



Pre-Construction Site Survey Report

Lidl – Demolition - Chorlton

Report Version Control

PCI Revision:	Issued to:	Date Issued:	Prepared by:
Issue 1	Lee Lloyd	07/06/2022	J. Hoey

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1.0 Purpose of this Report

This Pre-Construction site survey report has been prepared by Safetyform Ltd on behalf of Lidl Great Britain Ltd in accordance with Regulation 4 (4) of the Construction (Design and Management) Regulations 2015 (CDM 2015) and as detailed in Appendix 2 of the Health and Safety Executive's Guidance Document L153 'Managing Health and Safety in Construction'.

The purpose of the report is to enable Lidl GB Ltd to provide CDM Duty Holders with project-specific health and safety information during the pre-construction phase which will be needed to identify hazards and risks associated with the design and construction work which will be useful to the Principal Contractor when compiling their construction phase plan.

The information provided in this report was obtained during a visit to the site by Safetyform. It must be known that there may be limitations on the extent of information contained within this report for which other CDM duty holders may require further.

The information provided in this report has been deemed to be relevant to the project, proportionate to the risks involved and in an appropriate level of detail. This report may be updated as the design process develops should new information about the health and safety risks comes available.

This report does not intend to set the health and safety agenda or standards throughout the construction phase. That is the responsibility of the Principal Contractor who is required to manage site specific health and safety throughout the duration of the project.

Next Steps

This document is to be used in conjunction with all other pre-construction information which is in the Clients possession or that can be reasonably obtained, and in accordance with the relevant version of the Lidl Health & Safety Specification for Construction Works, all of which are available as part of the tender pack.

If any information is missing for which is required to enable the compilation of a suitable and sufficient construction phase plan, then the Principal Contractor must contact the Client or the Principal Designer to request such information.

The Principal Contractor is to use all the relevant pre-construction information available to them, taking into account the identified risks contained within any design risk register(s) and other associated documents, to compile their construction phase plan prior to commencing works on site, which is a requirement of Regulation 12(1) of the CDM Regulations 2015.

The construction phase plan should be sent to info@safetyform.co.uk for assessment prior to commencing works on site.

No works should start on site without the plan being signed off as being suitable by Safetyform in the first instance.

For information relating to Client Duties under CDM 2015, see Appendix B of this report.

In addition, Lidl have produced site specific guidance relating to control measures required on site to reduce the spread of COVID-19. A copy of this guidance can be found in Appendix E of this report.

2.0 Project Directory

Project Role	Contact Name	Company	Address	Tel	Email
Client	Lee Lloyd	Lidl GB Ltd	Lidl GB LTD, Regional Distribution Centre, Eastgate Way, Manor Park, Runcorn, WA7 1NT	T: 07812 548530	Lee.lloyd@lidl.co.uk
CDM-A	Joseph Hoey	Safetyform Ltd	Britannia House, Caerphilly Business Parc, Van Road, Caerphilly, CF83 3GG	T: 02922 677182 M: 07717805920	joey@safetyform.co.uk
Principal Designer					
Architect					
Structural Engineer					
Utilities Consultant					
Local Authority					

3.0 Pre-Construction Documentation

Please list all pre-construction information that is contained within the Tender pack or that is available at the time of this survey? Delete this line

Pre-construction information	Location	Comments
Existing Health and Safety File		
Surveys		
Drawings		
Asbestos Survey		
Geotechnical Survey		
Bat Survey		
Structural Reports		
Flood Risk Assessment		
Services Locations		

4.0 Project Information

Site Address	The site is located at: Lowry House 550 Mauldeth Road West Manchester M21 7AA
Description of Works	The works will comprise of the demolition of an existing former office/school four storey building and the breaking up of hard standing areas to form a clear site for the construction of a new Lidl supermarket and will include, but not limited to: • Setting up of a suitable site compound to house welfare and storage facilities. • Soft strip of existing four storey building to isolate and remove internal M&E services and fixtures and fittings. • The possible removal of asbestos containing materials (dependant on the new survey findings). • The delicate demolition of the four-storey building to ensure nearby buildings are not affected by the demolition process. • The breaking up of hard standing areas around the site. • The crushing of materials on site to form an agreed crush ratio and stockpile for future use. The above list is not exhaustive. Please liaise with the Lidl SCC overseeing the project for a more detailed scope of works.

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Construction Dates	A minimum of 8 weeks preparation time has been provided by the client to allow the Principal Contractor (PC) adequate time to plan for construction works. The PC should detail any phasing arrangements within their construction phase plan. • Start on site: TBC • Practical Completion: TBC • Handover to Sales: TBC • Store Opening Date: TBC For further details on CPP requirements please see Appendix C of this report. The HSE will be required to be notified of the project as construction work are expected to: • Last more than 30 working days and have more than 20 workers working simultaneously at any point in the project. • Involve more than 500-person days, for example 50 people working over 10 days.
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Working Hours & Restrictions

Construction works may only be carried out during the following times:

Monday to Friday: 08:00 to 18:00

Saturday: 09:00 to 14:00

No works are permitted on Sundays or bank holidays

Consideration will need to be given to the close proximity of nearby residential houses and business units when deciding the site working hours, in particular the nearby mosque (known as Hough End Hall) which is situated immediately to the rear of the building and could potentially be affected by the demolition works.



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5.0 Information About the Site

Access to the site

The site is located at the junction of Mauldeth Road West and Nell Lane, which is a traffic light-controlled junction.

The site is accessed from Nell Lane and into the side/rear of the site (as indicated by the Yellow arrow below).



The site is depicted by Red boundary lines in the above photo.

The nearby mosque is depicted by the Green boundary lines.

Trams pass the front of the site on Mauldeth Road, as depicted by the Blue lines on the photo above.

Parking Restrictions

There are no parking restrictions on the site.

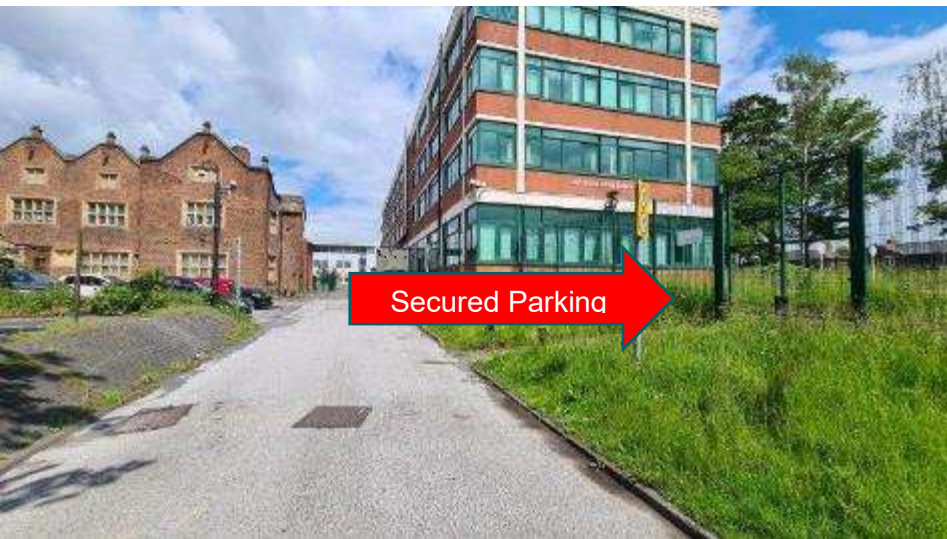
The premises benefit from their own car parks located to the side and the rear of the building, where contractors could park their vehicles during the works.

Car parks depicted by Green boundary lines in the phot below.



Access to the car parks can be gained from Nell Lane.

The car parks are secured also which would assist with security when undertaking the works.



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Details of Surrounding Occupants

The site is located within a residential area and as such the works may have a detrimental impact on neighbouring residents, for which the Principal Contractor will need to be aware during the construction phase of the project.

A school is located within 300 meters of the proposed site and as such may attract unwanted attention from school children (i.e. unauthorised access to the site). The Principal Contractor must ensure the site always remains secure, particularly during deliveries or when vehicles are leaving the site.

Immediately to the rear there is a local mosque and what appears to be an office block, although this looks to be unoccupied.



Welfare and Site Set-Up Arrangements

Welfare arrangements are to be established in accordance with the requirements of Regulation 13(4)(c) and Regulation 15(11) of the CDM Regulations 2015.

Minimum requirements are detailed within Schedule 2 of CDM 2015 and should include:

- Toilets (Male & Female where required).
- Washing facilities.
- Hot and cold or warm running water, soap and hand towels.
- Drying room (if required).
- Canteen with facilities for heating & warming food and for boiling hot water.
- Drinking Water

It is the responsibility of the Principal Contractor to assess what facilities will be required to be provided throughout the duration of the project which are commensurate with the types of works being undertaken, for example, there may be a requirement to provide showers due to works on live drains or where large volumes of concrete are being poured.

Welfare facilities must ensure they consider government guidance in relation to the controls required to reduce the spread of COVID-19 on construction sites, which may require an increase in the provision of welfare facilities on site.

There is ample space on site for the establishment of suitable welfare facilities in line with the requirements as set out above. It is thought the welfare area and storage compound could be established within the first car park which is located to the side of the building and is also secured behind its own fencing (as indicated on the photo below).



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Details of Existing Structures.

Existing structures on the site consist of an unoccupied four storey former office building which is empty of all furniture but would require the soft strip of internal M&E services before the demolition of the building commences. The building is contained within its own grounds but in close proximity to other buildings nearby.

The building appears to be constructed of a steel structure with block infill, brick facia and glazed windows with a flat roof and no roof lights.



The Principal Designer for the Lidl project would be able to add further details surrounding this information.

Details of Ground Conditions	The grounds conditions observed at the time of survey consisted of large areas of tarmac which form the existing car park area and hard standing pedestrian pavements. 
Details of Invasive Species	There does not appear to be any invasive species located within the grounds of the building for which the PC will need to be aware.

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**Details of Other
Plantation (e.g.
Protected Trees etc).**

All the trees and vegetation will be removed within the next week
Before the demolition process begins



Details of Existing Services	Existing services serving the site are located in the following locations:
Electricity:	The mains electricity point was seen to enter the building from the rear of the building and into the electrical services room, which also houses the data server unit. 
Gas:	The mains gas point was seen to enter the building at the same point as the electricity, from the rear and into the electrical services room. The gas meter is located above the entrance door to the electrical services room to the rear. 
Water:	The mains water point could not be identified by Safetyform at the time of writing this report. Please consult the Lidl SCC overseeing the project for further information on where the water may enter the site.
BT Cables:	BT cables were seen to be running across the front of the site which could have an impact on the new highways works planned for this area. Please consult the Lidl SCC overseeing the project for further information on where the BT cables may be located.

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Asbestos Containing Materials (ACM's)

There is an existing asbestos Type 2 survey available within the tender pack which details there are low hazardous asbestos containing materials located within the building, however as the report was undertaken in February 2009 and is only a Type 2 survey (meaning there was no intrusive samples taken from the fabric of the building), it is advised that a new refurbishment and demolition asbestos survey is undertaken of the whole building to ascertain if the fabric of the building or areas which were not surveyed in the last report, contain asbestos containing materials.

Low hazardous non-notifiable ACM's were identified within the 2009 survey and are located within the following areas:

Sample No.	Location	Element Sampled	Type of Asbestos Detected
1	Electric Room	Floor Tile & Bitumen	Chrysotile In Bitumen
2	Boiler	Gasket	None Detected
3	Flange	Gasket	None Detected
4	Boiler Room	Dust	None Detected
5	Kitchen	Sink Pad	None Detected
6	3 rd Floor Service Cupboard	Floor Tile	Chrysotile

Details of Existing Fire Precautions	The site is vacant and unoccupied and as such does not have any existing fire precautions for which the P.C. is required to comply with during the construction phase. Fire precaution procedures including a fire risk assessment, location of fire points and emergency assembly point are to be included within the principal contractor's construction phase plan and are to be communicated to all operatives and visitors during the site inductions.
Details of Existing Fire Exits	Existing fire exits within the building will be required to be maintained during the soft strip of the building or during any asbestos removal works. Some of these may become unusable due to the soft strip out works being carried out around the fire exits, thus preventing safe access/egress or use of the fire exits for site operatives. Consideration will need to be given to providing an alternative means of escape from the building during the works and may require existing fire safety signage to be removed for the duration of the project.
Details of existing security precautions applicable to these premises	As the building is currently unoccupied there are no existing security precautions in place for which the P.C. will be required to maintain throughout the duration of the project. Upon taking ownership of the site, the PC shall have sole responsibility to ensure that the site is secured throughout the duration of the works, taking into account precautions which may need to be employed for when the site is unoccupied overnight and at weekends and holidays.

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Smoking

After research confirmed the harmful effects to health of smoking and second-hand smoke (passive smoking) the Smoke Free law was introduced to protect individuals in public places and in the workplace.

The main points of the legislation are as follows:

- The legislation, introduced on the 1st July 2007, now makes it illegal to smoke in all public enclosed or substantially enclosed area and workplaces.
- The ban includes smoking on vehicles which serve the public and / or are used for work purposes.
- Appropriate no smoking signs must be clearly placed in all smoke free premises and vehicles.
- Under the legislation in place work smoking rooms and areas are no longer permitted. All smokers must take their smoke breaks outside.
- The owners / managers of any premises have to take reasonable steps to ensure that all staff and/or visitors are aware of the ban and to uphold the ban.
- Smokers looking for an appropriate place to smoke may check the no smoking signs in and around premises to easily see which areas are restricted or ask a staff member.

There is no legal requirement for the Principal Contractor to provide a designated area for smoking, however if a designated smoking area is provided, it will make controlling smoking on site much easier.

During the survey it was observed that a designated smoking area could be established within the main site compound, once established.



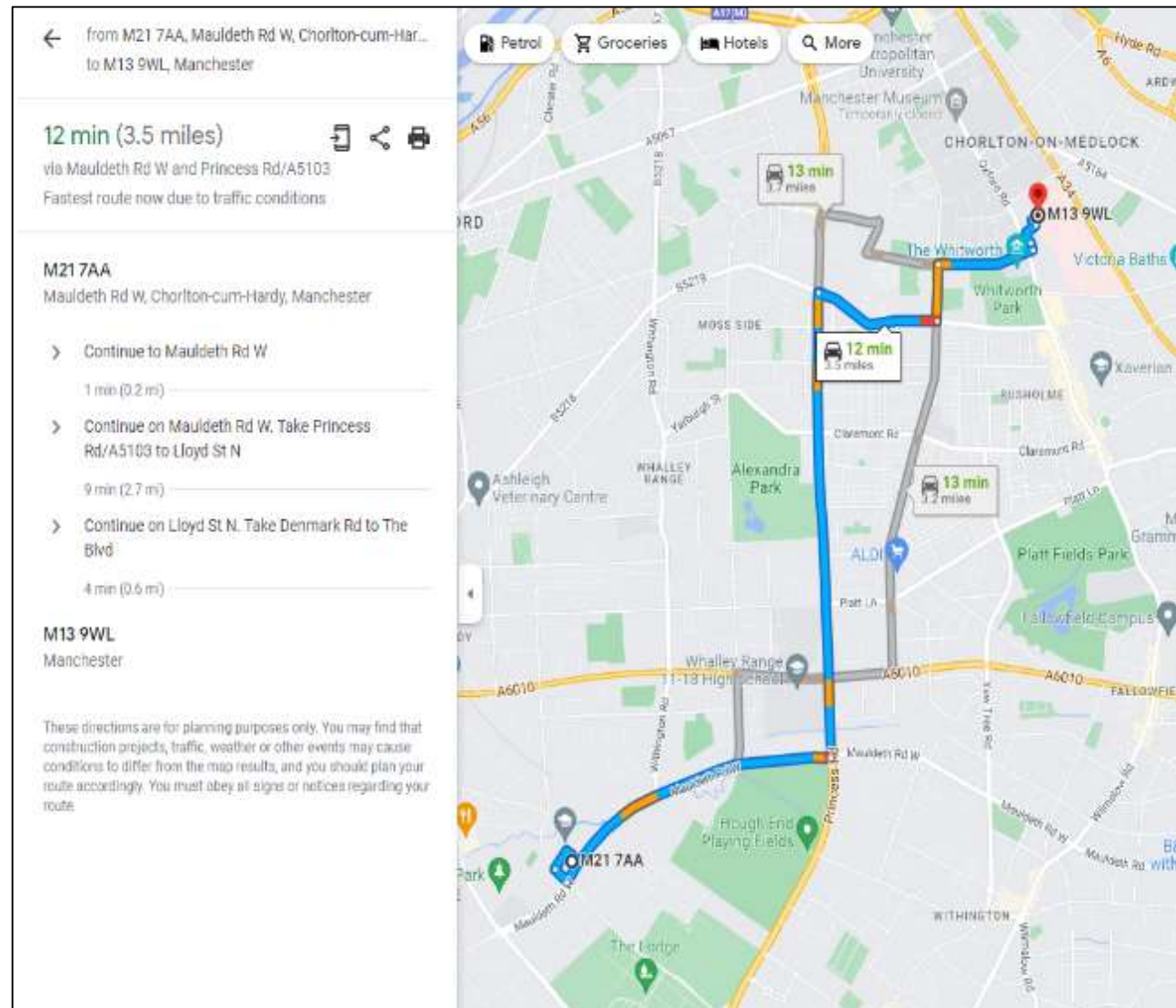
If a designated smoking areas has been provided by the PC, it must be equipped with suitable fire extinguishers and waste bins for catching cigarette ends.

Nearest Accident & Emergency Department to the Site

The nearest accident & Emergency department to the site is located at:

Manchester Royal Infirmary
Oxford Road
Manchester
Greater Manchester
M13 9WL

The A&E department is located approximately 3.5 miles from the site.



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6.0 Foreseeable Risks

This section is to highlight foreseeable risks which may affect the construction works or design.

A reasonably foreseeable risk is described as a danger, hazard or threat which, if realised, could result in injury or damage, and which could be predicted by a reasonable person with the necessary skills and knowledge.

Site-specific hazards associated with the project have been identified and classified into specific risk ratings as follows:

High	High risk hazards have the potential to cause serious injury, death, property and/or material damage. High risk hazards will require careful risk analysis when considering the appropriate control measures to be implemented to reduce the risk further.
Medium	Medium risk hazards have the potential to cause injury, disruption to the project (such as time delays), slight material and property damage or breaches of legislation. Medium risk hazards also require careful risk analysis when considering the appropriate control measures to be implemented to reduce the risk further, however to a much lesser extent of a higher risk.
Low	Low risk hazards have the potential to cause very minor injury, minor disruptions and time delays and possible material or property damage but to a negligible level. Low risk hazards do require careful risk analysis when considering the appropriate control measures to be implemented to reduce the risk further or eliminate all together however, to a much lesser extent t that of a medium or high risk.

Associated Site Hazards

Hazard	Risk Classification
Temporary Works	High

Temporary works (TW) are the parts of a construction project that are needed to enable the permanent works to be built or demolished. Usually, the TW are removed after use - e.g. access scaffolds, props, shoring, excavation supports, falsework and formwork, edge protection, site hoarding etc.

During the project there will be a requirement to undertake some kind of Temporary Works. For this works to be carried out safely, the Principal Contractor must ensure the works are carried out in accordance with suitable and sufficient control measures in place to reduce the risks.



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Hazard	Risk Classification
Working at Height	High

There will be a requirement for carrying out works at height during the project which present a significant risk of causing serious injury or death should a fall from height occur.

Works at height should be properly planned, carried out by trained and competent persons and be undertaken using appropriate working at height equipment with suitable edge protection in place or other means of reducing the risks from a fall.



Hazard	Risk Classification
Working on existing services	High

During the project there may be a requirement to undertake works on electrical, mechanical, IT/Data, security and/or fire systems.

The PC must ensure that all personnel performing such works are trained and competent to do so.

The PC must ensure that all live services are isolated prior to the commencement of the works and where required, a robust “lock-off” system is in place to prevent unauthorised access.

All such arrangements are to be covered by a Permit to Work system which is issued and managed by the Principal contractor.



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Hazard	Risk Classification
Fire / Hot Works	High

During the construction work there is a risk of fire from hot work activities, such as the use of grinders, torches, welding and electrical faults.

Fire precaution procedures including a fire risk assessment, fire exits, location of fire points and fire assembly points are to be included within the principal contractor's construction phase plan.

A permit to work system must be implemented to control all electrical and hot work activities.



Hazard	Risk Classification
Works in close proximity to neighbouring mosque	High

The works will be carried out in close proximity to the nearby mosque, which is located approximately 10 meters to the rear of the building.

Due to the height of the building being four storey's high, there is a significant risk to users of the mosque of debris extracting from the site.

The Principal Contractor must ensure there are suitable controls in place to ensure the health and safety of visitors and staff of the mosque throughout the duration of the project.



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Hazard	Risk Classification
Dust exposure during demolition / construction works	High
During the demolition / construction works, it is likely that the works will produce excessive amounts of dusts, which could have an immediate or long effect on the health of operatives working on site or others who may be affected within close proximity. It is a requirement of the Principal Contractor to ensure that dusts produced by the demolition / construction phase, are reduced at source and those who may be affected are provided with suitable RPE.	
	

Hazard	Risk Classification
Risk of collision with road traffic during project	High

There is a high risk of collision between site operatives and cars / lorries during the construction phase due to the close proximity of the works. Consideration must be given to implementing a suitable and effective traffic management plan which reduces the risks to an acceptable level by way of controlling traffic, reducing speeds and the erection of traffic management signage.



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Hazard	Risk Classification
Unsafe use of step ladders	High

Work at height will be required to be undertaken at different stages of the project. All work at height must be properly planned and carried out by trained and competent operatives using the most appropriate form of work equipment.

As a reminder, step ladders are not always the most appropriate form of work equipment for undertaking works at height. Consideration must be given to the use of MEWPS, tower scaffolds or podium step ladders when undertaking work at height.

Safetyform will begin to close Lidl sites if it is found that the use of alternative work at height equipment has not been considered before step ladders.



Hazard	Risk Classification
Promotion of Health as well as Safety on site	Medium

In line with HSE initiatives there is a requirement for all Principal Contractors to assess the risks associated with employee's Health as well as Safety on construction sites.

Health and safety go hand in hand, and it is as important to protect someone's health as it is their safety on construction sites.

Safetyform would expect to see control measures introduced to promote Good Health practices during the construction phase to help reduce the long-term effects on a person's health.

- Positive health campaigns to promote ways in which workers can stay healthy.
- Posters displayed around the site demonstrating health benefits.
- Signs warning of high noise or vibration areas.
- Reducing dusts at source instead of through PPE.
- Carrying out Health surveillance on operatives to assess their health over time periods.
- Considering the mental health of your workforce and offering ways to combat mental health issues.



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Appendix A

Health & Safety File Requirements

Lidl Health and Safety File Requirements					
The below is a general guide to the H&S file requirements. Dependent on the scope of this project and / or client requirements, the information to be provided may vary. These additional or change in requirements will be confirmed in the pre-start meeting. The file should have a contents page with an introduction followed by details of the project and work undertaken. The files should be sent electronically to the external H&S consultant within one week of project hand over. The external H&S consultant will only request the below information twice before escalating to the client.					
No	CDM Regs Ref No	Items Required	No of Copies	Supplied by	Required Y / N
1	(a)	Scope Of works Description of project and full scope of works: Project dates: Project Directory: Key Contact Details	1 electronic	Lead Designer Architect PD	Yes
2	(b)	Residual Risks: any hazards that have not been eliminated through the design and construction processes and how they have been addressed (e.g. records, surveys or other information concerning asbestos or contaminated land).	1 electronic	PD/All Designers & PC	No
3	©	Key Structural Principles: (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floor and roof. Also include structural calculations for foundations, superstructure, roof structure and drainage installations. Structural design including calculations for curtain walling members (internal and external) to be also provided.	1 electronic	Structural Engineer	No
4	(d)	Hazardous Materials Used: (e.g. lead paints and special coatings) Record locations by Plan / scheduled etc. Asbestos and Contamination: any remaining /residual hazards on-site, within the ground or as existing structure/buildings. Designers to confirm hazardous materials adopted (if any) and / or provide a statement.	1 electronic	All	No
5	(e)	Removal / Dismantling / Maintenance Access Strategy for M&E equipment: Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).	1 electronic	M&E Engineer	No
6	(f)	H&S Information/Equipment and/or Cleaning and Maintenance Access Strategy – Building and site wide H&S information	1 electronic	Architects, S&C Eng M&E Engineers Landscape Arch	No
7	(g)	Services: “As installed” Services layout & fire-fighting services. The nature, location and markings of significant services, including electrical & mechanical installations, underground cables; gas supply equipment; firefighting services etc. Note: If applicable, Client to liaise on any retrospective fire equipment to be installed for inclusion on fire plan.	1 electronic	M&E Engineer, Architects & Client	Yes
8	(h)	Final Construction / As Built Drawings: of the building, its plant and equipment (e.g. the means of safe access to and from services voids and fire doors).	1 electronic	Architects, S&C Eng & M&E Engineers	Yes

Items 6, 7 and 8 – Typical Content of Services / Final Construction drawings – electronic and A3 format

		Architect / Lead Designer: all to be referring to O&M manual, where a more complete sets of drawings are available		Architect / LD	No
		- Site Boundary treatment plan	1 electronic		No
		- GA Plans: GF and FF (fire) + roof plan	1 electronic		No
		- GA Elevations	1 electronic		No
		- GA Sections	1 electronic		No
		- GA slab duct routes	1 electronic		No
		Structural/ Civil Engineers: all to be referring to O&M manual, where a more complete sets of drawings are available		S & C Eng	No
		- Drainage	1 electronic		No
		- Structural GA plans: foundation, GF, FF, etc and roof plan	1 electronic		No
		- Summary of Structural calculation/ loadings (this may form part of Item 3 - Key Structural Principles above)	1 electronic		No
		- Drainage design and calculations	1 electronic		No
		M&E: all to be referring to O&M manual, where a more complete sets of drawings are available		M & E	No
		- Services layout plans: GA's of each floor plate - GF, FF, etc and roof plan	1 electronic		No

Operation & Maintenance Manuals

9		Information from Sub-Contractors	Copies?	Supplied by?	Required?
		Auto doors	1 electronic		No
		Aluminium shop fronts/ entrance pod	1 electronic		No
		Steel/ wooden plastic-coated doors	1 electronic		No
		Sectional doors	1 electronic		No
		Rapid roll/ flip flap doors	1 electronic		No
		Dock plate	1 electronic		No
		Attic access hatch and ladder	1 electronic		No
		Locks, padlocks, key suiting, code lock	1 electronic		No
		Bricks, blocks, concrete panels, fabrication etc.	1 electronic		No
		Internal/ external plaster/ render finish	1 electronic		No
		Roof coverings, membrane, insulation	1 electronic		No
		Fascia, claddings, gables, soffits, rainwater goods	1 electronic		No
		Drainage, pipes, chambers, pumps	1 electronic		No
		Drainage storm water tanks, petrol/ oil separators	1 electronic		No
		Boundary fences, gates and fencing (Acoustics)	1 electronic		No
		Floor/ wall tiles	1 electronic		No
		Timber roof trusses, steel structure	1 electronic		No
		Product/ Location Inspection Report	1 electronic		No
		Concrete deliveries, concrete cube test results, datasheets	1 electronic		No
10		Electrical	Copies?	Supplied by?	Required?
		Brief description of system (In English)	1 electronic		No
		Layout drawings	1 electronic		No
		Distribution board/ circuit layout	1 electronic		No
		Fruit and Veg/ cosmetic lighting layout	1 electronic		No
		Lighting information/ LUX plot	1 electronic		No
		Site plan externally	1 electronic		No
		NICEIC certificates	1 electronic		No
		Emergency lighting certification	1 electronic		No

11		Mechanical	Copies?	Supplied by?	Required?
		Brief description of system (In English)	1 electronic		No
		Layout drawings	1 electronic		No
		Supply and extract ventilation information	1 electronic		No
		Pumps, valves, controls info	1 electronic		No
		BMS panel manual	1 electronic		No
		Test/ commissioning data	1 electronic		No
		Gas safe registered certificate for gas installation	1 electronic		No
		Kitchen equipment (Fridge, dishwasher)	1 electronic		No
12		Certification	Copies?	Supplied by?	Required?
		Air pressure test	1 electronic		No
		Building Regulation – Final Certificate	1 electronic		No
		EPC	1 electronic		No
		External quality control certificates (roof and cladding, tiling, groundworks)	1 electronic		No
13		Non-Standard	Copies?	Supplied by?	Required?
		Ground source heat pumps	1 electronic		No
		Foul water pump, storm water pump	1 electronic		No
		Fuel Interceptor	1 electronic		No
		Goods lift	1 electronic		No
		Passenger Lift	1 electronic		No
		Air conditioning, air curtain	1 electronic		No
		Bakery	1 electronic		No
		Entrance gate	1 electronic		No
		PV Panels	1 electronic		No
		Electric Charging Points	1 electronic		No
		Man-safe System (on roof)	1 electronic		No
		Edge Protection	1 electronic		No
		Access Stairwells	1 electronic		No
		Fire Alarm Installation	1 electronic		No

Layout & Format

The Health & Safety File will be produced in an electronic format. The file will be collated in the format as set out above and must also contain the following information so as to satisfy the requirements of Appendix 4 of the CDM 2015 regulations:

- A brief description of the work that was carried out
- Any residual hazards which remain and how they have been dealt with
- Key structural principles
- Hazardous materials used
- Information regarding the removal or dismantling of plant and equipment
- Health and safety information about equipment provided for cleaning and maintaining the structure
- The nature, location and markings of significant services
- Information and as-built drawings associated with the project.

All contractors will provide any necessary information as required in a timely manner prior to completion for inclusion into the Health and Safety File.

Operations & Maintenance Manuals

In addition to the H&S file, information for inclusion into the O&M manuals must be collated by the Principal Contractor upon completion of the project and submitted to Safetyform with the H&S file.

Arrangements for the Collection and Gathering of Information

Information will be collected and gathered by the Principal Contractor on behalf of all other contractors and in liaison with the Principal Designer.

Submission Requirements

The Health and Safety File will be approved by Safetyform on behalf of the client.

- Upon practical completion the Principal Contractor will submit electronically the required information direct to: info@safetyform.co.uk
- Failure to submit the H&S file will be escalated to the client since it is a legal obligation under CDM 2015 to ensure the H&S file has been created and made available to those who need it.
- Safetyform will escalate any non-conformance with the above procedure to the client.

Storage of Information

The Health and Safety File will be stored and retained by the CDM Client on completion of the project. The format of the Health and Safety will be held electronically by the PC on behalf of the CDM Client throughout the duration of the Project.

Appendix B

Client Duties in relation to managing projects

Duties imposed on Clients under the Construction (design and Management) Regulations 2015 are made specific under Part 2, Regulation 4. The duties consist of:

- (1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
- (2) Arrangements are suitable if they ensure that—
 - a. the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project. and
 - b. (b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.
- (3) A client must ensure that these arrangements are maintained and reviewed throughout the project.
- (4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- (5) A client must ensure that—
 - (a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor. and
 - (b) the principal designer prepares a health and safety file for the project, which—
 - (i) complies with the requirements of regulation 12(5).
 - (ii) is revised from time to time as appropriate to incorporate any relevant new information. and
 - (iii) is kept available for inspection by any person who may need it to comply with the relevant legal requirements.
- (6) A client must take reasonable steps to ensure that—
 - (a) the principal designer complies with any other principal designer duties in regulations 11 and 12. and
 - (b) (b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14.
- (7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file.
- (8) Where there is more than one client in relation to a project—
 - (a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients. and
 - (b) except for the duties specified in sub-paragraph

- (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations. (c) the duties in the following provisions are owed by all clients—
 - (i) regulation 8(4). and
 - (ii) paragraph (4) and regulation 8(6) to the extent that those duties relate to information in the possession of the client.

Appendix C

Construction Phase Plans

As required under Regulation 12(1) of CDM 2015, the Principal Contractor must draw up a Construction Phase Plan which sets out the arrangements for managing the health & safety of everyone carrying out the construction work, and anyone who may be affected by it.

As well as outlining the 'general arrangements' for the management of health & safety during the construction work, it should also detail the arrangements for the management of the hazards and risks 'specifically listed in this document', and any design risk assessment provided.

Health and safety must be actively monitored throughout this project to ensure that the Plan is being followed and is effective.

The following list of topics should be considered when drawing up the plan:

- A description of the project, such as key dates and details of key members of the project team.
- The management of the work, including.
The health and safety aims/goals for the project.
- The site rules.
- Arrangements to ensure co-operation between project team. members and co-ordination of their work, such as regular site meetings.
- Arrangements for involving workers.
- Site inductions.
- Welfare facilities.
- Emergency procedures, such as fire and first aid.
- The control of any site-specific risks listed in Schedule 3 of L153 guidance document and listed on any design risk register or assessment.
- Client requirements as detailed in the latest version of the Lidl Health and Safety Specification for Construction Works.

Further guidance can be found in the HSE Guidance Document, L153 – Managing Health and Safety in Construction (CDM 2015) Appendix 3.

Appendix D

Construction Arrangements

Planning and management of construction

As the appointed CDM Advisor to the client, Safetyform Ltd will review the development of the construction phase plan and will confirm when the plan is adequate and sufficient for the construction works to commence. Therefore, the Principal Contractor must submit their CPP in a timely manner to Safetyform Ltd prior to the commencement of the project.

Health and safety goals:

The main objective is to ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction work and others who may be affected.

Communication and liaison

All those in control of construction work are required to provide workers (including the self-employed) under their control, with any information that they require to carry out the work safely and without risk to health.

The PC shall ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

Arrangements for worker engagement on site should always be tailored to the size and complexity of the work, the scale of hazards and the size of the workforce.

The PC shall implement a range of mechanisms to ensure that on-site consultation is effective. This could include regular consultation meetings, consultation during inductions, morning / daily briefings with workers and shop manager, toolbox talks etc. in relation to the nature of the project and risks involved.

Contractors may need to make special arrangements for workers for whom English is a second language, or who are unable to read English / have literacy difficulties. These could include provision of translation, use of interpreters or replacing written notices with clearly understood symbols or diagrams.

The PC has a specific duty to make and maintain arrangements to enable effective cooperation and consultation between themselves, contractors and workers. Arrangements made in respect of co-operation and consultation with workers on site should be recorded by the principal contractor and included in the construction phase plan. Such arrangements will require regular review and updating, as circumstances on site change.

Such arrangements need to cover all workers effectively, including those who may only be on site for brief periods. The arrangements should be proportionate to the size and complexity.