

CDM Pre-Construction Safety Information Template for Small Projects

1	Description of the works	
2	Location of works	
3	HSE notification of construction project F10	
	Start date	
	Finish date	
4	Site / Location	
a	Access information	
b	Site induction	
c	Delivery arrangements	
d	Emergency escapes and arrangements	
e	Security arrangements	
f	Permit to Work	
5	Risks identified by Client	
a	Ionising radiation	
b	Asbestos	
c	Working at height	
d	Confined space	
e	Mechanical services	
f	Electrical services	
g	Gases	
h	Other	
6	PD Health & safety info	
7	Environmental restrictions	
8	Welfare	
9	Project team & roles	
a	Client	
b	Principal Designer	
c	Principal Contractor	
d	Designers	
e	Other Contractors	
f	Customer liaison	

Guide to CDM Pre-Construction Safety Information Example for Small Projects

1	Description of the works	Clear description required
2	Location of works	Building / Area / Room etc.
3	HSE notification of construction project F10	Does the project need to be notified to the HSE? (see SC13 Appendix 2 for details)
	Start date	dd / mm / yyyy
	Finish date	dd / mm / yyyy
4	Site / Location	
a	Access information	Are there any access restrictions?
b	Site induction	Is local induction required? Who will give the induction?
c	Delivery arrangements	Will there be any restrictions on deliveries or waste collection or storage?
d	Emergency escapes and arrangements	Are there any specific or special emergency procedures or just evacuate on fire alarm and follow directional signs to final exit doors.
e	Security arrangements	Are there any specific or special security requirements for the site / area?
f	Permit to Work	Is a permit to work system in use in the area and will permits be required for this work? Who will issue any permits?
5	Risks identified by Client	
a	Ionising radiation	Confirm the situation regarding ionising radiation, including results of surveys
b	Asbestos	Confirm the situation regarding asbestos, including results of surveys
c	Working at height	Is the work at height and will the contractor require equipment for working at height?
d	Confined space	Is the work in a confined space and will the contractor require equipment and procedures?
e	Mechanical services	What services are in the area? Are drawings available if required?
f	Electrical services	What services are in the area? Are drawings available if required?
g	Gases	What gases are in the area? Are details available if required?
h	Other	Any other hazards
6	PD Health & safety info	Any safety information provided by the Principal Designer
7	Environmental restrictions	Are there any special environmental considerations? Do drains need to be isolated? Does ground need to be protected? Is noise an issue?
8	Welfare	Who is providing toilets and wash facilities and where are they.
9	Project team & roles	
a	Client	<i>Name of appointed client</i>
b	Principal Designer	<i>Company and Name of contact person</i>
c	Principal Contractor	<i>Company and Name of contact person</i>
d	Designers	<i>Company and Name of contact person</i>
e	Other Contractors	<i>Company and Name of contact person</i>
f	Customer liaison	<i>Company and Name of contact person</i>