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| **(A) Details** | | | | | | | | | | | | | | | | | | | | |
| Description of Works |  | | | | | | | | | | | | | | | | | | | |
| Location |  | | | | | | | | | | | | | | | | | | | |
| Person in Charge |  | | Contact No. | |  | | | | | | | | | | | | | | | |
| Start Date dd/mm/yyyy |  | | Finish Date | |  | | | | | Notifiable Works? | | | | Yes | |  | No |  | | |
|  |  | |  | |  | | | | | | | | | | | | | | | |
| **(B) Appointments** – If there is more than one contractor involved then a Principal Designer and Principal Contractor **MUST** be appointed (Dutyholders) | | | | | | | | | | | | | | | | | | | | |
| How many contractors involved with the works? | |  | | | | | | | | Is an appointment letter required? | | | | | | | | | | |
| Yes | | No | Date Sent | | | Initial | | | | |
| Principal Designer (PD) | |  | | | | | | | |  | |  |  | | |  | | | | |
| PD Contact Name | |  | | | | | | | | Contact No. | | |  | | | | | | | |
| Principal Contractor (PC)  List all contractors involved on reverse of this form if University of Nottingham are acting as PC | |  | | | | | | | |  | |  |  | | |  | | | | |
| PC Contact Name | |  | | | | | | | | Contact No. | | |  | | | | | | | |
| Contractor  When only one contractor involved | |  | | | | | | | | Contact No. | | |  | | | | | | | |
|  |  | |  | |  | | | | | | | | | | | | | | | |
| **(C) Skills, Knowledge and Experience (SKE)** – What evidence of Skills, Knowledge and Experience obtained, including insurance? | | | | | | | | | | | | | | | | | | | | |
| Principal Designer | |  | | | | | | | | | | | | | | | | | | |
| Principal Contractor | |  | | | | | | | | | | | | | | | | | | |
| Contractor(s) | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **(D) Before the Works Start** | | | | | | | | | | Yes | | No | Date | | Initial | | | | | |
| Has a Client’s Brief been issued to duty holders? See Information on reverse of form | | | | | | | | | |  | |  |  | |  | | | |  | |
| Have the duty holders received and agreed university site rules? SAF-MAN-SRs | | | | | | | | | |  | |  |  | |  | | | | |  |
| Have relevant duty holders received adequate pre-construction information to proceed? Please complete checklist on reverse of form and SAF-FOR-CDM2/2a summary or PD assisted – date of issue | | | | | | | | | |  | |  |  | |  | | | |  | |
| Is the Construction Phase Plan (CPP) relevant to works being undertaken and suitable to allow works to start? – Complete CPP Appraisal SAF-FOR-CDM3 | | | | | | | | | |  | |  |  | |  | | | |  | |
| Is there a requirement for a Health and Safety file? (If there is more than one contractor involved then a Health and Safety file is needed) –Issue University Health and Safety File Specification - SAF-POL-CDM | | | | | | | | | |  | |  |  | |  | | | |  | |
| HSE notified? | | | | | | | | | |  | |  |  | |  | | | |  | |
| Frequency of on-site monitoring? – Complete form SAF-MAN-CDM7/8 as necessary throughout works | | | | | | | | | | How often? | | | Who will do the monitoring? | | | | | | | |
|  | | |  | | | | | | | |
|  | | | | | | | | | |  | |  |  | |  | | | | | |
| **(E) During the Works** | | | | | | | | | | Date | | | Initial | | | | | | | |
| Initial Site Visit  Please obtain photos of any issues raised on site | | | | | | | | | |  | | |  | | | | | |  | |
| Site Induction carried out  Ensure on-site personnel have seen and understood Safe Systems of Work and University Site Rules | | | | | | | | |  |  | | |  | | | | | | | |
| Contractors Signature | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **(F) After Works Completed** | | | | | | | | | | | | | | | | | | | | |
| Any unsolved issues identified on site visits | | | |  | | | | | | | | | | | | | | |  | |
| Performance of contractor over duration of contract | | | |  | | | | | | | | | | | | | | |  | |
| Works complete and satisfactory, area left clean and tidy and inspected by Person in Charge before contractor hands area back | | | |  | | | | | | | | |  | | | | | | | |
| PC/Contractors Signature / Date | | | | | | | | | Person in Charge Signature / Date | | | | | | | |
| Has an adequate Health and Safety File been received? | | | | Yes | |  | No |  | | |  | |  | | | | | | | |
| Date | | Person in Charge Signature | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **From (B) List of Contractors – Please list all contractors involved in project** SKE Checks to be retained | | | | | | | |
| Contractor | Contact Name | | | Telephone No. | | SKE Checks | |
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| **Information for developing documents** | | | | | | | |
| **Client Brief** | | | | | | | |
| The ultimate success of the project depends on the quality of the brief, e.g. the university’s ability to describe to the principal designer clearly the requirements and functions of the building, and proposed methods of operation and management. It is wise to ask the principal designer to assist in preparing a final brief. The principal designer will need to know: | | | | | | | |
| * Project/Works aims | | | * Project/Works budget | | | | |
| * University design style | | | * The reasons for embarking on the project/works: What activities are intended for it? Including maintenance | | | | |
| * Who will be making the decisions about the designs, costs, and day-to-day matters when the project is underway? | | | * Our overall expectations: what do we hope to achieve by this project/works? | | | | |
| At the initial meeting(s), the principal designer will take account of the requirements and create a brief. Timings and budgets for the project will be defined at an early stage and only after the person in charge has approved initial sketches will the designs be developed further. | | | | | | | |
|  | | | | | | | |
| **Pre-Construction Information** – Complete relevant summary or PD assisted – Complete form SAF-FOR-CDM2/2a - Person in Charge | | | | | | | |
| Are you clear about your responsibilities? | |  | Are suitable arrangements in place to manage health and safety throughout the project/works? | | | |  |
| Have you made the formal appointments? | |  | Has a schedule of the key activities for the project/works been produced? | | | |  |
| Have you checked that the project team is adequately resourced? | |  | Has sufficient time been allowed to complete the key activities? | | | |  |
| Has a client brief been issued to the project team? | |  | Where required, has an online F10 notification form been submitted to the HSE to notify them of commencement of project/works? – University of Nottingham Duty | | | |  |
| Has the project team been provided with information about the existing site or structure (pre-construction information)? | |  | Have you issued the university health and safety file specification – SAF-POL-CDM Appendix B? | | | |  |
| Does the contractor have access to project-specific health and safety advice? | |  | Has relevant asbestos information been passed to or accessed by the contractor? | | | |  |
|  | | | | | | | |
| **Construction Phase Plan** – If University of Nottingham are acting as PC, please complete form SAF-FOR-CDM4/4a | | | | | | | |
| Have you checked that a construction phase plan has been adequately developed before project/works starts on site? | |  | Are you satisfied that suitable welfare facilities have been provided before project/works starts on site? | | | |  |
|  | | | | | | | |
| **Health and Safety File** – Required if more than one contractor involved | | | | | | | |
| The file must contain information about the current project/works that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion | | | | | | | |
| * A brief description of the work carried out | | | * Hazardous materials used (for example, lead paints and special coatings) | | | | |
| * Key structural principles (e.g. bracing or sources of substantial stored energy including pre- or post-tensioned members and safe working loads for floors and roofs) | | | * Any hazards that have not been eliminated through the design and construction phases, and how they have been addressed (e.g. surveys or other information concerning asbestos, contaminated land or buried services) | | | | |
| * The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services | | | * Health and safety information about equipment provided for cleaning or maintaining the structure | | | | |
| * Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment) | | | * Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids, and the position of fire doors) | | | | |

Please place a copy of this form in the Health and Safety File once complete.