to a senior person immediately.
- Standard issue of Personal Protective Equipment (PPE) i.e. Safety Helmet, Safety Footwear and a High Visibility Garment, must be available worn when attending sites and worn when directed by site management. Additional PPE such as ear defenders, safety glasses and gloves may be required on particular sites and must be worn when directed.
- Spillages are to be reported or cleaned up immediately.
- Fire exit and fire exit routes are to be kept clear at all times.
- Employees are to co-operate with management on all health and safety matters whilst on site.

Training/Onsite Training

Any operative carrying out tasks requiring them to be 'competent' will be required to provide evidence of training with copies of certificates or recognised card schemes being checked and copies kept.

Toolbox talks will be arranged by the Site Manager and details of the subject covered will be relevant to activities being carried out on site at that particular time. The attendance will be recorded, and the information held in the site file.

Any additional training which is identified as being required at site level may be arranged at short notice and carried out on site if conditions allow.

Consultation

The entire workforce will be encouraged to communicate directly to the site manager, details of any hazard they have seen, or to make suggestion that will make conditions safer. Any such contributions will be recorded in the Site Managers site diary and either raised at the next project meeting or referred back to the office. Any suggestions will be followed up by Tracey Bell – H&S Advisor who will contact the operative direct. The Site Manager operates an "Open Door" policy.

The above will be communicated to ALL operatives working on site during the site induction.

Selection and Control of Contractors

King & Drury Ltd will only appoint competent contractors; an assessment of each contractor engaged by King & Drury Ltd will be carried out before such contractors are employed for the first time by means of an interview with the Tracey Bell – Health & Safety Advisor and James Drury - Director
The following information will be requested from the Contractor to bring to the meeting;

- Insurance
- CIS Number
- Trading Certificates – specifically electricians & plumbers
- Evidence of Risk Assessments
- Evidence of Method Statements
- Copy of their Health & Safety Policy
- Training Certificates & skills evidence
- Confirmation of Competence H&S Advice to the company – internal/external

They will be issued with a copy of the King & Drury Ltd's Health & Safety Policy and a copy of the Contractor Procedures whilst working on site.

Accident and Near Miss Reporting

All accidents/incidents which occur on site **will** be reported to the site first aider in the first instance. This must then be reported to the Site Manager – if this is a different person - who will enter it on the company 'Accident/Incident' form and notify Tracey Bell - H&S Advisor.

If the accident/incident is/is or could develop into a 'RIDDOR' event, it **MUST** be reported to the Tracey Bell, H&S Advisor as soon as practically possible (ie via telephone – office number 02392 250763). She will then visit site and carry out an initial investigation and notify as necessary.

Method Statements and Risk Assessments

King & Drury Ltd, will request risk and method statements from all contractors who will be working for them on site. These must be produced by the contractor at least 1 week prior to the relevant works commencing to enable them to be reviewed and any additional information requested. No works will be allowed to commence until these are in place and operatives have been briefed on the contents.

Along with their risk assessment and method statement contractors will be required to provide COSHH, Noise, Manual Handling etc. assessments as appropriate to their operation. Contractors arriving on site without the appropriate documentation will not be allowed to commence works. This includes any contractors employed directly by the client.

Co-ordinating Ongoing Design and Design Changes

Any changes to the intended design or details during the contract will be identified and communicated to all parties to ensure the changes do not affect other works and do not add additional health & safety risk to the project. Any changes that are felt to add or alter risk levels will be highlighted and discussed so that the risk can be removed, mitigated or controlled.

Exchange of Health and Safety information between contractors

This Construction Phase Plan will be issued to all contractors involved in the project to ensure they are aware of the site specific: scope of work, hazards, access arrangements, welfare arrangements, emergency procedures and reporting procedures.

Contractors will be encouraged to highlight any health and safety issues which they feel may impact on others on site. Any concerns or issues should be raised with the Site Manager to ensure coordination with others on site.

A Health and Safety information board will be set up on site, the place to be decided by the site manager. It contains information on the emergency/fire plan as well as the health and safety law poster, etc. Site entrances and exits will need to be specifically signed up in compliance with the Site Layout plan. All health and safety signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Drug and Alcohol policy

Anyone who attends site and is thought to be under the influence of alcohol or drugs will be asked to leave site immediately and their employer, as appropriate, will be informed.

King & Drury Ltd does not condone the use of alcohol or drugs whilst working on site. They reserve the right to bar entry to the site to anyone suspected of the above.

3 - Health & Safety Requirements for personnel involved in this project

Emergency procedures and escape arrangements

The Site Manager will display a Site Layout and Fire Safety Plan on the central information board.

The Site Manager is to ensure that:

- Adequate means of escape and access for emergency vehicles is allowed for during all stages of construction.
- Fire emergency exit routes to be established, adequately signed, and kept free of obstructions.
- Emergency procedures follow a logical sequence if more than one incident needs to be tackled at a time.
- Full co-operation is established with other contractors, so that all personnel are aware of the risks, safety zones, access routes etc.
- All work areas are adequately protected against fire hazards by the provision of appropriate fire extinguishers, and compliance with current fire regulations.
- It is the responsibility of any individual who detects a fire to immediately evacuate the building and notify the **emergency services** via telephone.
- The following information must be given when reporting a fire:
Your Name
Address of the public house
Type of fire, ie: Building/Waste Container/Fuel or Vehicle fire

First Aid

Adequate first aid facilities will be made on site with at least two members of the site management team being trained as first aiders. Andy Daveys will be the Site Manager, and key sub-contractors will be asked to identify any first aiders or emergency aid trained personnel they have on site.

The first aid kit will be located with the main site compound.

Hospital Details

Any injury requiring treatment at an A & E Hospital will be transported, if appropriate, by car or van to the:

St Richards Hospital
Spitalfield Lane,
Chichester
West Sussex
PO19 6SE



Fire Precautions

A desktop Fire Risk Assessment has been carried out and a Fire Plan will be displayed showing escape routes and Fire Point locations in the site office. The site manager will act as site fire co-ordinator, and will monitor and review the Fire Plan and instigate the site emergency procedures.

The Emergency assembly point will be as per the properties existing locations which are:

- In Aldwick Road adjacent to the property

Once the project is in progress the Fire Risk Assessment will be updated and signed off by either our site manager or our Health & Safety Advisor – Tracey Bell

Locations of existing services

Services are to remain fully operational during refurbishment work. Parts of the buildings will be isolated as required by the M&E Contractors to allow works to be carry out in specific areas.

Gas; The main gas supply into the building will be identified when King & Drury Ltd are on site and prior to the commencement of works.

Electricity; The main electricity supply into the building will be identified when King & Drury Ltd are on site and prior to the commencement of works.

Water; The main water supply into the building will be identified when King & Drury Ltd are on site and prior to the commencement of works.

Personal Protective Equipment (PPE):

The site will be designated mandatory footwear and hi-visibility clothing site. Hard hats will be worn at site manager's discretion.

Additional PPE may be required for some particular tasks. Specific method statements will be referred to in order to ensure that all required PPE is provided and worn which will include; Safety harness, safety glasses, ear defenders, dust/face mask, gloves (various)

Smoking

There is NO smoking on site. Smoking areas will be set up by the site manager and smoking will only take place in this area during tea and lunch breaks

Welfare Facilities

King & Drury Ltd have assessed the need for welfare facilities. We will set up a site office within the existing property and provide on-site a portable toilet block.

We will ensure that the following welfare facilities are provided;

- Hot/Cold Drinking Water
- Microwave
- Kettle with Tea/Coffee facilities
- Chairs/Seating with backs
- Table sufficient for up to 8 operatives at any one time

4 – Environmental Restrictions & Existing On Site Risks

Boundaries and Access

Access into the site will be via the front of the property from Aldwick Road.

Deliveries

Deliveries can be received on site. Drivers will need to make contact with the site manager ahead of arrival to ensure that they can access the site for their delivery.

Heras Fencing/Hoarding

Initially we will set up heras fencing around the site to lay out the boundary of our site compound. Hoarding will be erected within the first week of the project and will stay in place for the duration of the project. Appropriate signage will be displayed.

Parking

Parking will be available in the local area. Parking is meter based in the vicinity of the hotel, but free parking can be found in some of the roads in the area.

Security Arrangements

King & Drury Ltd will have overall responsibility for internal security and will secure the premises at the end of each working day. We will be in possession of a set of keys to access the property.

Skips/Weight and Load

We will provide a skips on site, which we will be able to place within our site compound. These will be exchanged as required.

Paperwork will be issued to the office and details of waste disposals will be kept.

Storing materials, deliveries and tools

All deliveries and materials for site will be stored within our site compound. We will provide a 10ft container for this purpose

Transport and vehicular movement

All operatives, deliveries, and visitors will need to make contact with the site manager prior to arriving on site to ensure that they are able to access the site compound.

Visitors/Residents using local area

We will ensure that when using the entrance to site that we do not obstruct the pavement areas that are in continue use by public and residents using this area

Waste – Normal/Hazardous

All of the waste, that we will remove from the property will not be hazardous and will be able to be placed into the skips provided by our waste contractor.

5 – Significant Design & Construction Hazards

Asbestos

A refurbishment and demolition survey has been carried out by Artisan Surveyors on 22nd May 2019. ACM's have been identified within the property.

A copy of the report will be available in the site file.

Portsmouth Demolition will be on site to clear the property and remove non-licensed asbestos. Once tis has been cleared then an asbestos contractor will work alongside Portsmouth Demolition to remove all licensed asbestos

Air Clearance and Waste Certificates are to be requested and issued to King & Drury Ltd

If during the works a suspect material is discovered, then the area will be sealed off until the material has been tested. Work will only recommence if no asbestos is found or if asbestos materials are safely removed by licensed contractors or encapsulated.

Actions required when a suspected material is discovered;

- Stop Work
- Inform your Supervisor
- The area must be cordoned off and work must not recommence until;
 - a) Test says substance is not asbestos
 - b) A clear air certificate is issued after removal
- Erect suitable signs warning of possible hazard
- Never remove and dispose of asbestos by using a licensed contractor

All of our operatives.

Any works with asbestos will comply with The Control of Asbestos Regulations 2012

Hazardous materials in existing structure

Along with our risk assessments and method statements we will provide COSHH Assessments for any hazardous products that we will be using on site. This document will be held in our site file

We will also request from our contractors a current COSHH Assessment to accompany their site paperwork, if the work they are carrying out is applicable.

6 - Activities being carried out on site

Confined Spaces

If we are carrying out any works in confined spaces, this must be identified by the contractor so that the site manager can ensure that there are suitable procedures in place. He will discuss working methods with the contractor and ensure that it is safe to work and that a rescue plan has been put into place whilst the tasks are being carried out.

Dust created from scheduled works

Our works will create dust within the working area, but we will ensure that whilst these works are being carried out the creation of dust is kept to a minimum by using dampened down methods.

Mobile dust extraction will be available on site for exposure to wood dusts and will be used in conjunction with the wearing of FFP3 masks by the operatives.

When working with silica dust, all operatives will wear FFP3 masks and goggles. Cleaning up of working areas, must be carried out using dampen down methods or the use of a vacuum cleaner

Handheld Tools – Powered & Battery

Suitable and sufficient training in the use of the work equipment must be provided with adequate records being maintained. All powered handheld tools that are used on site will have been PAT Tested and the findings recorded.

All hand tools supplied by the company to the employee or indeed any that are owned by a sub-contractor authorised to use them, must be suitable and sufficient for its intended use in relation to the task it is being used for.

Where extension leads need to be used with the power tools, contractors need to ensure that they do

not overload the sockets. They also need to ensure that the cable is also out of the way of other workers.

All electrical installations must be properly maintained, regular and routine maintenance is essential. The condition of portable tools should be checked on a rota call system on a regular basis.

Manual Handling

Movement of general materials on site will be considered in manual handling assessments by all contractors which will consider the Task, Individual, Load and the Environment.

Heavy or awkward materials will be moved as close to the point of use as possible using mechanical means such as sack barrows, trolleys, wheelbarrows, and board handling trolleys.

Similarly, delivery of materials will be positioned as close to the point of use as possible to reduce the distance to be moved to as short as possible.

Noise and Vibration

King & Drury Ltd will continually assess the level of noise and vibration that operations are creating and implement measures that keep levels as low as possible, not only for workers on site but for adjacent residential and commercial properties in the area.

Permit to Work systems

We operate a permit to work system on site that ensures authorised and competent operatives have thought about foreseeable risks and those risks are avoided by using suitable precautions. Permits are set up by the contractor and overseen by the site manager.

Essential features of permit-to-work systems are:

- clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- training and instruction in the issue, use and closure of permits;
- monitoring and auditing to ensure that the system works as intended;
- clear identification of the types of work considered hazardous;
- clear and standardised identification of tasks, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures.

Temporary Electrical Power and Lighting

A temporary electrical supply will be arranged by our electrical contractor for use internally within our site compound.

Transformer boxes will be located within the working areas for 110v tool supply and lighting. A test certificate for the temporary installation will be supplied and displayed on the transformer.

The testing and commissioning of all electrical installations will be to the specification of BS7671 and the IEE Regulations 18th edition are to be carried out under the direct supervision of our electrical contractor only. These will be done following any temporary supply installations.

Working at Height - Ladders and Stepladders

Stepladders will be used for the short duration works to the internal and external trade areas

They will only be used in confined spaces and for short periods of work. They must only be used for working from if the work is of a light nature and short in duration (20 – 30 minutes in one location).

Prior to commencing work;

- All equipment will be checked for splits or cracks in the stiles or rungs prior to the commencement of works
- Damaged ladders will be removed from site.
- A Working at Height Permit to Work will be required to be completed

The following should be adhered to whilst working on a ladder;

- Three points of contact need to be maintained
- The top rung of the ladder should not be used
- Ensure the ladder has been placed on a flat, firm surface

Working at Height - Low level Mobile Access Towers

The works will be accessed using lightweight aluminium towers, erected by PASMA trained personnel, or as an alternative Podium Steps or purpose built aluminium 'Step' platforms.

The towers will be used for decoration works to internal & external working areas

- Only PASMA trained personnel can erect or supervise the erection of scaffold towers and complete the Scaffold Tag inspection form.
- All the relevant components of the tower should show no damage or signs of fatigue.
- Ensure that toe boards and guard rails are provided at suitable heights. Appropriate outriggers should be used.
- The weather and ground conditions will be checked as they may adversely affect the stability of the tower and also its suitability for the task
- Ensure that the platforms are fully boarded and wide enough for the intended work. It should be regularly inspected and formal detailed inspections are made at the start of every working shift period. Ensure that the operative does not have problems affecting their ability to work at height.
- No one shall climb or work from the outside of a tower.

Working at Height - Scaffolding

Scaffolding will be erected at the rear of the property for the new extension and window replacement. A handover and inspection certificate will be handed over to the site manager upon completion of the erection the scaffold all in accordance with the Work at Height Regulations 2005;

- The scaffolding should be checked at the beginning of each working period.
- Only competent trained personnel can check the scaffolding and complete a Scaffold Inspection Form which will be held in the site file.
- All the relevant components of the tower should show no damage or signs of fatigue.
- Ensure that toe boards and guard rails are provided at suitable heights. Appropriate outriggers should be used.
- Check all the necessary guardrails are fitted
- The weather and ground conditions will be checked as they may adversely affect the stability of the tower and also, its suitability for the task
- Ensure that the platforms are fully boarded and wide enough for the intended work. It should be regularly inspected, and formal detailed inspections are made at the start of every working shift period.
- Do not overload platforms with materials and keep platforms clear of debris
- Ensure that the operative does not have problems affecting their ability to work at height.

7 - Health and Safety File

Before Completion of the Contract, we will forward to the CDM Advisor such information as required to complete the Health and Safety File.

Provision of information will include

- Names and addresses of all subcontractors and major suppliers.
- Names and addresses of manufacturers and copies of relevant O&M material information.
- Test Certificates; Electrical, Fire Alarm and Emergency Lighting as applicable
- Test and Commissioning Certificates for all mechanical plant and equipment fitted.