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|  | | **Pre–Construction Information**  **(Insert Project Title)** |
| **Prepared by**  ...............................................………........ (Print Name)  .................................................…….……. (Signature)  **(*insert job title*)**  O**n behalf of Network Rail** | ……………………..Date | This document is the property of Network Rail.  © Copyright 2020 Network Rail |

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**REVISION HISTORY**

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| **Revision** | **Nature of Change** | **Date** |
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*Note that all items appearing as red / italics are intended as guidance only for the project team and should be deleted prior to the document being issued to any contractor.*

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# Nature of the Project

## Introduction

The information in this document shall be taken into account by the Principal Contractor / Contractor when planning the work and when composing any construction phase plan, work package plan or task briefing sheet.

Network Rail will do everything it can to facilitate the provision of (or access to) all relevant information, however:

* contractors are expected to make their own reasonable enquiries as well
* the responsibility for passing information on to sub-contractors lies with the Principal Contractor / Contractor
* it is unlikely that this document will deal with any issues that clearly come within the scope or specialised competence of any contractor.

## Scope

The Contract is as described in the contract documentation, but in brief the works are as follows:

*A brief description of the work goes here, you can use the scope from either the sponsors instruction or just explain in simple terms what you plan to do*

## Project health and safety goals

*Every project should set itself goals and they should be shown here. There doesn’t have to be many and they should be achievable. Examples are shown below and you can delete them all and set your own goals, keep them, or simply delete some – the choice is yours*

|  |  |
| --- | --- |
| Working time exceedances | *Record and monitor working time, travelling time, and all exceedances* |
| Site assurance | *Make a commitment to (and set the frequencies for) site inspections / visits carried out on behalf of contractor organisations* |
| Working at height | *Avoid working at height during the construction phase wherever practicable and where it is unavoidable use only the safest method of work* |
| Life-saving rules | *Fully support the life-saving rules and embed that culture throughout the life-cycle of the project* |
| Site Survey Form | *Ensure that a Site Survey Form (see Appendix and Safety Central) is completed in advance for every work site* |

# CDM Appointments

The project has been assessed with regard to the Construction, Design & Management Regulations (CDM) 2015, and falls within the prescribed requirements.

|  |  |
| --- | --- |
| Client | NETWORK RAIL INFRASTRUCTURE LIMITED  1 Eversholt Street  London  NW1 2DN |
| Project Manager | *Details* |
| Principal Designer | NETWORK RAIL INFRASTRUCTURE LIMITED  1 Eversholt Street  London  NW1 2DN |
| Designated Project Engineer | *Details* |
| Principal Contractor | *Details* |
| Principal Contractor contact | *Details* |
| Client appointed Contractors | *List here the Contractors that you have appointed to the project that the Principal Contractor needs to be aware of (and manage) with regards to their duties under the CDM Regulations.* |

# The Existing Environment and Site Risks

## Consents

*The process of applying for any form of consent can be very lengthy and it is therefore important to think about such needs at the earliest possible stage of the project to avoid delays to the programme.*

The Principal Contractor / Contractor is responsible for obtaining any Section 61 Consents required under The Control of Pollution Act, 1974 and any licensing requirements associated with the protection of species and habitats.

## Site specific hazards

*The project team has to share all information they have about the site. The main sources of reference are noted below but the time it takes to get some of the data collated means it is essential that people like the National Records Group are contacted at the very earliest opportunity. Note that you can ask someone else to get the information on your behalf but this is usually an additional cost.*

*If you are handling multiple sites the information is needed for each. If the team can’t survey them all help can be requested from the Principal Contractor / Contractor and the NRT Construction Team.*

For site-specific details the Principal Contractor / Contractor shall refer to:

* the Hazard Directory
* the Sectional Appendix.

If access to either is not possible for any reason, the Network Rail Project Manager shall be informed so that alternative arrangements can be arranged.

If relevant, the Principal Contractor / Contractor will be issued with:

* any buried services information held by Network Rail’s National Records Group
* any pre-existing health and safety file
* any data that exists in Network Rail’s Asbestos Risk Management System if the works are being carried out in or on any Network Rail building.

All those involved with the project shall fully take into account:

* any known hazardous material which may be stored at the site
* any local / special access arrangements such as the entry into railway stations, sub-stations, electrical switch-rooms, telecom or signal equipment rooms, and areas with gaseous fire protection systems
* local emergency procedures and arrangements
* surrounding land uses and related restrictions, e.g. especially sensitive sites such as schools or hospitals or adjacent construction sites
* access for fire appliances, times of delivery, ease of delivery, waste collection and parking
* working in close proximity to any level crossing
* existing structures, e.g. special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions, or instability problems
* any local permit requirements e.g. stations, confined spaces, fire protection systems, working at height, hot works etc.

## Access points

*If you know of approved access points and have the information put it in, if not use sources of information from either site surveys (see Appendix – Site Survey Form) or the Hazard Directory*

If the scope of works necessitates working in the infrastructure, access points are included in the Hazard Directory and when planning access Principal Contractors / Contractors shall take fully into account:

* any restrictions on their use
* any emergency access
* arrangements for checking in / out
* the use of Machine Controllers and Banksman when manoeuvring or loading vehicles
* how security is to be maintained.

## Existing drawings

*The PCIP is designed to give your contractor information; records and local contacts may be able to provide you with any diagrammatical information.*

The project team will provide relevant drawings where they are available although it is recognised that where the Principal Contractor / Contractor is undertaking design elements as well some may not be wholly relevant.

## Ground conditions

*If this section is not considered necessary it can be deleted.*

The Principal Contractor shall fully consider the ground conditions, underground structures and / or water courses where this may affect the safe use of plant e.g. cranes, piling rigs, heavy goods vehicle movements, etc.

## Welfare arrangements

*As the Client it is our duty to make sure that welfare facilities are available prior to the site works commencing. Precisely what is required is set out in an appendix of the standard mentioned below.*

All welfare arrangements shall be as required by NR/L3/INI/CP0036 - “The Provision of Welfare Facilities.” All welfare arrangements shall be agreed with the Project Manager and implemented before the commencement of any construction work.

## Security of site

*Security is high-profile and if you need help with anything related to that NRT has its’ own security team. Note, though, that the only matters that should concern you are detailed below.*

Security arrangements shall be detailed in the Construction Phase Plan and agreed with the Project Manager in advance of any works. They shall take full cognisance of requirements for:

* hoardings
* additional signage and fencing
* known crime hot spots
* the likelihood of trespass and vandalism at the location
* known issues with regard to fly tipping or drug use.

All access gates to the railway infrastructure shall be locked and secured at all times with approved padlocking.

## Existing structures, including dismantling / demolition

*You can delete one of these:*

Demolition does not feature in the scope of works for this project.

*Or*

The Principal Contractor shall consider fully the guidance detailed in BS 6187 “Code of Practice for full and partial demolition.” Temporary works should also take cognisance of BS 5975 “Code of Practice for Temporary Works Procedures and the permissible stress design of falsework.”

The Designated Project Engineer and Principal Contractor shall assess fully any information about existing structures, their stability, structural form, and any fragile or hazardous materials and any structural modifications that may have been undertaken.

## Planned works

*When working on telecoms equipment advance warning has to be given to various people, not the least of which is the Routes. If you need any help with this contact the NRT Construction Team.*

Any work on live telecommunications equipment must be planned and notified in advance to relevant stakeholders. Notifications fall into three categories:

1] disconnection

2] at risk

3] for information only.

# Planning4Delivery

*Some guidance on this is available here and any other queries regarding work on or near the line should be directed to the NRT S&SD Team.*

All work on or near the line (including walking as a group) will be managed in accordance with the requirements of the “Standard 019 – Safety of people at work on or near the line.” All works shall be planned to be carried out under safeguarded, fenced or separated protection arrangements where practicable.

# Adjacent Lines Open

*If there is absolutely no chance of this being an issue in this scope of works this section can be deleted.*

If the Principal Contractor’s work has the potential to foul lines open to traffic, they will plan this work in accordance with COP0032 – Code of Practice for Any Line Open Working.

[Further guidance is available on the Safety Central website.](https://safety.networkrail.co.uk/safety/adjacent-line-open/)

# Co-ordination with Network Rail’s Ongoing Business

*As a project team we won’t be working on the railway in isolation, check who your work impacts upon and share the information.*

Where the work has an interface with a station or depot the Principal Contractor / Contractor shall identify the arrangements for notifying and seeking the approval of Station and / or Train Operating Companies for the proposed work.

Similar arrangements shall be defined to allow for adequate consultations / liaison with Network Rails neighbours.

# Communications and liaison

Provide here details of those organisations / persons that will need to liaise and exchange information e.g. train operating companies, other Network Rail departments. Describe how that requirement will be met e.g. meetings, site meetings, frequencies, attendees, email, controlled documents etc.

# Format of Records in the Health and Safety File

The project team (or an appointed Principal Designer) will:

* compile and issue the health and safety file / project file for the project
* agree, after consultation with the National Records Group, the Deliverable Document Matrix for the proposed works
* complete form NR/L2/INF/02202/QF703. Health and Safety (H&S) File Memorandum of Agreement and issue a controlled copy of it to the Principal Contractor / Contractor.

The Principal Contractor / all contractors shall from the outset have arrangements in place that ensure the delivery of health and safety files / supporting information in support of all the above requirements. As a minimum this shall include:

* As-built information
* List of hazards
* Hazardous substances, materials used etc.
* Manufacturers product information
* Commissioning & testing, and inspection certificates.

# Appendix – Site Survey Form

Contract Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Access Arrangements** | | | | **Y** | **N** | **NA** |
| A | ELR: | Mileage: | Road name: | Postcode: |  |  |  |
| B | Is the access an approved vehicle access? | | | |  |  |  |
|  | Name in Hazard Directory: | | | |  |  |  |
| C | Is the access an approved pedestrian access? | | | |  |  |  |
|  | Name in Hazard Directory: | | | |  |  |  |
| D | Is the access gate on the same side of the track to the worksite? | | | |  |  |  |
| E | Is there a safe cess available on (and to and from) the site? | | | |  |  |  |
| F | Is there suitable clearance to store material securely at the access point? | | | |  |  |  |
| G | Is there any potential for fouling a line that’s open to traffic?  ***If so, a separate ALO Assessment needs to be done*** | | | |  |  |  |
|  |  | | | |  |  |  |
| **2** | **Method of Protection** | | | | **Y** | **N** | **NA** |
| A | Safeguarded | | | |  |  |  |
| B | Fenced | | | |  |  |  |
| C | Separated | | | |  |  |  |
| D | Warning system – specify | | | |  |  |  |
| E | Lookout | | | |  |  |  |
|  |  | | | |  |  |  |
| **3** | **Type of Work Required** | | | | **Y** | **N** | **NA** |
| A | Civils | | | |  |  |  |
| B | Cabling | | | |  |  |  |
| C | Under track Crossings | | | |  |  |  |
| D | Hollow Bearer Sleepers | | | |  |  |  |
| E | Installation of Cabinets | | | |  |  |  |
| F | Cable Management Systems | | | |  |  |  |
| G | JTT Works | | | |  |  |  |
| H | Internal fittings of equipment | | | |  |  |  |
| I | Any other work | | | |  |  |  |
|  |  | | | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4** | **Health Risks** | **Y** | **N** | **NA** |
| A | Have harmful materials been identified? |  |  |  |
| B | Is noise going to be a problem? |  |  |  |
| C | Does the work require special measures to minimise employee’s exposure to noise? |  |  |  |
| D | Any special safety equipment required? |  |  |  |
| E | Are special protective measures required within the work areas? |  |  |  |
| F | Can any works be defined as confined space working? |  |  |  |
| G | Does the work require special measures to minimise employee’s exposure to vibration? |  |  |  |
|  |  |  |  |  |
| **5** | **Risks to the public** | **Y** | **N** | **NA** |
| A | Do the works create risks to members of the public?  ***e.g. materials falling, site plant and transport (access and egress)*** |  |  |  |
| B | Is the site perimeter fencing adequate to keep out the public? |  |  |  |
| C | Is the site secure during non-working hours? |  |  |  |
| D | Are there any specific hazards associated with the site during non-working hours?  ***e.g. excavations, material stacks, plant, highways*** |  |  |  |
|  |  |  |  |  |
| **6** | **Welfare *(NR/L3/INI/CP0036)*** | **Y** | **N** | **NA** |
| A | Are there welfare facilities at the location? |  |  |  |
|  | Toilets |  |  |  |
|  | Wash hand basins with hot / warm water, soap & towels |  |  |  |
|  | Drying room |  |  |  |
|  | Drinking water |  |  |  |
|  | Eating facilities |  |  |  |
| B | If not, have alternatives been identified?  ***e.g. welfare vehicle, nearby facilities*** |  |  |  |
|  |  |  |  |  |
| **7** | **Fire and Emergencies** | **Y** | **N** | **NA** |
| A | Is a site fire / emergency plan required? |  |  |  |
|  |  |  |  |  |
| **8** | **Working at Height** | **Y** | **N** | **NA** |
| A | Does the work involve working at height? |  |  |  |
|  | ***Note that a “Y” response means that a separate assessment is required*** |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **TRAFFIC ROUTES AND VEHICLES** | **Y** | **N** | **NA** |
| A | Do the works require traffic management? |  |  |  |
| B | Is there sufficient parking for vehicles at site? |  |  |  |
| C | If not, is there alternative parking? |  |  |  |
|  | Address: |  |  |  |
|  |  |  |  |  |
| **10** | **DUST** | **Y** | **N** | **NA** |
| A | Is mechanical dust suppression required? |  |  |  |
| B | Is dust screening required if working within station limits? |  |  |  |
|  |  |  |  |  |
| **11** | **ENVIROMENTAL** | **Y** | **N** | **NA** |
| A | Are any of the following on this site:- |  |  |  |
| B | Water course |  |  |  |
| C | Flora & Fauna protection of planted areas |  |  |  |
| D | Cultural Heritage areas |  |  |  |
| E | Endangered spices i.e. badgers, bats etc. |  |  |  |
| F | Nesting birds? |  |  |  |
| G | Any contaminated land / ground evident? |  |  |  |
| H | Is a letter drop required for residents? |  |  |  |
|  |  |  |  |  |
| **12** | **EXISTING INFRASTRUCTURE** | **Y** | **N** | **NA** |
| A | Are there existing structures close to the worksite that maybe damaged by the works? |  |  |  |
| B | Is there existing cabling and equipment close to the worksite that may be damaged by the works? |  |  |  |
|  |  |  |  |  |
| **13** | **ADDITONAL INFORMATION** |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| NOTES: | | | | |

|  |  |  |
| --- | --- | --- |
| Sketch detailing the proximity of the worksite to existing infrastructure. If needed, attach additional sketches, photographs and notes to this report. | | |
| **Prepared by:** | **Position:** | **Date:** |
|  |  |  |