Appendix A **A Guide to Pre-Construction Information**

**About Pre-Construction Information (PCI)** [Construction - Planning for construction work (hse.gov.uk)](https://www.hse.gov.uk/construction/safetytopics/planning.htm)

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.

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| 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 often includes ‘local’ information provided by other Council Services (e.g. Asset Management). 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.**

South Tyneside Council pro-forma **Project Checklist** 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.

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.