**University Pre-Start Work Planning**

**Site Access Form - Part 1**

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| ***Project Information - Provided by the University to Contractor*** |
| 1 | Contractor or organisation undertaking works  |  |
| 2 | Project title | *Name of project or contract*  |
| 3 | Location of works | *Details of building(s) in which work will take place. Provide specific space/room numbers if possible.*  |
| 4 | University commissioning manager | *University Commissioning Person/Project Manager* |
| 5 | Description of works/project | *Describe the project and outcomes* |
| 6 | Outline programme of work | *The Construction Design and Management Regulations 2015 (CDM) requires a Construction Phase Plan to be established where it is applicable to the project. University Project Manager to confirm if required.* *Submission of risk assessments and method statements (RAMS) would be sufficient if the above is not applicable.* *If dates have been agreed or proposed include here.*  |
| 7 | Existing H&S file provision (if applicable) | *CDM requires Health and Safety File or information to be provided, when applicable* |
| 8 | Existing Infrastructure drawings – services identification | *Have existing drawings, infrastructure and services been identified. Have new drawings been developed and approved by all stakeholders? New drawings should be handed over to Estates as part of the project handover process (Part Z documentation) if appropriate along with all certification.* |
| 9 | Structural considerations (if applicable) | *Do the works require structural considerations? Are there additional loads being applied to the building infrastructure? Will structural calculations be available to the University and handed over?* |
| 10 | Hazardous substances, ground contamination, Waste generation and management  | *Do the works use or expose hazardous substances? Are there ground contamination issues to explore? Please refer to the Contractor Code of Practice for further information. This is available to view at* [*http://www.mmu.ac.uk/health-and-safety/manual/pdf/contractors-code-of-practice-06.pdf*](http://www.mmu.ac.uk/health-and-safety/manual/pdf/contractors-code-of-practice-06.pdf) |
| 11 | Asbestos e.g. Pre- 2001 Buildings | *Does the work affect a pre-2001 building? Information regarding asbestos should be requested from asbestos@mmu.ac.uk. The University Appointed Persons and University Commissioning Manager will then work with you to define and control the conditions in respect of the proposed project.* |
| 12 | Environmental constraints (e.g. Noise, dust, events, open days etc.) | *Have you consulted with all Stakeholders regarding noise, disruption with building end users and Facilities Managers? This is absolutely key to prevent disruption to exams, events and key University business activities. Facilities Managers must agree and sign off the programme to reduce disruption risk.* |
| 13 | Site or building access constraints – People or vehicle movements | *Are there any site or building access constraints – People or vehicle movements that will affect the proposed works?* |
| 14 | Security restrictions | *Will works go ahead out of hours? If so, have the University Security department been consulted and the procedures understood?* |
| 15 | University Permit To Work requirements (if applicable) | *Is the work in an area that requires an additional permit to work (PTW)? A PTW should be sought and agreed prior to the Site Access Permit being signed off by the University Authorised Person.* |
| 16 | Location of contractor welfare facilities or agreed use of University facilities | *Agree the location of contractor welfare facilities or agreed use of University facilities* |
| 17 | Emergency arrangements / escalation  | *Have emergency arrangements been agreed for the contractor and communicated to the University? Has the University communicated relevant emergency escalation procedures to the contractor?* *Emergency contact details and relevant procedures should be provided.* |
| 18 | University site rules, code of conduct and induction provided to contractor | *Has the University Contractor Safe Code of Conduct been both shared and reviewed by University Commissioning Manager and Contractor? This is available to view at* [*http://www.mmu.ac.uk/health-and-safety/manual/pdf/contractors-code-of-practice-06.pdf*](http://www.mmu.ac.uk/health-and-safety/manual/pdf/contractors-code-of-practice-06.pdf)*The Contractor should be able to confirm and evidence that the Contractor Code of Practice has been reviewed.* |
| 19 | Arrangements for handover of Completion Certification  | *Details of arrangements for handover of Completion Certification have been made* |

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| ***Confirmed by Person In Charge of Works (PICOW):*** |
| Name |  | Signature |  |
| Position |  | Date |  |
| ***Agreed by the University Building end user – Facilities Manager:*** |
| Name |  | Signature |  |
| Position |  | Date |  |
| ***Prepared and agreed on behalf of University Commissioning Manager:*** |
| Name |  | Signature |  |
| Position |  | Date |  |