

FINAL — ISSUED 27 AUGUST 2026

PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

Construction (Design and Management) Regulations 2015

FOR WORKS AT

Example Court, 31 to 32 Example Road, Sampleton XX5 2XX

ON BEHALF OF

Example Court Limited

EXAMPLE DOCUMENT

Site photograph

**appears here in the issued document.
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Prepared by Principal Designer: Dennis Brett MCIOB FFPWS LCGI MPTS

Site Sage Chartered Building Consultancy

Date: August 2026



107 Westbury Rise, Church Langley, Harlow, Essex CM17 9NT

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1.0 DESCRIPTION OF PROJECT

1.1 Site Address:

Example Court, 31 to 32 Example Road, Sampleton XX5 2XX.

1.2 Site Location:

Example Court is a purpose-built residential block standing within its own grounds off Example Road, Sampleton, in the London Borough of Sampleton. The site benefits from its own access road and residents' parking within the grounds. The surrounding area is predominantly residential.

Neighbouring buildings stand close to both flanks of the block: on one side, high-level windows are located approximately 6 m from the side wall; on the other, dormer windows are located approximately 22.5 m from the proposed side wall. Works at roof level must take account of these neighbouring properties.

1.3 Brief Project Description:

The project consists of the reconfiguration and extension of the existing third floor and roof area to form four self-contained flats (approximately 58.9 m², 63.5 m², 70 m² and 80 m²), together with the installation of a passenger lift, private terraces, external alterations and the formation of four new parking spaces on grass crates at ground level.

The existing building comprises ground and two upper floors with a smaller existing third-floor flat. Floor-to-floor heights are approximately 2.5 m. Parapets are to be raised by approximately 1.1 m.

IMPORTANT: The building is fully occupied. The flats directly below the works will remain in use throughout the construction phase. The protection and segregation of residents is a key constraint on this project and must be fully addressed in the Construction Phase Plan.

Please refer to the appendices for existing drawings and site photographs.

1.4 Programme Details:

Appointment of Contractor: Example Builders Limited

Mobilisation Period: 2 weeks

Planned Start on Site: 01 September 2026

Planned Completion: March 2027 (26-week construction phase)

Form of Contract: TBC

Planning Reference: TBC (London Borough of Sampleton) — planning permission approved. The contractor is to obtain copies of all planning conditions and comply with them throughout the construction phase.



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1.5 Existing Records, Surveys and Plans:

The following records are available and are included within the appendices to this document:

- Relevant drawings by Example Architects, November 2025 rev A — proposed third floor plan (NC/PL/107), existing & proposed block plan (NC/PL/111), existing/proposed section (NC/PL/112), front & side elevations, rear & left elevations, location plan — Appendix B
- Site Photographs, taken at the site visit on 13 August 2026 — Appendix C

1.6 Whether or not the structure will be used as a workplace:

No — the building is in residential use.

1.7 Notification to the Health and Safety Executive:

Under Regulation 6 of CDM 2015, a project is notifiable to the Health and Safety Executive (HSE) where the construction phase will last more than 30 working days with more than 20 workers simultaneously on site at any point, or where the total person-days will exceed 500.

The construction of four new flats at roof level is expected to exceed 30 working days and may approach or exceed 500 person-days depending on the contractor's workforce levels. This project is therefore considered to be, or to be approaching, the notifiable threshold.

Regardless of strict notifiability, it is the policy of Site Sage Chartered Building Consultancy to submit an F10 Notification to the HSE on all projects where a Principal Designer has been appointed. This ensures full transparency with the HSE and affords the best possible protection to the Client and all duty holders. The F10 Notification was submitted to the HSE on behalf of the Client on 17 August 2026 and a copy is provided at Appendix A.

This Pre-Construction Information will be updated and reissued by the Principal Designer if material new information comes to light during the course of the project, such as survey findings or significant design changes. The Construction Phase Plan, prepared by the Principal Contractor, is the live management document during the construction phase and must be reviewed and updated by the contractor throughout the works in accordance with Regulation 12(2) of CDM 2015.



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1.8 Project Team:

Name	Role	Organisation	Address	Contact
A Client	Client	Example Court Limited	1 Sample Crescent, London XX4 0XX	T: 07000 000 011 client@example.co.uk
Dennis Brett MCIQB FFPWS LCGI MPTS	Principal Designer	Site Sage Chartered Building Consultancy	107 Westbury Rise, Church Langley, Harlow, Essex CM17 9NT	M: 07793 056226 E: dennisbrett@sitesage.co.uk
C Manager	Project Manager	Example Project Management Ltd	—	M: 07000 000 012 E: pm@example.co.uk
Example Architects	Planning Consultant	Example Architects Ltd	—	T: 07000 000 013 E: architect@example.co.uk
Example Architects	Architect (construction stage)	Example Architects Ltd	189 Sample Road, London XX20 0XX	T: 07000 000 013 E: architect@example.co.uk
D Engineer	Structural Engineer	Example Engineers	Unit 2, 2 Sample Road, London XX6 2XX	T: 07000 000 014 E: engineer@example.co.uk
B Contractor	Principal Contractor	Example Builders Limited	1 Sample Crescent, London XX4 0XX	T: 07000 000 011 E: client@example.co.uk



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2.0 CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Planning, Managing and Monitoring the Construction Work:

The Principal Designer is to be advised of any unforeseen hazards or design changes arising during the works, and details of any health and safety implications are to be submitted without delay.

The following arrangements are to be incorporated within the Principal Contractor's Construction Phase Plan:

- Regular safety co-ordination meetings
- Nominated safety supervisor appointments
- Regular design team meetings
- Arrangements for liaison with, and protection of, the residents of the occupied flats below the works

2.2 Communication and Liaison between Client and Others:

All significant design changes that may have an impact on health and safety during or after the works shall be notified to the Principal Designer.

2.3 Appointment of Contractor:

The Principal Contractor shall be appointed in writing by the Client prior to the commencement of works. The Construction Phase Plan is to be reviewed and approved by the Principal Designer before works commence on site.

2.4 Security of Site:

The building is occupied and the general public and residents shall not have access to working areas at any time. The site shall be made secure outside of working hours and measures are to be in place to prevent unauthorised access at all other times.

The scaffolding is a designed scaffold, already erected and in the final stages of completion at the time of the site visit, and is fitted with a monitored scaffold alarm. Ladders to the scaffolding shall be removed at the end of each working day.

2.5 Welfare Facilities:

Welfare facilities are to be provided in accordance with current legislation and are located within the vacated third-floor flat.

2.6 Location of Site Accommodation:

Within the vacated third-floor flat, which has been stripped out prior to the works.

2.7 Site Induction:

A health and safety induction is to be given to all site personnel before coming onto site. All operatives shall sign in on arrival and sign out when leaving.

2.8 Pedestrian Access and Egress for Visitors and Personnel:

Residents will access the premises via the internal staircase and lift; these are not for the contractor's use. All contractors will access the works via the scaffold ladders from ground level only. The communal entrance and all escape routes serving the occupied flats must remain available and unobstructed at all times.

2.9 Site Hoarding Requirements:

No hoarding is required. The scaffold is fitted with a monitored alarm and scaffold ladders are removed outside working hours.



2.10 Client Permit to Work Systems:

No Client permit to work systems apply to this project.

2.11 Fire Precautions, Emergency Procedures and Means of Escape:

The existing means of escape from the occupied flats must be maintained, adequately and unobtrusively, throughout the duration of the project. Notices and fire escape route displays shall be fixed at strategic points. The contractor shall provide adequate means of fire extinguishing (dry foam) including planned management and control in the event of a fire.

Particular attention must be given to fire risk during roof opening-up works over the occupied building, including the protection of the flats below.

2.12 No-Go Areas or Other Authorisation Requirements:

The occupied flats and the internal common areas, including the lift — there is no contractor access to the flats or to the lift internally. Neighbouring land — not without express consent.

2.13 Confined Spaces:

None identified at the site visit.

2.14 Smoking and Parking Restrictions:

There is no smoking permitted on site. The new parking bays have already been constructed. Operative parking and delivery arrangements are to be managed so as not to obstruct residents' access and parking.

2.15 Permitted Working Hours:

The following working hours were confirmed at the site visit:

- Monday to Friday: 8.00am to 5.00pm
- Saturday: 8.00am to 1.00pm
- Sundays and Bank Holidays: No working permitted

The Principal Contractor shall ensure all operatives are briefed on the permitted working hours at induction.

2.16 Protective Clothing:

All persons visiting the site shall, as a minimum, wear an approved hard hat, protective footwear and a high visibility jacket or vest. Any person found disregarding this rule will be required to leave site.

Where power tools or other plant are in use, ear defenders, eye protection and gloves shall be worn as a minimum.

2.17 Muster Point:

The muster point is the rear car park. All site personnel must be briefed on this location at induction.



2.18 Construction Phase Plan:

The Construction Phase Plan is to be made available for inspection on site during working hours.

The Principal Contractor is obliged to develop this Pre-Construction Information into a Construction Phase Plan, which shall be reviewed and updated throughout the course of the project. The Principal Contractor shall issue a draft copy of their Construction Phase Plan to the Principal Designer prior to works commencing.

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3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Vehicle Access:

Access to the site is off Example Road, Sampleton, via the site's own access road within the grounds. Careful management of delivery and contractor vehicles will be required so as not to obstruct residents' vehicles and parking. A banksman is to be used where necessary to assist vehicle manoeuvring. No road closure is envisaged. All deliveries will be taken from the front elevation.

3.2 Access for Plant and Materials:

The works are at roof level and mechanical lifting of materials is expected. A mobile crane positioned to the front of the property will be required to erect the structural steelwork, and an external hoist will be provided at the front of the property for materials and rubbish. Any lifting over the occupied building or neighbouring land must be subject to a lift plan and appropriate consents.

3.3 Unloading and Storage Provision:

To be agreed as works proceed. All materials and rubbish shall be stored within the boundary of the site. Materials should be delivered via a "just in time" phasing to reduce on-site storage.

3.4 Restrictions on Waste Collection and Storage:

No static skip will be accommodated on site. Rubbish will be brought down via the external hoist at the front of the property and removed by wait-and-load vehicles.

3.5 Adjacent Land Uses:

The site is situated within a predominantly residential area, and the building itself remains fully occupied. The contractor will need to manage noise, dust and disruption to the residents and to adjoining owners and occupiers arising from construction operations.

Neighbouring buildings stand close to both flanks — high-level windows approximately 6 m from one side wall and dormer windows approximately 22.5 m from the other. Protection, netting and neighbour liaison will be required for the scaffolding and roof works.

3.6 Location of Existing Services:

The gas, electricity and water supplies to the third floor have been isolated. Three new service connections will be taken from the third floor to serve the new flats. The locations of the main electric intake and meters, gas meters, water stopcock, drainage runs, telecoms and any roof-level aerials/dishes are to be confirmed by the Principal Contractor before works commence.

Roof-level aerials and dishes are likely to require relocation.

The contractor will obtain all available information relating to existing services prior to works commencing. Operatives shall check for all existing buried services prior to any excavation or groundworks. The new parking bays have already been constructed.

3.7 Ground Conditions, Underground Structures or Water Courses:

The new parking bays are to be formed on grass crates with minimal excavation. The scaffold has already been erected. The mobile crane standing position at the front of the property is to be verified within the contractor's lift plan.



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3.8 Information on Existing Structures:

The existing building comprises ground and two upper floors with a smaller existing third-floor flat. Floor-to-floor heights are approximately 2.5 m. The building is of 1960s brick cavity wall construction. The external face may be repointed or faced with brick slip tiles to the front face; in either case works are proposed to upgrade the external appearance of the building. The third-floor flat has been stripped out and the designed scaffold erected.

Previous structural modifications, including weakening or strengthening of the structure, shall be taken into account. Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure shall be identified and addressed within the Construction Phase Plan.

3.9 Asbestos:

There is no asbestos survey or asbestos register for the building — confirmed by the Client's project manager on 18 August 2026. The third-floor flat had already been stripped out at the time of the site visit on 13 August 2026 and no visible signs of asbestos-containing materials were observed. Given the age of the building, asbestos-containing materials must nevertheless be presumed to be present until proven otherwise.

IMPORTANT: A Refurbishment and Demolition Survey must be carried out in accordance with HSG 264 before any intrusive, opening-up or demolition works commence, including the roof works and any works to communal areas or the existing third-floor flat.

Any ACMs identified that are likely to be disturbed by the proposed works must be removed by a licensed asbestos contractor prior to commencement of those works, in accordance with the Control of Asbestos Regulations 2012. Operatives shall remain vigilant at all times and report any suspected asbestos-containing material to the Principal Contractor immediately. The contractor shall provide toolbox talks covering asbestos awareness.

3.10 Existing Storage of Hazardous Materials:

None identified at the site visit.

3.11 Contaminated Land:

None known.

3.12 Health Risks Arising from Client's Activities:

The building is occupied residential premises — the principal consideration is the interface between residents and the works, addressed elsewhere in this document.

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Information on Significant Risks Identified During Design:

The following hazards cannot be avoided and the Principal Contractor must make detailed provision for these in the Construction Phase Plan:

- Working at height over a fully occupied residential building
- Roof opening-up works — weather protection and fire protection to the occupied flats below
- Erection, use and dismantling of scaffolding — including protection of residents, the public and neighbouring properties
- Craneage — mobile crane lifting of structural steel beams to roof level, and hoist operations at the front of the property
- Structural works to the existing building, including works to load-bearing elements and raised parapets, and works to the existing floor structure over the occupied flat below, which forms a party structure — protection to the flat below must be maintained at all times
- Connection to and working on live services
- Buried services, live or abandoned
- Party wall and adjoining property interfaces
- Segregation of residents from the works; maintenance of access and escape routes
- Noise and dust nuisance to residents and adjoining owners and occupiers
- Unauthorised access to the site and scaffolding

4.2 Impact of Significant Design Details and Suggested Control Measures:

Control measures will be required in relation to crane use, scaffolding and the roof opening-up works over the occupied building. Provision must be made to protect residents and the public at all times, including out of working hours.

The Principal Contractor must make detailed provision for the above hazards. Provision may include:

- Formulation and enforcement of site-specific safety rules
- Provision of information to all operatives and to the residents
- Safe systems of work and safe storage
- Trained operatives and competent site foreman
- Warning signs
- Provision and use of personal protective equipment
- Well maintained vehicles and plant
- Banksman used for cranes and other vehicles and machines
- Check existing buried services prior to any excavation

4.3 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes:

All significant design changes that may have an impact on health and safety during or after the works shall be notified to the Principal Designer. The Principal Designer is to be advised of any unforeseen hazards or design changes arising during the works, and details of any health and safety implications are to be submitted without delay.

4.4 Designer Risk Registers:

Under Regulation 9 of the Construction (Design and Management) Regulations 2015, all designers appointed to this project are required to identify foreseeable risks arising from their designs, eliminate those risks so far as is reasonably practicable, and provide written information in respect of any residual risks that cannot be designed out.

Each designer is required to prepare and maintain a Design Risk Register and submit it to the Principal Designer prior to works commencing on site. This obligation applies to all members of the design team, including the Architect and Structural Engineer.

In accordance with Regulation 11(6) of CDM 2015, the Principal Designer will coordinate, review and consolidate the design risk information received and ensure that residual design risks are communicated to the Principal Contractor for inclusion in the Construction Phase Plan.

No works shall commence on site until the Principal Designer has confirmed that satisfactory design risk information has been received from all relevant designers. Designers are put on formal notice of this requirement by virtue of being included in the distribution of this Pre-Construction Information document.

4.5 Potential Health Hazards Using Specified Materials:

The following shall be included as a minimum requirement within the Construction Phase Plan:

- Safety Method Statements for all high-risk activities
- Provision of adequate personal protective equipment
- Safe disposal of waste

Examples of hazardous materials include substances harmful by inhalation such as dust, fumes, gases and vapours, including:

- Solvents (in paints, paint strippers, mastics, glues, surface coatings etc)
- Brick, stone, plaster and other dust
- Cement, acids and alkalis
- Manmade mineral fibres
- Petrol, white spirit, thinners and other spirit-based materials
- Hot materials, such as tarmacadam and thermoplastics

4.6 Method Statements:

Method statements for high-risk activities are to be produced for the approval of the Principal Designer prior to works commencing and throughout the entire construction period. All plant drivers and operators must hold and carry a relevant CITB Certificate at all times whilst on site.

As a minimum, method statements shall be submitted for the following activities:

- Scaffolding — erection, alteration and dismantling, including ties, loading bays, alarm and resident/pedestrian protection
- Roof opening-up and weathering — sequence, temporary weather protection and fire protection to the occupied flats below
- Lifting operations and crane use — lift plans, exclusion zones, banksman arrangements and operator certification
- Structural steelwork installation — sequence of works, propping and temporary stability
- Connection to and isolation of live services — service providers to be notified and temporary supplies arranged where necessary
- Asbestos removal or encapsulation (if identified by survey) — licensed contractor only, with a written plan of work submitted in advance



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5.0 HEALTH AND SAFETY FILE

The Principal Contractor is obliged to develop this Pre-Construction Information into a Construction Phase Plan, which shall be reviewed and updated throughout the course of the project.

The Principal Contractor shall issue a copy of their Construction Phase Plan to the Principal Designer prior to works commencing.

The Construction Phase Plan will be developed into a Health and Safety File during the course of the contract by the Principal Contractor and will include all site information and hazards identified and addressed throughout the works.

The Principal Contractor is to submit a draft copy of the Health and Safety File to the Principal Designer no later than 14 days before practical completion for review and approval.

The following information is to be included in the Health and Safety File as a minimum:

- 1) Introduction
- 2) Nature and description of project
- 3) Tender and as-built drawings
- 4) Commissioning certificates
- 5) Statutory and other approvals
- 6) Guarantees and warranties
- 7) Energy performance certificates
- 8) Project directory
- 9) Relevant surveys
- 10) Amendment record sheet

The Construction Phase Plan is to be made available for inspection on site during working hours.

APPENDICES

Appendix A: Health & Safety Executive Notification Form F10 (submitted 17 August 2026)

The F10 will be submitted to the HSE on confirmation of the Principal Contractor and start date.

Appendix B: Relevant Drawings (Example Architects, November 2025 rev A)

Appendix C: Site Photographs (site visit 13 August 2026)

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APPENDIX A

Health and Safety Executive Notification (F10)

Submitted to the HSE on 17 August 2026

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APPENDIX B

Relevant Drawings

Example Architects — November 2025 rev A

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APPENDIX C

Site Photographs

Site visit 13 August 2026

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