

VICTORY HOUSING TRUST

PRE-CONSTRUCTION INFORMATION

for

Unadopted Road Repair Works

at

Various sites across Norfolk

March 2017

INTRODUCTION

This Pre-construction Information has been prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (the CDM Regulations) and has been assembled on the basis of the information available about the proposed contract at the time of preparation.

Pre-Construction (Tender) Stage

The purpose of this document is to provide relevant details for prospective tenderers on key safety matters concerned with the proposed contract being tendered including:

- Safety considerations affecting the sites
- Health and Safety aspects of the associated roads, paths and parking areas.
- The Construction Phase Health and Safety Plan

Post-tender (Contract) Stage

It is intended to appoint one contractor for the works required and, where works are subcontracted, this contractor shall act as the Principal Contractor for the purposes of the Regulations. The contract will not be executed until Victory Housing Trust is satisfied as to the competence of the contractor to fulfil these duties including sufficiency of resources allocated to manage health and safety requirements of the works.

The appointed contractor will prepare the Construction Phase Plan and submit it to Victory Housing Trust or its appointed Principal Designer/ Health and Safety Advisor no later than two weeks before commencement of planned works on site. The contractor is responsible for keeping the Plan up to date as necessary throughout the term of the contract.

Introduction (continued)

The Client will confirm in writing its approval with regard to the development of the Plan including that welfare facilities are suitable and sufficient. Notwithstanding any advice the Client may received from the Principal Design or Health and Safety Advisor it is the responsibility of the contractor to ensure timely and adequate development of the Plan in all respects and continued review of the Plan to update for significant changes or where subcontractors have been required to produce method statements.

The contractor shall issue the Plan to the Client, and Principal Designer if applicable, who may comment on changes which have arisen either through Client instructions/orders under the contract or instigated by the contractor.

Contact details

Client

Tender enquiries – Mark Turner, Victory Housing Trust, Tom Moore House, Cromer Road, North Walsham 0330 123 1860

Contract Administrator – TBC (Victory Assets Project Manager)

Health and Safety Executive – HSE Chelmsford, Wren House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford 01245 706200

Contract Description

Carry out planned repair works to Victory Housing Trust owned unadopted roads, paths and parking areas including crack repairs to macadam & concrete surfaces, kerb replacements, pothole reinstatement, gully repairs/ replacements/ cleaning, manholes repairs/ replacements, cast-in situ concrete break out/ reinstatements, unmade surface repairs, top course planing & resurfacing, breakout and reinstatement of base/binder/ surface courses including general filling/ compaction, paving slab lifting and laying, block paving lifting and laying, all as detailed in the Specification and Schedule of Rates. In addition the Contractor may be called up to attend to responsive repair requests as a routine or emergency repair as defined in the Schedule of Rates and Preambles.

Programme

Start on site: From anticipated contract start date (1 June 2017)

Completion: Refer to Appendix E to the Preliminaries (List of 2017/18 Planned Works sites and survey drawings).

Mobilisation: 2 weeks.

Statutory Notification

The works will be notified to the HSE as soon as is practicable and prior to commencement of works on site.

Location

The works may be carried out at various sites across Victory's operating area of Norfolk, the majority of existing sites are predominantly located in the North Norfolk district, approximately 250 sites as listed in Appendix D to the Preliminaries.

Extent and location of existing records and plans.

Existing records and plans – survey sketches and estate maps – are included in Appendix E to the Preliminaries List of 2017-18 Planned Works sites and survey drawings.

As per the Preliminaries the contractor shall:

- complete utilities searches and identify existing mains/services prior to execution of the works.
- check and mark positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners. Where necessary identify below ground services with signboards, giving type and depth, and overhead services with headroom markers.
- take measures for the support and full protection of pipes and other apparatus during the progress of the works
- ensure any work carried out to or which affects new or existing services is in accordance with the Bye-laws or Regulations of the relevant Statutory Authority.

It will be necessary for the contractor to make arrangements to visit the sites to carry out his own site inspections to satisfy himself as to the nature and extent of the existing surfacing, property curtilage and access via the works areas and any existing service installations as detailed above.

As stated above the Client does not hold records on utilities overhead and underground services and prior to carrying out any works, planned or responsive, shall complete appropriate searches and identifying using proprietary Cable Avoidance Tool (CAT) scan and ground radar survey equipment.

Extent and location of existing records and plans (continued).

Asbestos

Management Surveys will be issued by the Client where works are required to surfacing immediately adjacent to a building on Victory owned property. The format of the reports will be electronic and issued 2 weeks in advance of the commencement of planned works and issued concurrent with any responsive order.

Where a requirement arises for works which will impact on the building e.g. disturbing the building fabric, the Client will ensure a Refurbishment & Demolition type survey is undertaken to identify specific requirements and notify the contractor prior to commencement of works. If asbestos removal is required the Client will ensure this is carried out and notify the contractor prior to commencement of works.

Other investigations

Following site inspection, unless excluded above, it is the contractor's responsibility to identify the need for and to carry out any other surveys or tests required to ascertain the nature of the existing work and adjoining properties which may be affected, prior to implementing the works.

Arrangements for planning and managing the work.

The Client's Health and Safety Policy, including its Safety Management System, are included in the tender documentation. Where there is any conflict between this and the contractors own Policy the Client shall determine which arrangement is to be implemented.

Arrangements for planning and managing the work (continued).

The Client has safety targets with which the contractor will aim for and will be monitored:

- Zero accidents
- Record all near misses
- Fully investigate all accidents and issue written report to the Client
- Zero Health and Safety Executive (HSE) Improvement or Prohibition Notices
- Segregation at all times adjacent to work areas between pedestrians and vehicular traffic
- Adherence to any guidance available via HSE, particularly hand arm vibration, control of exposure to silica dust and shattered lives.

The contractor is responsible for health and safety on site at all times and the works are to be supervised by, or undertaken by, a competent site supervisor appointed in accordance with Regulation 13 of the Management of Health & Safety at Work Regulations 1999.

The Client is to be informed of the name and contact details of the site supervisor including any replacement due to absence. Site supervision may be set up to reflect any phasing and geographical spread of the works where simultaneously undertaken at different locations.

Details of the site supervision arrangements should be clearly identified in the Construction Phase Plan.

The site supervisor should be able to demonstrate appropriate health & safety skills, knowledge and experience to carry out the work e.g. CITB Site Management Safety

Training Scheme certificate, or equivalent for this type of work, and curriculum vitae. To be submitted to the Client upon request. All site operatives must have suitable health and safety training e.g. Construction Skills Certification Scheme (CSCS) card

and records of specific training undertaken. To be submitted to the Client upon request.

Construction Phase Plan

The Plan is to be produced by the contractor post contract award and prior to commencement of the planned works and must set out the arrangements for health and safety including site rules taking full account of the works activities to be undertaken at the various sites including specific measures for works falling within any of the categories set out in Schedule 3 of HSE publication L153 'Managing health and safety in construction', detailed in proportion to the risks involved, and which also sets out guidance on the requirements of the plan in Appendix 3.

Communications

The contractor shall include in the Construction Phase Plan his arrangements for:

- managing the project including the identity and responsibilities of his staff team
- communicating with all parties to the contract and others affected by the works.
- managing operatives, subcontractors and suppliers to ensure that works instructions and all health and safety matters are communicated effectively.

The contractor shall attend monthly meetings with the Client and/or Contract Administrator where health and safety matters will be a standing agenda item.

The contractor shall communicate the Pre-Construction Information to all operatives, subcontractors and suppliers who require it to undertake any tasks safely.

The contractor is to keep the client informed of any significant health and safety issues encountered on site not identified in the Pre-Construction Information or Construction Phase Plan.

Communications (continued)

The contractor must monitor and review health and safety performance for all contract works undertaken including regular inspections, recording of observations and any action taken. Independent safety audits may also be undertaken by the Client's own Health and Safety Advisor and copies of reports produced will be shared with the contractor. Records of operatives safety training and subcontractor safety accreditations must be provided to the Client upon request.

Where the contractor, or its subcontractors, employ non-English speaking operatives the contractor shall ensure there is a procedure included in the Construction Phase Plan to provide the health and safety information to ensure their safety.

Site security

As per the Preliminaries the contractor shall detail in the Construction Phase Plan measures to adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works including taking all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

Security of the site and surrounding properties is a prime concern for the Employer. The Contractor will be responsible for ensuring that routes for deliveries / access are secure from the works area.

Induction

The contractor shall make arrangements for ensuring site personnel and visitors are suitably trained, e.g. by production of CSCS card, including site specific training where necessary, have adequate health and safety information and that the site induction provides for site safety.

Welfare facilities

The contractor is required to ensure suitable welfare facilities for the works compliant with the CDM Regulations Schedule 2. Approval of welfare facilities arrangements must be sought from the Client prior to commencement of works. Suitable and sufficient washing facilities are required by Regulation 21 of the Workplace (Health, Safety and Welfare) Regulations 1992.

As per the Preliminaries the contractor shall provide welfare facilities as part of general attendance requirements. Where the contractor is to provide site welfare accommodation, e.g. for planned works, the contractor is to ensure the provision of necessary services (electricity, water & drainage). Temporary connections to existing services should only be undertaken by competent persons.

Provision of a compound area for welfare, storage, waste skip etc. at sites where planned works are to be undertaken are to be agreed with the Client or the Contract Administrator. Indicative compound locations are shown on the estate maps in Appendix E for general information only, the contractor is to satisfy themselves as to the suitability of such locations for the purpose intended. Any compound must be fully secured with fencing to prevent unauthorised access.

The contractor is required to ensure first aid provision in accordance with The Health and Safety (First Aid) Regulations and identify the first aiders. First Aid certificates are to be provided upon request of the Client and evidenced at site inductions.

Health and Safety of others

During the works the contractor shall notify the Client and the Contract Administrator of all RIDDOR reportable and significant incidents and accidents affecting any party either involved or affected by the works, complaints received and details of any visit by a statutory authority e.g. HSE.

The works must be isolated from, and in order to protect, the public including all necessary site hoarding and enclosures.

Health and Safety of others (continued)

The Contractor must ensure that routes for residents / deliveries / public access are secure from the works area. Where sharing is unavoidable the contractors arrangements are to ensure safe passage and minimum disruption for users. Means of escape and fire service access routes are to be kept clear and clean of any waste, plant or materials associated with the works at all times.

Where works are carried out immediately adjacent to buildings any significant noise and vibration generating activities will need careful planning with the approval of the Contract Administrator who will consult with building occupiers to mitigate adverse impact.

Permits to work

Permit to work procedures are to be agreed with the Client following submission by the contractor of a comprehensive risk assessment and method statement for any proposed works deemed to require a permit system, for example hot works. A permit to enter system should always be implemented for any deep trench excavation. The contractor shall adhere to any other permit system required by the Client or Contract Administrator.

Site conduct

The Victory Respect Framework, including referenced documents, is annexed to the contract. In addition the following specific rules are to be complied with and monitored during the works:

- drinking of alcohol on site is not permitted at any time; anyone suspected of being under the influence of drugs or alcohol will be permanently excluded from working on the contract
- Any worker who acts in an insulting, aggressive, offensive or prejudicial manner towards the Client, Contract Administrator, residents, members of the public or other persons affected by the works will be immediately and permanently excluded from the site and working on the contract

Site conduct (continued)

- On commencement on site individuals shall be required to declare any existing medical condition and/or prescribed medicine taken which may affect their ability or judgement in terms of potential health and safety of others
- Smoking, including vaping electronic cigarettes or similar devices, is not permitted at any time on the site or within the curtilage of adjoining properties or land
- The use of mobile phones on site is only permitted in connection with the contract works or contractors business
- The use of radios etc. on site is not permitted at any time
- Plant and equipment must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily. Where necessary for warming up purposes then the plant must be situated such as to minimise nuisance from noise
- Burning of waste and other materials is not permitted on site at any time
- The contractor shall ensure good practice on site to prevent damage to the environment. Particular attention shall be given to elements of the works that involve effects on the natural environment and watercourses, or excessive noise and pollution of the air.
- The contractor shall ensure the work area is kept tidy. Waste and debris is to be removed as work is progressed. Equipment, tools and materials are to be stored in a manner that minimises risk of inadvertent use or use by unauthorised persons.
- In accordance with the PPE at Work Regulations, safety footwear and high visibility clothing will be worn by all site personnel. Safety headwear will be worn whenever there is a risk of head injury. Additionally wet weather clothing, eye, ear and breathing protection should be used as identified by work risk assessments.
- All plant, equipment, materials and waste must be kept within barriered areas.
- Public areas must be maintained clear of obstructions.
- All other site rules to be determined by the contractor and agreed with the Client or Contract Administrator at commencement on site and as work progresses.

The contractor shall incorporate the Site conduct rules above in the Construction Phase Plan.

Fire and emergency procedures

The Principal Contractor is not required to comply with the “Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation” (the Fire Code), however the Construction Phase Plan for any works undertaken under the contract must include suitable arrangements with specific regard to both fire prevention and safety in the event of a fire and must be reviewed as works progress.

The arrangements must include for:

- In the event of any emergency, making all parties aware.
- A fire assembly point and locations of fire fighting equipment must be clearly identified in the Construction Phase Plan
- In the event of a fire immediately adjacent to a building with a fire alarm system the alarm must be activated; if there is no fire alarm system then adjacent property occupants should be alerted
- Emergency procedures which must be detailed for all potentially hazardous activities and must be reviewed as the works progress
- All site personnel and visitors must be made aware of the procedures to be followed in emergencies

Designated persons must be on site during working periods to be in charge and co-ordinate arrangements in the event of fire or emergency.

Emergency contacts

Ambulance 999 Fire Brigade 999 Police 999

Local HSE Office Chelmsford 01245 706222

Local EHO Office Norwich 0344 980 3333

Hospitals (with Casualty Facility)

West Norfolk Area:

Queen Elizabeth Hospital,

Gayton Road,

King's Lynn PE30 4ET

Tel: 01553 613613

East Norfolk Area:

James Paget University Hospital,

Lowestoft Road,

Gorleston,

Great Yarmouth,

Norfolk NR31 6LA

Tel: 01493 452452

North / South Norfolk areas:

Norfolk and Norwich University Hospital,

Colney Lane,

Norwich NR4 7UY

Tel: 01603 286286

Hospital (with Minor Injuries Unit)

Cromer Hospital,

Mill Road,

Cromer,

NR27 0BQ

Staff Security Checks

The Contractor shall take reasonable steps to ensure that any person employed on the contract does not pose any risk to Victory or its residents. Victory recommends that the Contractor should undertake Disclosure and Barring Service (DBS) checks, where legally permissible, as part of their contract risk management process.

Evidence of appropriate recruitment, selection and on-going staff development and monitoring of behaviour may be required including awareness of any status changes in the aforementioned regard in respect of persons employed on the works (including operatives and supervisors and other visitors to site).

Any operative or supervisor carrying out work under the contract who, in the opinion of the Client (Victory), is not suitably skilled/ qualified or poses a risk to persons or property or who acts inappropriately shall, on the order of the Employer, be immediately removed from the Victory site. Any such person shall not again be employed on the contract without Victory's consent.

ARRANGEMENTS FOR CONTROL OF SIGNIFICANT SITE RISKS

Safety Hazards

Access and egress

The Contractor shall liaise with the Contract Administrator to obtain access to properties. The Contract Administrator shall notify residents of planned works in their area.

Where Victory is aware of any risks associated with a specific site relevant information will be communicated to the Contractor to enable the risks to be appropriately assessed and safe working procedures put in place to mitigate or control the risk.

Site access and egress must be by the designated routes agreed with Victory and must not impinge upon the safety of members of the public or any personnel. Particular attention is to be paid to trip hazards, rights of access and keeping escape routes clear.

Allowance must be made for safeguarding public safety when accessing the site across a public footpath for loading and unloading materials. The Contractor must ensure that the parking or unloading and loading of vehicles should not restrict access or obstruct thoroughfares at any time.

At no point must the identified emergency access for the fire and rescue services to the site, or surrounding area, be blocked by contractor's vehicles or works.

Deliveries, storage and waste disposal

Normal working hours for planned works, including delivery and collection of materials, are deemed to be between 07.00 and 18.00 Monday to Friday, excluding bank holidays.

Deliveries are only to be made whilst the Contractor or their appointed representative is available to accept them and at the prescribed times.

All storage must be contained within the site boundaries. Due to space constraints storage provision may be limited and therefore may require delivery on a just-in-time basis. Storage of waste shall be managed to minimise the risks to hygiene, health, fire, the environment and loss of visibility e.g. adjacent to road junctions or property entrances.

Arrangements for working with services

The site areas are all external although may be adjacent to existing buildings, typically domestic houses, and therefore the ground may contain typical building services including electricity, water, gas and communications.

The exact location of existing underground services is unknown. Further site investigation works are required to identify and locate underground services where either planned or repair works could impact e.g. damage by mechanical plant or hand digging.

The Contractor's attention is drawn to HSE Guidance Note HSG47 : Avoiding Danger from Underground Services, and BS6031 and 5930 : Code of Practice for Earth Works and Code of Practice for Site Investigations respectively. The Contractor shall comply with the principles and good working practices illustrated in the aforementioned guidance documents as and when appropriate.

Arrangements for working with services (continued)

Where necessary isolation of existing services will be carried out in consultation with the Contract Administrator. Under no circumstances must any disconnections or connections be made or other work undertaken on any existing electrical installation except by a competent person.

All existing street and communal, e.g. bollard lighting is to remain operational throughout planned works.

Adjacent land uses & information about existing structures

Existing dwellings comprise a mixture of occupied houses in conventional terraces, semi-detached units and bungalows and blocks of flats.

Surrounding residential properties will remain occupied throughout the works. It will be essential that design and planning for the site activities and access and egress to the working areas of the site are thoroughly reviewed and co-ordinated to minimise disturbance and nuisance to and contamination of adjacent areas.

Arrangement for control of lifting operations

The Contractor must provide details of and adhere to the safe system of work for off loading materials and delivery to the work site.

Maintenance and use of plant and equipment

The use and movement of mobile plant and site vehicles during the works should be appropriately planned and managed and subject to adequate supervision and maintenance provisions.

Maintenance and use of plant and equipment (continued)

The Contractors Construction Phase Plan shall identify and record all relevant procedures and controls applicable to the specific operations. Safe working methods and the manufacturer's instructions will be observed at all times.

Traffic routes and segregation of vehicles and pedestrians

Vehicle and pedestrian movements onsite must be segregated wherever practicable. The risk of collision must be controlled by adequate means where this is not possible. Areas where the Contractor is explicitly not required to access shall be segregated with barriers. Safe working routes shall be defined before commencement of any work. Roads and footpaths must be kept clean and free from mud and materials. The Contractor shall implement and control site speed limits where relevant.

Work at height and other safety risks

The Contractor must provide details of and adhere to the proposed safe system of working to ensure the health and safety of his employees and the public when carrying out work at height.

Key areas for consideration include falls from vehicles during deliveries and low level working at height, e.g. steps on plant and vehicles and excavations.

Ground conditions, Excavations etc.

Soil type and ground water level will vary across site locations. It is not anticipated that new or existing works will be below ground water level. Trial excavation work may be required to confirm existence of services supply pipes.

Ground conditions, Excavations etc. (continued)

Suitable fencing is to be erected where any excavation takes place to prevent unauthorised access. Should the Contractor discover any abnormalities or hazardous conditions during the course of the works, work in the area must cease immediately and the Contract Administrator is to be advised as soon as possible.

HEALTH HAZARDS

Asbestos

The contractor is to liaise with the Contract Administrator to obtain access to asbestos record information for all pre 2000 buildings immediately adjacent to the area of any planned works. Whilst the Management survey information should be suitable for the majority of the non-intrusive maintenance type works there may be a requirement for targeted Refurbishment & Demolition survey information where there are intrusive works affecting asbestos e.g. asbestos cement soil pipes.

The Contractor is to identify where further survey information is required and inform the Contract Administrator in advance of carrying out the works. Despite the availability of survey information it remains a possibility that further asbestos containing materials may be present in the areas affected by the works being carried out. The Contractor is to ascertain if any additional information is required to ensure the safety of all persons and the Works.

The Contract Administrator shall obtain and issue to the contractor evidence of asbestos removals following any asbestos removals which may be required to take place to enable the contractor to carry out works. Certificates are to be forwarded to the contractor for inclusion in the Health & Safety File.

Manual handling

The Client has not identified any unusual manual handling risks. Where large or heavy construction materials (e.g. exceeding 30kg in weight) require to be removed from or installed in the works, e.g. a pre-cast concrete kerbstone, the contractor shall describe his method of removing/ transporting/ unloading/ installing the material item paying due attention to the health and safety aspects associated with handling heavy materials and using mechanical handling equipment where possible.

Noise, Dust and Vibration

The contractor should note that the sites are located in public open areas and adjacent to occupied domestic properties, accordingly all works must be planned with due consideration. Noise must be restricted when carrying out works immediately adjacent to occupied buildings e.g. path repairs on a communal housing scheme. The contractor must outline his proposals for noise control, both in respect of being a hazard to the health of site personnel, and as a potential public or statutory nuisance. Refer to the following guidance:

- HSE Health and safety in construction (HSG150)
- HSE The absolutely essential health and safety toolkit (INDG344)
- HSE The safe use of vehicles on construction sites: A guide for clients, designers, contractors, managers and workers involved with construction transport (HSG144)

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Significant design assumptions and suggested work methods.

The principle of 'designing out' risks as far as possible has not been applied to the planned works nor responsive repairs as the design of the sites pre and post works is unchanged and the client has identified no foreseeable risks that would not be encountered as part of normal repair activities. Should risks subsequently become apparent in the specification that cannot be eliminated a risk assessment will be prepared by the Client and issued to the contractor.

It has been anticipated that all contractors to be employed on this scheme will have had experience of works of a similar nature and size. The preferred methods of repair are those to ensure compliance with the specifications, however where the contractor prefers an alternative method to eliminate or mitigate residual risk then these may be approved by the Contract Administrator. Where approved this will be a contractor design item for the purpose of risk assessment.

Arrangements for co-ordination of future design work and handling design/ specification changes.

The contractor shall provide the client with assurances of competence and resource prior to the appointment of any proposed designers/ specifiers to be employed by them or their subcontractors. In the event of design changes being proposed which may result in changes in specification of materials, subcontractor's work, resource requirements and procedures becoming necessary the contractor shall: -

- Inform the client immediately of the event,
- Submit details of health and safety issues and revised resources or proposals resulting from that event,
- Ensure that such details are submitted for consideration in good time before relevant works are carried out.

Arrangements for co-ordination of future design work and handling design changes (continued).

Only such design and/or specification changes approved by the Client shall be implemented.

The contractor shall ensure that any construction or end user risk arising from contractor designed or specified portions of the works must be incorporated into the Health and Safety File.

Information on significant risks identified during design/ specification

No further significant hazards have been identified other than those detailed elsewhere within this Pre-Construction Information or supporting documentation issued with the tender.

Materials requiring particular precautions

The potential for contact with asbestos containing materials has been identified elsewhere in this document and appropriate safe systems of work are to be implemented.

Contractors shall identify and comply with all regulatory controls, COSHH requirements and manufacturers recommendations when handling all hazardous materials. Materials prohibited from use in construction materials are detailed in the Preliminaries. The contractor must assess all materials for their safety prior to specification and use.

THE HEALTH & SAFETY FILE

Health & Safety File Requirements

The Health & Safety File shall be provided in accordance with Regulation 12 of the CDM Regulations 2015 and compliant with the requirements of Appendix 4 of HSE Guidance Document L153.

The contractor is responsible for providing information for the Health & Safety File to the client immediately after design and/or construction work is completed.

The contractor should note that any designers must confirm the sufficiency and completeness of the technical content of the Building (Operations & Maintenance) manual element of the File.

Description of the File format and conditions relating to its content

All relevant information arising out of the works shall be provided to the client as described above and in accordance with the tender documents.

The contractor shall ensure that appropriate information is provided for the relevant Client's staff and residents as necessary in respect of all planned works carried out.

Details of all technical support to be provided to the Client end users shall be identified in the plan. Throughout the execution of the works the contractor, and any others undertaking works or design, must make certain that adequate, accurate records are being kept to ensure the full and complete accuracy of the record documents. The documents are to be progressively compiled as the planned works proceed.

Description of the File format and conditions relating to its content (continued)

Information requested by the client shall be provided promptly by the contractor. The contractor shall prepare and maintain a programme for the collection of information for the Health and Safety File/Operation and Maintenance Manual. The contractor shall report on the progress of the assembly of the Health & Safety File in progress meetings. This report will detail the information required, what has been requested, received and outstanding. At least 4 week(s) before completion of the contract the contractor will provide the package of information in the appropriate format necessary for the client to fulfil his statutory obligations.

All electronic information required is to be submitted to the Client in a minimum 600dpi electronic format (read only pdf versions or MS Word or Excel format acceptable). This information may be supplied on USB flash drive or e-mail.