



# A Guide to Pre-Construction Information (PCI) OHS-C-16.G8

## Guide

### Introduction

The CDM Regulations were substantially revised and reissued (6<sup>th</sup> April 2015, referred to in every day context as CDM 2015). The 2015 changes are substantial, with significant impact on duty holder roles, thresholds for appointments, requirements for Construction Phase Plans and Project Notification. This update Guide provides a framework for CDM 2015 duty holder compliance.

Reference documents mentioned can be found on our [Construction safety and CDM compliance intranet](#) page or <https://www.fife.gov.uk/CDM> for external contractors.

Site rules can be found on our [managing contractors intranet](#) page or externally at <https://www.fife.gov.uk/contractorruleset>

### About Pre-Construction Information (PCI)

Where appointed, the Principal Designer is expected to support the Client with this provision. Other Designers may provide advice on additional survey or other enabling works required to properly inform the Project Design.

Previous pre-construction Information effort often focussed on the collation and provision of the “Project Information Pack” – a specific package of information given to the (prospective) ‘main’ or Principal Contractor to enable him to price and plan the Construction Phase of the Project. CDM “Pre-construction information” requirements **always** extended well beyond that very specific information exchange. The CDM Client has a significant duty to provide pre-construction information.

Regulation 4(4) *“A client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment, to the project.”*

Pre-construction information includes information which is already in the Client’s possession (such as any existing health and safety file, asbestos survey, structural drawing etc. or information which is reasonably obtainable through further sensible enquiry.

The CDM Client is responsible for ensuring that relevant information is made available to all Project Designers and Contractors appointed (or being considered for appointment) at the pre-construction phase.

Information must include any relevant risk information (whether anticipated or already determined) arising from elements of the Project design already in progress.

Information should be **relevant, proportionate and comprehensible**, with appropriate level of detail applicable to the Project health and safety risk. The provision of pre-construction information may not be a once and for all activity – additional information may need to be communicated later on, as the design develops.

**Pre-construction Information passed to Designers is usually tailored and often specific to design discipline requirements. Table 1 overleaf discusses a proportionate approach for providing pre-construction information to Contractors (including Principal Contractors). This approach will enable CDM compliance whilst avoiding bureaucracy and unnecessary duplication of paperwork.**

Pre-construction information often includes 'local' information provided by other Council Services (e.g. the Property Service internal client). The Pre-Construction Information must be proportionate and focussed on Project-specific risks, following the principle:

**The right information, to the right people, at the right time.**

Fife Council pro-forma **OHS-C-16.F2** should form the basis for communication of Project-specific risk information on all but the smallest of construction projects. For larger Projects, an additional narrative (template) approach may be applied (as was commonly applied under previous CDM arrangements).

Pre-construction information also provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file.

**TABLE 1: Pre-construction Information for Contractors (including Principal Contractors):** Legal requirements and a proportionate approach:

CDM 2015 requirements: When pre-construction information is complete it must include proportionate information about:		Fife Council application to:		
		Small scale, repetitive work	Medium complexity Projects	Larger, Complex Projects
(a)	the project, such as the <b>client brief and key dates</b> of the construction phase.	These arrangements can be described in more generic terms within (e.g.) Measured-Term Contract requirements, associated resources and specifications, in conjunction with the overarching management arrangements as applied by the Client and Contractor’s (e.g. Property Services, Roads Operations, etc.) H&S Management Framework, and the Services published Organisational Structure, etc. Job/Project Specifics contained within individual Works Order and COMIS or similar records. Contract general performance timescales apply. Contract Performance monitoring and review meetings held regularly.	Along with above Project Brief, Project Checklist <b>OHS-C-16.F2</b> will be used as the basis for pre-construction information and to highlight those areas where the Contractor is (or will be) required to provide a specific response (e.g.) by confirming acceptance of specific methods and design assumptions, providing a method statement response, etc.) The Project Checklist may be used by the Contractor to record his responses, outline methods etc. and therefore form the basis of the Construction Phase Plan.	<p><b>For larger Projects</b> (e.g. those meeting Notification Criteria) or those with significant complexity (major build or refurbishment extending over protracted timescale and involving multiple contractors)):</p> <p>The Client may apply a “template” approach to the preparation of the Pre-Construction Information (PCI) and provide what the construction industry often refers to as a ‘Project Information Pack.’</p> <p>The Council’s Project Checklist <b>OHS-C-16.F2</b> remains as the preferred method for communication of Project specific risk issues.</p> <p>The PCI template should reference other key documents (preferably by hyperlink) in accordance with CDM2015 Guidance: i.e. following the (a) – (d) layout given at the left-hand column of this Table.</p>
(b)	the planning and management of the project such as the <b>resources and time</b> being allocated to each stage of the project and the arrangements to ensure there is <b>cooperation</b> between duty holders and that the work is <b>coordinated</b> .			

CDM 2015 requirements: When pre-construction information is complete it must include proportionate information about:		Fife Council application to:		
		Small scale, repetitive work	Medium complexity Projects	Larger, Complex Projects
(c)	<b>the health and safety hazards specific to the site, structure and existing environment and those arising from the design.</b>	<p>Via published Site Rules for:</p> <p>(a) Non-domestic Properties (see <b>OHS-C-41.G1</b>)</p> <p>(b) Housing Stock repair/CoT etc. (see <b>OHS-C-41.G2</b>)</p> <p><b>(c) Roads Operations Streetworks.</b></p> <p>Above Site Rules and additional requirements delivered to internal workforce via routine supervision, information, instruction and training. (e.g. inductions, toolbox talks, asbestos awareness and Council-specific asbestos management arrangements).</p> <p>Any extraordinary hazards annotated on printed or Screenshot Works Order.</p>	As for small scale, repetitive work, with the additional use of Project Checklist <b>OHS-C-16.F2</b> as a method of communicating unusual and significant hazards arising from the design, existing structure or environment.	As per medium complexity Projects (use of Project Checklist) with occasional additional narrative within a (cross-referenced) pre-construction information (Information Pack) template <b>ONLY IF REQUIRED</b> .
-	<b>Application to external Contractors</b>	Additional diligence is required when competent external contractors are appointed as there will be a lesser familiarity with Fife Council rules etc. Pre-start meetings and on-site induction by those commissioning the contractor is imperative.	As previous column. The Project Brief should include contact details of key personnel and Project timescales. Programmed progress meetings and additional site meetings at key milestones. Managed via Principal Contractor where more than one Contractor	As previous column

CDM 2015 requirements: When pre-construction information is complete it must include proportionate information about:		Fife Council application to:		
		Small scale, repetitive work	Medium complexity Projects	Larger, Complex Projects
			involved. Appropriate induction of all direct contractor appointments.	
<b>(d)</b>	any relevant information in an existing <b>health and safety file</b> .	Routinely, not applicable. Unlikely that any specific or cumulative task/Project will impact on H&S File for the Structure. Impact monitored via regular review of works history for the structure/ building.	Project Checklist <b>OHS-C-16.F2</b> will (a) reference (or reproduce) appropriate information from the existing File, and (b) Stipulate what information (And when it is expected to become available) for update to the Client's File.	As per medium complexity Projects (use of Project Checklist) with occasional additional narrative within a (cross-referenced) pre-construction information (Information Pack) template <b>ONLY IF REQUIRED</b> .