



INSTRUCTION PACK

DEVELOP YOUR PRE-CONSTRUCTION INFORMATION

Managing hazards associated with architectural and construction projects from conception to completion.



INDEX

Registration	Page 3 & 4
Project Details	Page 5
Common Significant Project Details	Page 6
Pre-Construction Risks	Page 7
Maintenance Risks	Page 8
Particular Risks	Page 9
Attachments	Page 10
Confirmation	Page 11

STEP 1

Registration

Report branding

Company Logo

Maximum dimensions: 574px by 200px

No file chosen



Input your logo here.

It will appear throughout the document.

Register

REGISTER



Firstly, you need to register as a user.

You'll be able to save, download and amend all your PCI's on the system.

STEP 2


Registration






Enter your card details

*The fee of £39.99 will be taken on a monthly basis and can be cancelled anytime. It will appear under 'Design in Safety'.

SUBSCRIBE

Input your details.
You'll be charged monthly and can cancel anytime.

 **Secure Payments** **Safe and Secure SSL Encrypted**

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STEP 3

Project Details

- Competency Statements
- 2 Project Details**
- Common Significant Project Risks
- Pre-construction Risks
- Particular Risks
- Attachments
- Confirmation

Your Details

Please provide all requested information to the best of your knowledge.

Full Name

Your Company Name

Your Contact No

Your email

Input your details here. They will appear in the final PCI.

Other Design Team Members

Please provide the names and contact details of any other design team members.

Team member details

The details will appear in the body of the document.

Project Details

Project address

Project Description

Start Date (on site) 


Duration of construction phrase (approx days)


These will appear on the front page of the PCI.

I confirm that:

The project is non notifiable or not notifiable.

If the project is not notifiable, tick the box and proceed to the next step,

 A project is notifiable when it will last longer than 30 days AND have more than 20 men on site at any one time.
or
 The project will last more than 500 man days. (e.g. Average of 5 men over 100 days, 20 weeks or 4.5 months)

 **If your project is notifiable.**

If you are based in **Great Britain**, you will need to fill out a **F10 form**.

If you are based in **Northern Ireland**, you will need to fill out a **NI10 form**.

We would be delighted to **provide a quote** for our services to help guide you through this process.

If the project is notifiable, click on the link and notify the H.S.E. of the project.

The project is notifiable.



STEP 4

Common Significant Project Risks

- Competency Statements
- Project Details
- 3 **Common Significant Project R**
- Pre-construction Risks
- Particular Risks
- Attachments
- Confirmation

Common Significant Project Risks

Based on HSE Statistics and our experience we have collated the following list of Significant Risks. We have included nearly 100 risks on the next step if the particular risk isn't included.

Please select all applicable risks:

Temporary Works – Scaffolding, shoring, propping etc

Fire - the work will take place in an office/working area where 5 or more people are actively employed.

Site Traffic - Construction Phase

Demolition - the project involves full or part Demolition. (ie includes dismantling and structural alteration)

Asbestos - the project involves work on a building that was built pre 2000?

Utilities - Uncertainty of location of services

Lifting Operations - Planning and Organising

Working at Height - during the Construction Phase

The Principal Designer & Design team should identify significant, hard to manage and unusual risks.

Select the risk(s) applicable to the project and review/ amend the associated text to make it applicable to your project.

STEP 5

Pre-Construction Risks

- ✓ Competency Statements
- ✓ Project Details
- ✓ Common Significant Project Risks
- 4 Pre-construction Risks**
- Particular Risks
- Attachments
- Confirmation

Pre Construction Risks

The duty of the Principal Designer is to identify Significant, hard to manage or unusual risks (for a Competent Contractor).

The amount of detail included in pre-construction information should be sufficient to ensure that significant risks can be anticipated, focussing on those risks that that could not reasonably be anticipated. The extent and location of existing information.

Please select your risk and edit the text as required.

Risks presented by the existing building/structure (if there is one). I.e Asbestos, Existing Services, unstable building etc >

Risk 1

- Site Access & Egress—Unloading of Materials and waste storage areas
- Significant risks – site specific**
- Electrical interference to safety critical radio equipment
- Health and respiratory injuries from – chasing, cutting blocks and masonry etc
- Health and respiratory injuries from demolition and concrete breaking
- Health and respiratory injuries from Lead Paints
- Health and respiratory injuries from screed removal
- Lack of Welfare
- Noise, vibration and disturbance from piling
- Noise, vibration and disturbance outside normal working hours**
- Noise, vibration and disturbance to vulnerable neighbours
- Project Phasing
- Railway Access & Egress
- Site Crane
- Site Storage
- Transient site delivery locations
- Work at the top of steep embankments
- Asbestos Containing Materials
- Drowning – Working over or near Water
- Working space/working platforms**

Risk 1

Choose a risk ▼

✕ Remove

If you haven't identified all the risks in Step 4,

We've added nearly 100 more for you to choose from.

Select the risk presented by the building or structure the project is on.

We've added some text that you can amend, to make it relevant to your project.

STEP 6

Maintenance Risks

Here's your opportunity to address risks that may remain when the project is complete within the project Health & Safety file.

Maintenance Risks →

The details input should outline any Residual Risks that may be present after the works are completed. ie Working at height to gain access for maintenance and details are included in the maintenance strategy. The details of such should be included in the Health & Safety File:

- Fire Safety is outlined in the Fire Strategy
- Chemicals used included 'Lead Paint'
- Asbestos remains in the building and is outlined in the Updated Asbestos Management Plan

Risk 1

Choose a risk ▼

✕ Remove

Add another risk
+

Enter your own risks:

STEP 7

Particular Risks

ARCAL

- Competency Statements
- Project Details
- Common Significant Project Risks
- Pre-construction Risks
- 5** **Particular Risks**
- Attachments
- Confirmation

Particular Risks

The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.

1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.
4. Work near high voltage power lines.
5. Work exposing workers to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers having a system of air supply.
8. Work carried out by workers in caissons with a compressed air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components

Please tick the box should the project include any of the above risks. Additional resources should be outlined in the Principal Contractors Construction Phase Plan. Please state below the Particular Risk (from the list above) and any relevant and specific details.

Details of particular Risks



BACK



NEXT

The Principal Contractors Construction Phase Plan must address any of the 'Particular Risks' outlined in Schedule 3 of the CDM Regs.

It's important to identify any to help the PC manage them on site.

STEP 8

Attachments

ARCAL \ ↙

- Competency Statements
- Project Details
- Common Significant Project Risks
- Pre-construction Risks
- Particular Risks
- 6 Attachments**
- Confirmation

Attachments Maximum upload size of 2MB

Attach images and PDFs to your report to provide the full picture.

Images Maximum upload size of 2MB

Add image

PDF Maximum upload size of 4MB

Consider adding an executive summary of reports/surveys rather than the full document to save storage space

Add PDF

← BACK REVIEW →

Here's your chance to add any relevant photos

You can add documents to your final PDF doc. i.e. Summary of an asbestos survey. *Best not to add too many large docs.

STEP 9

Confirmation

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- Competency Statements
- Project Details
- Common Significant Project Risks
- Pre-construction Risks
- Particular Risks
- Attachments
- Confirmation

Your Pre-Construction Information is complete

DOWNLOAD A COPY

Your PCI is complete and ready to send to whoever needs it.

Job Done!

YOUR FULL NAME
Pre Construction Information

THE ADDRESS OF THE PROJECT
THE PROJECT DESCRIPTION

Your Logo Here

Working With
ARCAL \ ↙

Contents

- 1.0 Introduction
- 1.1 Client Objectives
- 1.2 Principal Contractor
- 1.2.1 Main Duties
- 1.3 Principal Designer
- 1.3.1 Main duties of the role
- 1.3.2 Information for completion and handover
- 2.0 Description of the Project
- 2.1 Project Descriptions and Programme Details
- 2.2 Timescale for Project Completion
- 2.3 Project Details
- 3.0 Client Considerations & Management Requirements
- 3.1.1 Safety Goals and Monitoring Arrangements
- 3.1.2 Security of the Site
- 3.1.3 Welfare Provision
- 3.1.4 Site Induction
- 3.1.5 Permits to Work Systems
- 3.1.6 Fire Precautions
- 3.1.7 Emergency Procedures and Means of Escape
- 3.1.8 Smoking Restrictions
- 3.2 Safety Hazards, including
- 3.2.1 Boundaries and access, including temporary access
- 3.3 Significant Design and Construction Hazards
- 3.3.1 Design Assumptions and Control Measures
- 3.3.2 Particular Risks that must be addressed in the Construction Phase Plan
- 4 The Health and Safety File
- 4.1 Format and Content
- 4.2 Health and Safety File – Residual Risks

Appendices

- A Principal Contractors Site Rules
- B Designer's Information on Significant Risk, Design Risk Assessment & CDM Drawings
- C Principal Contractor's - Construction Phase Plan
- D Health and Safety File



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