Document 1 — Pre-Construction Information

DRAFT FOR PROJECT TEAM REVIEW

Llys Pedr, Lampeter

Proposed mobility scooter store, amended vehicle parking facilities and landscaping

Site address

Llys Pedr, Lampeter, Ceredigion, SA48 7DD

Primary project constraint

Sheltered housing remains occupied during the works. Resident safety, accessible routes and continuity of residential services are essential.

Document status

Draft PCI — pre-construction stage. Issue number, revision, date and duty-holder appointments to be confirmed.

1. Document control

Field	Details
Project	Mobility scooter store, parking alterations and landscaping
Client	Barcud Housing Association
Principal Designer	To be confirmed
Principal Contractor	To be appointed/confirmed
Lead designer / engineer	Trevor Hopkins Associates Ltd.
Prepared by	Trevor Hopkins Associates Ltd.
Revision	Draft Rev 0
Date	20 October 2026
Planned start / completion	To be confirmed
CDM notification status	To be assessed against the project programme and workforce

2. Purpose and scope

This Pre-Construction Information document identifies the information currently available about the proposed works, foreseeable health and safety hazards, site constraints and matters that must be resolved before construction starts.

It is intended to assist the Client, Principal Designer, designers, tendering contractors and Principal Contractor in planning and managing the project safely in accordance with CDM 2015.

The PCI must be reviewed and updated as further surveys, design information and site details become available. It should be read alongside the construction drawings, specifications, surveys and any existing Health and Safety File once obtained.

2.1 Description of proposed works

The project comprises:

Construction of a mobility scooter store.

Amendments to existing vehicle parking facilities.

Associated external civil engineering and groundworks.

Landscaping and reinstatement of affected areas.

Associated access, drainage, surfacing and service alterations where shown in the approved design.

The exact construction method, building form, foundations, dimensions, materials and extent of associated works remain to be confirmed from the project drawings and specifications.

2.2 Existing site and occupation

Llys Pedr is a residential sheltered housing facility. The building will remain occupied while the works are undertaken.

The works may interface with residents, visitors, staff, deliveries, vehicles and people using mobility aids. The contractor must establish the actual site layout, pedestrian desire lines, emergency access routes and resident access requirements before setting up the construction area.

No assumption is made that existing parking, footpaths, underground services, ground conditions or boundaries are suitable for the proposed works without verification.

3. CDM 2015 management arrangements

The Client must ensure suitable project management arrangements, adequate time and resources, provision of relevant pre-construction

information and preparation of a Construction Phase Plan before construction starts.
Where more than one contractor is involved, or more than one is reasonably foreseeable, the Client must appoint a Principal Designer and Principal Contractor in writing. The Principal Contractor must prepare and maintain the Construction Phase Plan. The Principal Designer coordinates health and safety during the pre-construction phase and assists with the Health and Safety File.

The following appointments must be confirmed before work begins:
Client representative and person authorised to agree changes to the scope.
Principal Designer and design team.
Principal Contractor and site manager.
Site/building manager responsible for coordinating resident-facing arrangements.
Relevant utility providers and specialist contractors, as required.
The project team must assess whether the project is notifiable to HSE under CDM 2015. Notification is generally required where construction work is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 person-days of construction work.

4. Existing site information and constraints

Topic	**Information available / required**
Existing use	Occupied sheltered housing facility
Location	Llys Pedr, Lampeter, Ceredigion, SA48 7DD
Existing structures	Building present; structural details and records to be obtained if relevant
Site boundaries	To be verified on site and against drawings
Access and parking	Parking alterations proposed; temporary arrangements to be designed
Underground services	Not verified; contractor must obtain utility service information before commencing work
Overhead services	Presence and position unknown; check before plant, deliveries or lifting operations

Ground conditions	No geotechnical or contamination information supplied
Drainage	Existing drainage layout and proposed connections to be verified
Asbestos	Relevance to the proposed external works to be assessed; any affected existing materials must be checked before disturbance
Planning / building control	Approvals and conditions to be confirmed where applicable
Existing Health and Safety File	Availability and contents to be confirmed
Environmental constraints	Trees, ecology, drainage, noise and dust restrictions to be assessed where relevant

4.1 Utility services — mandatory pre-start requirement

The contractor must obtain utility service information before commencing work. This requirement applies to excavation, ground penetration, breaking out, installing foundations, drainage, service ducts, posts and any other activity that could contact buried services.

Before intrusive work:

Obtain current utility plans from relevant statutory undertakers and the Client/site records.

Review the plans and identify potential gas, electricity, water, telecommunications, drainage and other services.

Undertake a site-specific survey using suitable locating equipment, such as a cable avoidance tool and signal generator, operated by trained personnel.

Mark detected services on the ground and brief the workforce.

Use safe excavation methods, including hand digging or other suitable non-destructive methods close to suspected services.

Establish isolation, permit-to-dig and emergency arrangements where required.

Stop work immediately if an unidentified service or unexpected obstruction is encountered.

Utility drawings alone must not be treated as proof of the precise position or absence of services. The Principal Contractor must verify that the controls are in place before authorising excavation.

5. Significant foreseeable risks and required controls

The following register identifies preliminary risks. The Principal Designer must review the design-related risks and the Principal Contractor must develop suitable site-specific method statements, risk assessments and controls.

Hazard / risk	Required precautions and management measures
Residents and members of the public entering the work area	Establish secure, clearly signed work zones with suitable barriers. Prevent unauthorised access. Maintain supervision at interfaces with residential routes.
Pedestrian and vehicle conflict	Separate pedestrians from construction traffic. Plan delivery routes, reversing controls, unloading areas and vehicle movements. Use a trained banksman where appropriate.
Loss of parking or access	Agree temporary parking arrangements with the site manager before works. Keep emergency access and essential resident, staff and service access available.
Excavation and buried services	Apply the utility verification and permit-to-dig arrangements in Section 4.1. Protect excavations and provide suitable edge protection, access and inspections.
Excavation collapse or falls	Determine ground conditions and excavation support requirements. Prevent falls into open excavations and do not leave hazards unprotected outside working hours.
Plant and machinery	Select plant appropriate to the available space and ground conditions. Use trained operators, segregated routes, pre-use checks and controlled exclusion zones.
Foundation and structural works	Confirm the design, ground conditions and safe construction sequence before excavation or pouring concrete. Prevent unauthorised alteration to the design.
Parking and surfacing alterations	Assess the existing pavement build-up, levels, drainage and interfaces. Control cutting, breaking, dust, noise and temporary trip hazards.

Landscaping	Identify buried services and relevant tree/root protection constraints. Control powered equipment, material handling and uneven ground.
Manual handling	Mechanise movement of heavy or bulky materials where reasonably practicable. Plan deliveries and storage to minimise carrying distances.
Dust, noise and vibration	Select low-impact methods where practicable. Agree working hours with the site manager, control dust at source and monitor complaints or sensitive activities.
Slips, trips and falls	Maintain tidy work areas, manage trailing leads and hoses, protect level changes and inspect temporary pedestrian routes.
Fire and emergency access	Maintain access for emergency services. Control ignition sources, fuel storage and hot works; agree emergency arrangements with site management.
Weather and surface water	Assess rain, wind, frost and poor visibility when planning excavation, deliveries, lifting and external surfacing. Prevent flooding and unsafe mud or debris on access routes.
Materials and waste	Provide secure storage and controlled waste removal. Prevent obstruction of paths, exits, fire routes and access to building facilities.

6. Occupied sheltered housing — specific requirements

The Principal Contractor must prepare an occupied-site management plan and agree it with the Client and site/building manager before mobilisation. The plan must address the following:

Resident protection: Identify resident access routes and the needs of people with reduced mobility, sensory impairments or other access requirements through consultation with site management.

Continuous access: Keep safe, usable access to entrances, exits and essential facilities. Any unavoidable temporary diversion must be risk-assessed, accessible and agreed in advance.

Emergency arrangements: Keep fire exits and emergency routes clear. Agree alarm, evacuation, emergency-service access and incident reporting arrangements with the building manager.

Construction boundaries: Secure the work area against entry by residents, visitors and unauthorised persons, particularly where excavations, tools or plant are present.
Communications: Notify site management in advance of noisy work, deliveries, temporary closures, utility interruptions and other disruptive activities. Ensure residents receive appropriate notice through the agreed management arrangements.
Working hours: Agree permitted hours and restrictions with the Client and site manager before work starts.
Dust, noise and vibration: Minimise disturbance, maintain housekeeping and avoid allowing dust or debris to migrate into occupied areas.
Deliveries and parking: Schedule deliveries to avoid peak resident movements where possible. Keep delivery vehicles and materials clear of accessible routes.
Temporary mobility scooter arrangements: Confirm how residents' existing scooters will be stored, charged and accessed during the work. Do not obstruct existing scooter facilities without an agreed alternative.
Safeguarding and conduct: Require appropriate worker identification, site rules, respectful conduct and compliance with the facility's security and safeguarding arrangements.
No existing fire precautions, emergency procedures or resident-specific arrangements are assumed to have been reviewed. The Principal Contractor must obtain and follow the current site procedures.

7. Design risk management

Designers must eliminate foreseeable risks where reasonably practicable and reduce or control risks that cannot be eliminated. The Principal Designer must coordinate this process and communicate significant residual risks to the Principal Contractor.
The design team should specifically consider:
Safe access to and around the store, including appropriate gradients, surface finishes, drainage and turning space.
The proposed parking layout and its interaction with accessible routes, vehicle manoeuvring and emergency access.
Construction and future maintenance access, including any roof, door, electrical or drainage maintenance requirements.
Safe delivery, unloading and installation of prefabricated components, if applicable.

Any electrical installation or charging facilities included in the design, including suitable electrical protection, ventilation and fire-risk considerations where relevant.
Avoiding unnecessary work at height, complex lifting or hazardous sequencing.
The final design risk register must be completed using actual design information rather than treating the above list as a confirmed description of the design.

8. Construction planning requirements

Before construction begins, the Principal Contractor must prepare a site-specific Construction Phase Plan that addresses:
Site establishment, boundaries, security and welfare.
Work sequencing and interfaces with the occupied facility.
Resident and public protection.
Delivery management, traffic routes and temporary parking.
Utility surveys, excavation controls and permits.
Temporary works and structural stability where relevant.
Risk assessments and method statements for higher-risk activities.
Emergency, fire, first-aid and incident-reporting arrangements.
Dust, noise, waste and environmental controls.
Worker competence, induction, supervision and subcontractor coordination.
Inspection, monitoring and arrangements for updating the plan.
Suitable welfare facilities must be provided from the start of construction and maintained throughout the project. Existing building facilities must not be used by contractors unless their use is expressly agreed and adequate for the purpose.

9. Pre-start information required

The following information remains outstanding and must be obtained or confirmed as applicable:
Project drawings, specifications and scope boundaries.
Written CDM duty-holder appointments.
Existing utility plans and site utility survey.
Ground investigation and contamination information, if relevant.
Existing drainage information and proposed drainage design.
Existing site layout, parking plan and pedestrian access routes.

Construction programme and delivery constraints.
Existing Health and Safety File and relevant building/site records.
Confirmation of asbestos relevance where existing materials may be disturbed.
Planning, building control and other approvals or constraints, where applicable.
Occupied-site arrangements and emergency procedures.
Design risk register and information on significant residual risks.
Construction Phase Plan and task-specific risk assessments/method statements.
Confirmation of HSE notification requirements.

10. Completion and handover

The Principal Contractor must provide the Principal Designer with relevant information for the Health and Safety File, including as-built drawings, buried-service records, relevant specifications, maintenance information and any other information necessary for future construction, cleaning, maintenance or alteration.

The Client should ensure that the completed store, parking arrangements and landscaping are handed over safely and that any temporary access arrangements are removed only when permanent arrangements are safe and available.

Document 2 — Pre-Construction Information

DRAFT FOR PROJECT TEAM REVIEW

Hafan yr Efail, Llanon

Proposed mobility scooter store, associated works and improved path access

Site address

Hafan yr Efail, Llanon, Ceredigion, SY23 5HL

Primary project constraint

Occupied sheltered housing with proposed improvements to path access. Safe and accessible routes must be maintained throughout construction.

Document status

Draft PCI — pre-construction stage. Issue number, revision, date and duty-holder appointments to be confirmed.

1. Document control

Field	Details
Project	Mobility scooter store, associated works and improved path access
Client	Barcud Housing Association.
Principal Designer	To be confirmed
Principal Contractor	To be appointed/confirmed
Lead designer / engineer	Trevor Hopkins Associates Ltd
Prepared by	Trevor Hopkins Associates Ltd
Revision	Draft Rev 0
Date	20 October 2026
Planned start / completion	To be confirmed
CDM notification status	To be assessed against the project programme and workforce

2. Purpose and scope

This document provides the pre-construction health and safety information currently available for the proposed works at Hafan yr Efail. It identifies the known site-use constraints, foreseeable hazards, preliminary control measures and additional information required to enable safe construction planning.

It must be read alongside the project drawings, specifications, surveys and existing site records when these become available. The information must be reviewed by the Client, Principal Designer and Principal Contractor before construction starts and updated when new information becomes available.

2.1 Description of proposed works

The proposed works comprise:

Construction of a mobility scooter store.

Associated building, civil engineering or external works as defined by the project design.

Improvements to existing path access.

Associated excavation, foundations, surfacing, levels, drainage or reinstatement where required by the design.

Any associated landscaping or service alterations identified in the final scope.

The exact dimensions, construction method, foundation design, materials, drainage arrangements and extent of associated works have not been supplied and must be verified against the design documentation.

2.2 Existing site and occupation

Hafan yr Efail is a residential sheltered housing facility and will remain occupied during construction.

The design and construction sequence must take account of residents, staff, visitors, mobility scooter users and other pedestrians. Particular attention must be given to maintaining safe access to the building and ensuring that the path improvements do not introduce temporary or permanent accessibility hazards.

The existing path widths, gradients, surface conditions, drainage, boundaries and relationship to entrances have not been verified. A site inspection and review of the proposed layout are required before work methods and temporary routes are finalised.

3. CDM 2015 management arrangements

The Client must provide suitable project management arrangements, sufficient time and resources, and relevant pre-construction information.
The Principal Designer coordinates pre-construction health and safety, while the Principal Contractor plans, manages and monitors health and safety during the construction phase.
Where more than one contractor is involved, or more than one contractor is reasonably foreseeable, the Client must appoint the Principal Designer and Principal Contractor in writing before construction begins. A Construction Phase Plan must be prepared before the construction phase starts.
The following appointments must be confirmed:
Client representative.
Principal Designer.
Principal Contractor and site manager.
Lead designer and any civil, structural or electrical designers as applicable.
Hafan yr Efail building/site manager responsible for coordinating resident access and operational requirements.
Relevant utility providers and specialist contractors, as applicable.
The Client must assess whether HSE notification is required under the CDM 2015 thresholds: generally, where the work is expected to exceed 30 working days with more than 20 workers working simultaneously at any point, or to exceed 500 person-days.

4. Existing site information and constraints

Topic	**Information available / required**
Existing use	Occupied sheltered housing facility
Location	Hafan yr Efail, Llanon, Ceredigion, SY23 5HL
Existing structures	Building present; relevant structural information to be obtained if required
Site boundaries	To be confirmed from drawings and site inspection
Existing paths	Improvements proposed; dimensions, condition, levels and gradients to be surveyed
Pedestrian access	Must be maintained or safely diverted throughout the works

Underground services	Not verified; contractor must obtain utility service information before commencing work
Overhead services	Presence and location unknown; assess before plant movements or lifting
Ground conditions	No ground investigation or contamination information supplied
Drainage	Existing drainage and proposed surface-water arrangements to be confirmed
Asbestos	Relevance to proposed works must be assessed if existing materials may be disturbed
Existing Health and Safety File	Availability and contents to be confirmed
Planning / building control	Approvals and conditions to be confirmed where applicable
Environmental constraints	Noise, dust, waste, trees, ecology and drainage constraints to be assessed where relevant

4.1 Utility services — mandatory pre-start requirement

The contractor must obtain utility services information before commencing work. This is particularly important where the improved paths, store foundations or associated works require excavation, breaking out or installation of new drainage or service connections.

Before intrusive work, the Principal Contractor must ensure that:

Current utility plans and relevant site records have been obtained and reviewed.

Potential buried services have been located and marked using suitable survey equipment operated by trained personnel.

The planned excavation locations and safe working methods have been reviewed.

A permit-to-dig or equivalent authorisation system is implemented where appropriate.

Safe digging methods are used near suspected services.

Workers understand the response to an unidentified service, damage to a service or an unexpected obstruction.

Work must stop if an unidentified service or unexpected hazard is encountered until its nature and safe management have been established.

5. Significant foreseeable risks and required controls

Hazard / risk	Required precautions and management measures
Residents and public entering the work area	Establish secure work zones, suitable barriers and clear signs. Prevent unauthorised access to excavations, plant and materials.
Restricted or diverted pedestrian access	Survey the existing routes and agree temporary accessible routes with site management. Provide safe surfaces, adequate width, suitable gradients and protection from construction activities.
Residents using mobility aids	Consider turning space, manoeuvring requirements, level changes and the needs of scooter and wheelchair users. Avoid routes that force residents into vehicle or plant areas.
Excavation and buried services	Obtain and verify utility information before excavation. Mark services, apply permit-to-dig controls and protect open excavations.
Excavation collapse and falls	Assess ground conditions, excavation depth and support needs. Provide suitable barriers, safe access and inspections.
Existing path demolition and breaking out	Control dust, noise, flying fragments and vibration. Isolate the work area and protect nearby pedestrians and structures.
Path construction and surfacing	Plan work in sections where practicable. Protect fresh concrete, asphalt or other unfinished surfaces and prevent access until safe.
Gradients, edges and level changes	Confirm the design levels and transitions before construction. Eliminate avoidable trip hazards and ensure the finished route performs as intended.
Surface water and drainage	Confirm drainage design and prevent water pooling, flooding or discharge onto existing access routes. Maintain safe routes during wet weather.
Plant, delivery vehicles and unloading	Separate pedestrians and vehicles. Agree delivery times, unloading locations and reversing controls with site management.

Manual handling	Minimise manual movement of paving, kerbs, materials and store components. Use suitable lifting aids and trained personnel where necessary.
Dust, noise and vibration	Use appropriate dust suppression, controlled cutting methods and suitable equipment. Agree working hours and manage disruption to residents.
Weather and poor ground conditions	Assess the effect of rain, frost and mud on excavations, temporary routes, surfacing operations and deliveries.
Fire and emergency access	Keep emergency access, building exits and fire routes available. Agree emergency procedures with the site manager.
Waste, storage and housekeeping	Keep paths, entrances and escape routes clear. Secure materials and remove waste promptly.

6. Occupied sheltered housing — specific requirements

The Principal Contractor must prepare and implement an occupied-site management plan before mobilisation. The plan must be agreed with the Client and building/site manager.

6.1 Resident access and continuity of services

Identify all entrances, emergency exits, accessible routes and essential service access points affected by the work.

Maintain safe access to the occupied building throughout construction.

Where temporary diversions are unavoidable, agree their location, accessibility, signage, lighting and protection before the existing route is closed.

Do not leave residents with an unprotected excavation, abrupt level change or unfinished path.

Sequence the path works so that a safe alternative route is available before the existing route becomes unusable.

Agree any temporary disruption to utilities or building services with the Client and site manager in advance.

6.2 Communication and safeguarding

Notify building management in advance of deliveries, noisy activities, access restrictions and planned changes to routes.
Establish a clear method for reporting hazards, complaints, incidents and near misses.
Require workers and subcontractors to comply with site security, identification and conduct requirements.
Ensure site induction covers resident protection, emergency arrangements and the restrictions imposed by the occupied facility.

6.3 Mobility scooter arrangements

The contractor and site manager must establish:
The existing location and use of residents' scooter storage.
Whether the proposed works affect existing parking, charging or access facilities.
The arrangements required to maintain access to residents' scooters during the construction period.
Any electrical work associated with the new store, including safe installation and testing where applicable.
The safe location of temporary scooter storage, if required, without obstructing fire exits, corridors or accessible paths.
No assumption is made that the new store includes electrical charging facilities; this must be confirmed in the design.

6.4 Emergency arrangements

The Principal Contractor must agree with building management how fire alarms, evacuation, first aid, emergency services access and incident reporting will operate during construction. The Construction Phase Plan must explain how these arrangements will be maintained while external routes or parking areas are altered.

7. Design risk management

The Principal Designer and design team should consider the following risks during design development:
The location and orientation of the scooter store in relation to the building, existing paths, parking and buried services.

The need for accessible, slip-resistant, durable paths with suitable gradients, crossfalls and transitions, as determined by the project requirements and applicable standards.
Construction sequencing that enables safe access to remain available while individual path sections are replaced or improved.
Drainage and levels that avoid standing water, erosion, ice-prone areas and unsafe transitions.
Safe foundations, ground conditions and service clearances for the store.
The safe delivery, unloading and installation of store components.
Maintenance access to the completed store, including any roof, doors, drainage or electrical installations.
Avoiding unnecessary work at height, complex lifting operations or hazardous temporary arrangements.
Designers must eliminate foreseeable risks where reasonably practicable and reduce or control those that remain. Significant residual risks must be documented and communicated to the Principal Contractor.

8. Construction planning requirements

Before construction starts, the Principal Contractor must prepare a site-specific Construction Phase Plan that includes:
Site establishment, security, welfare and site rules.
Resident protection and arrangements agreed with building management.
Temporary pedestrian access and the phasing of path improvements.
Vehicle movements, delivery arrangements and material storage.
Utility surveys, excavation controls and permits.
Safe demolition, breaking out, surfacing and reinstatement methods.
Temporary works and excavation support where required.
Dust, noise, vibration, drainage and waste controls.
Emergency, fire, first-aid and incident-reporting arrangements.
Worker competence, inductions, supervision and subcontractor coordination.
Inspection of barriers, temporary paths and excavations.
Arrangements for updating the plan when the scope, programme or site conditions change.
Suitable welfare facilities must be available from the start of construction and maintained throughout the works. Any use of the sheltered housing facility's existing welfare facilities must be expressly agreed.

9. Pre-start information required

The following information must be obtained or confirmed as applicable:
Project drawings, specifications and scope of associated works.
Written CDM duty-holder appointments.
Utility service plans and on-site utility survey.
Existing path survey, including levels, gradients, widths and condition.
Proposed path layout and details of temporary accessible routes.
Ground conditions and contamination information, if relevant.
Drainage layout and proposed drainage design.
Store foundation and structural design information.
Electrical and charging requirements, if included in the scope.
Existing Health and Safety File and relevant site records.
Confirmation of asbestos relevance where existing materials may be disturbed.
Planning, building control and other applicable approvals.
Building emergency procedures and occupied-site requirements.
Construction programme and agreed working hours.
Design risk register and significant residual risks.
Construction Phase Plan and task-specific risk assessments/method statements.
Confirmation of HSE notification requirements.

10. Completion and handover

The Principal Contractor must provide the Principal Designer with relevant information for inclusion in the Health and Safety File, including:
As-built drawings and specifications for the mobility scooter store.
Records of buried services installed, diverted or exposed during the works.
Relevant foundation, drainage and electrical installation information.
Maintenance and inspection requirements for installed elements.
Information about any residual hazards or restrictions relevant to future maintenance, repair or alteration.
The Client should ensure that the finished paths are safe and accessible, drainage operates as intended, construction debris has been removed and all permanent access routes are available before temporary arrangements are removed.

Appendices applicable to both projects

These appendices form part of each draft PCI. They must be completed or updated as relevant to the individual project.

Appendix A — Preliminary risk register

The register below is a pre-construction planning aid, not a substitute for task-specific risk assessments.

Risk	Applies to	Required action before work
Residents entering work zones	Both	Agree and implement secure site boundaries
Buried utility strikes	Both	Obtain service information, survey and authorise excavation
Vehicle/pedestrian conflict	Both	Agree traffic and pedestrian segregation
Loss of accessible routes	Both	Prepare a temporary access and phasing plan
Excavation and ground instability	Both	Confirm ground conditions and excavation methods
Dust, noise and vibration	Both	Agree controls and working hours
Fire and emergency access	Both	Coordinate with building management
Unverified existing conditions	Both	Inspect site and obtain relevant records
Parking and landscaping interfaces	Llys Pedr	Confirm layout, levels, drainage and parking phasing
Path levels, gradients and transitions	Hafan yr Efail	Survey existing conditions and verify proposed design
Scooter storage and charging interfaces	Both, if applicable	Confirm the final scope and temporary arrangements

Appendix B — Pre-start action and sign-off register

Pre-start checklist

0 of 10

Use this checklist separately for each project. Ticking an item records your review here; it does not independently verify completion or authorise the start of work.

Client, Principal Designer and Principal Contractor appointments confirmed

Project drawings and scope verified

Utility plans obtained and service detection arranged

Site inspection and existing-condition records completed

Occupied-site and resident-access plan agreed

Emergency and fire arrangements agreed with site management

Ground, drainage and relevant hazardous-material information reviewed

Design risks and residual risks reviewed

Construction Phase Plan and task-specific risk assessments completed

Welfare, programme and HSE notification requirements confirmed

Appendix C — Document and drawing register

Reference	Document / drawing	Status
C01	Project brief and scope	To be obtained
C02	Existing site layout	To be obtained
C03	Proposed layout and construction drawings	To be obtained
C04	Utility service plans and survey	Outstanding
C05	Ground investigation / contamination information	To be confirmed
C06	Existing Health and Safety File	To be obtained or confirmed unavailable
C07	Design risk register	To be completed and updated
C08	Construction Phase Plan	Required before construction

C09	Occupied-site management and temporary access plan	Required before mobilisation
C10	Relevant approvals and technical specifications	To be confirmed

Appendix D — Duty-holder responsibilities

Client: Provide relevant information in its possession or reasonably obtainable, make suitable management arrangements and ensure the required appointments and Construction Phase Plan are in place.
Principal Designer: Coordinate pre-construction health and safety, help assemble PCI, coordinate designers and pass relevant risk information to the Principal Contractor.
Designers: Eliminate foreseeable risks where reasonably practicable, reduce or control remaining risks and provide relevant design and residual-risk information.
Principal Contractor: Prepare and implement the Construction Phase Plan, manage site safety, protect residents and the public, coordinate contractors and maintain suitable welfare.
Contractors: Plan and supervise their work safely, cooperate with the project team, follow site rules and report hazards or changes in conditions.
These responsibilities are based on CDM 2015 and the HSE's published guidance.

Appendix E — Issue and approval record

Complete the following for each project before formally issuing the PCI.

Approval field	**Entry**
Project name	Llys Pedr / Hafan yr Efail — complete separately
Prepared by / organisation	To be completed
Reviewed by Principal Designer	Name, organisation and date to be completed
Client review	Name, organisation and date to be completed

Revision and issue date	To be completed
Distribution	Client, Principal Designer, Principal Contractor, designers and relevant tendering contractors
Outstanding information	Record outstanding items and responsible persons
Next review	Before tender/appointment as applicable and before construction starts

Final issue requirements

Before either document is treated as the issued PCI, the project team should:

Confirm the Client and duty-holder appointments.

Incorporate the actual drawings, surveys and existing site information.

Resolve or formally record outstanding information and assign responsibility for obtaining it.

Review the significant risks against the final design and construction sequence.

Ensure the Principal Contractor has sufficient information to prepare a suitable Construction Phase Plan.

The statutory framework is set out in the Construction (Design and Management) Regulations 2015 and the HSE's CDM guidance .