**Pre-Construction Phase H&S Checklist ✓**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | Project Number |  |
| Location |  | Principal Designer |  |
| Project Manager |  | Principal Contractor  *(If already appointed)* |  |

**Note***: \*\**These are some of the health and safety issues that should be considered during the pre-construction stage of a project, however, the list is inexhaustive, hence please feel free to add more if necessary\*\*

|  |  |
| --- | --- |
|  | **Roof** |
| **1** | Has safest access to the roof been identified? |
| PD/PC Response |  |
| ICL comments |  |
| **2** | If new plants will replace old plants, has safest means of removal been identified e.g., a good practice include the use of crane or utilising same crane which will be used for installation of new plant to remove old equipment, dismantling equipment for safer handing and through the goods lift etc? |
| PD/PC Response |  |
| ICL comments |  |
| **3** | If any liquid will be drained from the old equipment has its environmental impact been assessed? |
| PD/PC Response |  |
| ICL comments |  |
| **4** | What is the nature of material of the roof and is it protected or with parapet of height not less than 950mm? |
| PD/PC Response |  |
| ICL comments |  |
| **5** | Has the impact of installing new equipment/plants on other equipment already on the roof been considered e.g., will the remaining free space be enough to carry out maintenance work safely? (1meter or more around equipment) |
| PD/PC Response |  |
| ICL comments |  |
|  | **Plant Room** |
| **6** | Has safest access to the plant room been identified? |
| PD/PC Response |  |
| ICL comments |  |
| **7** | What is the equipment being removed and how will it be removed safety e.g. a good practice includes dismantling equipment for safer handing and taken through the goods lift etc? |
| PD/PC Response |  |
| ICL comments |  |
| **8** | Has the dimension of the existing goods lift in the building and its SWL been factored into the logistic? |
| PD/PC Response |  |
| ICL comments |  |
| **9** | Will anything need to be done in preparation to aid installation of new equipment e.g., removal of concrete plinth etc? |
| PD/PC Response |  |
| ICL comments |  |
| **10** | If concrete plinths(bases) will be removed, what safe method of removal will be employed and how will manual handling risk be avoided or reduced e.g. can bases be left in situ and we build steel over them? Diamond drill to be used to cut plinths into smaller pieces or other safer mechanical means of cutting etc. |
| PD/PC Response |  |
| ICL comments |  |
| **11** | Will there be any installations of ladder? Ship ladders and vertical ladders should be avoided where possible. |
| PD/PC Response |  |
| ICL comments |  |
|  | **Sliding Folding Wall/Curtain** |
| **12** | What is the likely weight per square metre of the proposed folding wall? |
| PD/PC Response |  |
| ICL comments |  |
| **13** | What will be the weight and size of the largest material that is to be installed in one piece and what is the implications for manual handling? |
| PD/PC Response |  |
| ICL comments |  |
| **14** | How will the material be transported from the delivery vehicle to the site of installation? |
| PD/PC Response |  |
| ICL comments |  |
| **15** | What is the intended installation methodology? Mechanical means that will avoid risk from manual handling is preferred. |
| PD/PC Response |  |
| ICL comments |  |
| **16** | Has the dimension of exiting goods lift and its SWL in the area been factored in the design? All materials must be able to fit into goods lift and no materials must be brough in by breaking wall or removing windows now or in future. |
| PD/PC Response |  |
| ICL comments |  |
|  | **Logistics** |
| **17** | Has the safest means of ingress and egress from the site been identified and would this be shared with other contractors, students, and staff? |
| PD/PC Response |  |
| ICL comments |  |
| **18** | Would goods lift be utilised to bring in materials or will external access e.g. mast climber, scaffolding, external lift etc be safer and more practical? |
| PD/PC Response |  |
| ICL comments |  |
| **19** | Will external space that surround the site be sufficient to allow manoeuvring of materials on wheel trucks etc? |
| PD/PC Response |  |
| ICL comments |  |
| **20** | Are there any storage limitations in the area? |
| PD/PC Response |  |
| ICL comments |  |
|  | **Welfare Facilities** |
| **21** | Will internal space within site be used as site office and will welfare facilities be provided within the space? If yes, will this space be sufficient to observe all protocols? Welfare facilities provided within site must comply with Schedule 2 of CDM Regulations |
| PD/PC Response |  |
| ICL comments | If RSM or Aryton road welfare facilities will be used, the College’s H&S Advisor must be advised to confirm if there will be enough space to accommodate the project team including allocation of office key. |
|  | **Asbestos** |
| **22** | Has asbestos in the space been investigated and has Adam Environmental provided survey report? |
| PD/PC Response |  |
| ICL comments |  |
| **23** | Has Adams Environmental been briefed on full scope of the project including any routing for cables from adjacent areas and its implications on asbestos in the area? |
| PD/PC Response |  |
| ICL comments |  |
| **24** | Will asbestos be removed as part of this project? Will the removal be done before construction commences or will there be progressive removal as construction work continues? Will any asbestos be left in situ etc? Adam Environmental is the College’s appointed specialist contractor in charge of our asbestos management. |
| PD/PC Response |  |
| ICL comments |  |
|  | **Demolition** |
| **25** | Will demolition involve the removal of loadbearing or non-load bearing wall? And has approval of structural engineer been sought: |
| PD/PC Response |  |
| ICL comments |  |
| **26** | How will demolition methodology planned to be employed minimise noise, dust, and vibration in the area and what is the implication for adjacent spaces e.g., are there labs with sensitive equipment in the vicinity etc? Taking down brick walls course by course is preferable. |
| PD/PC Response |  |
| ICL comments |  |
|  | **Fire Safety** |
| **27** | Will the existing fire detectors within the space be modified or replaced? If yes, has fire strategy and ICL specification been agreed with the ICL Fire safety team and ICL Fire Engineer? A minor new works will be required to be raised. |
| PD/PC Response |  |
| ICL comments |  |
| **28** | Will the existing means of escape (corridors) be retained or altered during construction? If it will be altered, will the new route comply with Building Regulations and has ICL Fire safety team and Building Control approved this? |
| PD/PC |  |
| ICL comments |  |
| **29** | What type of Fire Alarm system exists in the space? Will this be changed or upgraded? Will this be to L2? Has the incumbent fire alarm contractor and ICL Fire safety team been consulted? |
| PD/PC |  |
| ICL comments |  |
| **30** | Is Hot Work totally necessary? Can this be designed out using safer systems of work e.g., pipe crimping etc? *Hot Work should only be permitted as last resort.* |
| PD/PC |  |
| ICL comments |  |
| **31** | Has fire compartmentation within the space been surveyed and will this be altered, or will there be any penetrations either structurally or by services? Any alterations or penetrations must be approved by ICL Fire safety team and Building Control. Any penetrations must be fire stopped as the project progresses. |
| PD/PC |  |
| ICL comments |  |
| **32** | Are there any existing fire suppression systems within the project scope and how will this project impact on those systems? Advice must be sought from an accredited fire suppression engineer and the ICL Fire Safety Team. |
| PD/PC |  |
| ICL comments |  |
| **33** | Will the project involve the installation of fire suppression systems? Advice must be sought from an accredited fire suppression engineer and the ICL Fire Safety Team. |
| PD/PC |  |
| ICL comments |  |
| **34** | Will the design have an impact on the fire safety arrangements of spaces outside the scope of the project? If yes, has a fire strategy and ICL specification been agreed with the ICL Fire safety team and ICL Fire Engineer? |
| PD/PC |  |
| ICL comments |  |
| **35** | Will the works have an impact on the fire safety arrangements of spaces outside the scope of the project? If yes, has a fire strategy and ICL specification been agreed with the ICL Fire safety team and ICL Fire Engineer? |
| PD/PC |  |
| ICL comments |  |
| **36** | Are any new systems for fire safety purposes being introduced because of the project? These will require consultation with a competent and accredited engineer, the ICL Fire Safety Team and the ICL Fire Engineer. |
| PD/PC |  |
| ICL comments |  |
| **37** | Are any systems being introduced which will interact with the fire alarm system e.g. AHU, Door entry system etc? These will require consultation with the incumbent fire alarm contractor, the ICL Fire Safety Team and the ICL Fire Engineer. |
| PD/PC |  |
| ICL comments |  |
| **38** | Will there be any hot works, work that will create dust or works involving the alteration of the existing life safety systems e.g., Sprinkler system, fire alarm system etc? These will require a permit to work. Please consult with the ICL Fire Safety Team. |
| PD/PC |  |
| ICL comments |  |