

CDM OBW No. 15

Group Property Management and Development
Title Internal Notification of Construction Projects
Date September 2018 (Version 7)

Purpose of this form:

This form should be completed for project works where the following apply:

- The Client is Landsec, i.e. work is instructed/paid for by Landsec directly, or via Workman
- There is an element of construction or construction techniques involved
- There is more than one contractor involved
- The project is non-notifiable, OR
- The project is notifiable, i.e.:
 - The construction is scheduled to last longer than 30 working days, and it will have more than 20 workers working at the same time at any point in the building project. Or, if the construction work has more than 500 person days.
 - In this case, please submit an [F10](#) and attach it to this form.

RiskWise Project set-up:

All projects four weeks duration or over should be registered on RiskWise.

The following information should be sent via email to riskwise@s2partnership.co.uk:

Project Name:	[Name of the Project]
Address:	[Include Centre/Site name]
Contractor Name:	[Company name of Principal Contractor]
Principal Contractor:	[Name and email address of individual user from the contractor]
Project Manager (Engineering user level):	[Name of Landsec Project Manager]

To be completed by: the Landsec Sponsor and person responsible for the project: Project Manager, Building Surveyor, Operations Manager, Technical Services Manager, Workman representative, etc.

Timeframe: this must be completed at least 14 days prior to works commencing on site. Any amendments to this form after this time must be made in writing to the HS&S team.

Please complete this form electronically and send to hsmanagers@landsec.com or your HS&S contact. An email response will be sent as confirmation of receipt, and the project added to the projects tracker.

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Contact details

Landsec Sponsor name:	
Landsec Sponsor job title:	
Landsec Sponsor tel:	
Date of form completion:	
Date of pre-start meeting:	

About the location of the project

Portfolio (Retail/London):		Property name:	
Project title:		Location of project:	

About the project

Description of project			
Time allowed by client (in days)			
Start date		Completion date	
No. of people on site (estimated)		No. of contractors on site	
Is this project notifiable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, F10 Reference:	
Description of the construction work			

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About the parties involved

See [Knowledge Library](#) for HS&S Approved Lists. The Principal Designer may be internal or external, depending on project requirements.

Name of approved Principal Contractor:		SIMS number:	
Name of approved Principal Designer:		Name of PD main point of contact:	
Other known contractors:		Other designers:	

Assessment of risk and Construction Phase Plan

Are there any other projects/contractors on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Will the works effect the operational use of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Has the pre-construction information been shared with the PC and PD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Has a construction phase plan been completed and approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Has an asbestos refurbishment or demolition survey been carried out, commensurate with the project, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:

Type of activity (select all that apply):			
Demolition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Structural alterations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:

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Work on live services (electric, data, gas, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Hazardous substances	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Work at height	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Work on life safety systems	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Roof work/access	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Traffic management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment:

Further project requirements (please tick):

Has this project been registered under the Considerate Constructors Scheme? (All projects six weeks duration or over, unless with prior approval from HS&S Team)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you logged your project on RiskWise and requested access for the Principal Contractor contact? (All projects four weeks duration or over. Register the project by email to riskwise@s2partnership.co.uk)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any other comments: