

Pre-Construction Information

In accordance with The Construction (Design and Management) Regulations 2015

First Floor - 54 Swanley

On behalf of

Sleek

Author

M.L.A Limited

Revision	Prepared By	Checked By	Date
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CONTENTS

1. INTRODUCTION	3
2. PROJECT INFORMATION	4
3. DIRECTORY.....	6
4. PROJECT MILESTONES	6
5. EXTENT OF EXISTING INFORMATION, SURVEYS AND REPORTS	7
6. SITE SPECIFIC INFORMATION & EXISTING ENVIRONMENT	8
7. FORESEEABLE HAZARDS IN THE DESIGN & CONSTRUCTION PHASE.....	12
8. CLIENT EXPECTATIONS AND REQUIREMENTS	13
9. SITE IMAGES	16

1. INTRODUCTION

In accordance with the Construction Design Management Regulations 2015 (CDM2015), the Client or, on behalf of the client, the Principal Designer, must provide pre-construction information, as soon as is practicable, to every designer and contractor appointed or being considered for appointment, to the project.

Pre-construction information provides the health and safety information needed by:

- a) designers and contractors who are bidding for work on the project, or who have already been appointed to enable them to carry out their duties;
- b) Principal Designers and Principal Contractors in planning, managing, monitoring and co-ordinating the work of the project.

Pre-construction information provides a basis for the preparation of the construction phase plan.

Pre-construction information is defined as information about the project that is already in the Client's or Principal Designers possession or which is reasonably obtainable. The information must: -

- a) be relevant to the particular project;
- b) have an appropriate level of detail; and
- c) be proportionate to the risks involved.

Pre-construction information should be gathered and added to as the design process progresses and reflect new information about the health and safety risks. Preliminary information gathered at the start of the project is unlikely to be sufficient.

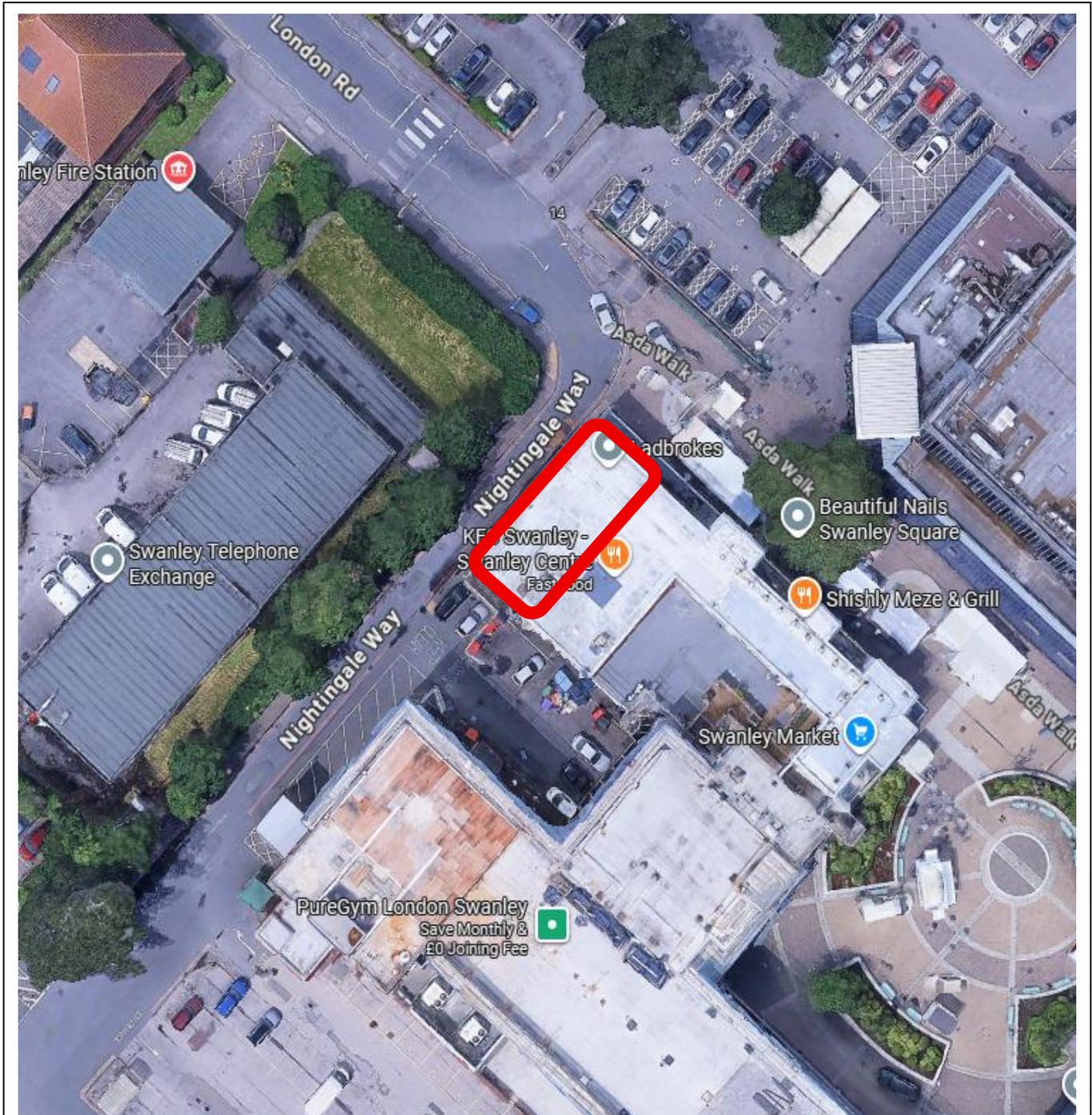
When pre-construction information is complete, it must include proportionate information about:-

- a) the project, such as the Client brief and key dates of the construction phase.
- b) the planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is co-operation between duty holders and the work is co-ordinated;
- c) the health and safety hazards of the site, including design and construction hazards and how they will be addressed;
- d) any relevant information in an existing health and safety file.

2. PROJECT INFORMATION

PROJECT ADDRESS	First Floor, 54 Swanley Centre, Swanley, Kent, BR8 7TQ
PROJECT DESCRIPTION	The project comprises the conversion and refurbishment of the existing upper floor located above a commercial shop unit to create a single self-contained residential flat. The scope of works includes internal strip-out, construction of new partitions, installation of new mechanical, electrical, and plumbing services, and upgrading of insulation, fire protection, and acoustic separation between the commercial and residential areas.
CURRENT USE	The property is currently vacant and unoccupied, with no ongoing commercial or residential use at present.
INTENDED USE	The proposed works involve the conversion of the existing property located above a commercial retail unit into a self contained residential flat. The converted space will be used as permanent living accommodation, providing suitable facilities for domestic use, including kitchen, bathroom, and living areas. The works are intended to bring the upper floor into compliance with current Building Regulations for residential occupancy, addressing structural integrity, fire safety, means of escape, sound insulation, ventilation, and thermal performance in line with statutory requirements.
PROJECT LOCATION	The property is situated at 54 Swanley, BR8 7TQ, within the town centre of Swanley, Kent. The building occupies a mixed-use plot comprising a ground-floor commercial retail unit with residential accommodation above. The site is located along a well-established high street area with neighbouring shops, cafés, and services, and benefits from good transport links via Swanley Railway Station (approximately 0.5 miles away) and easy access to the M25 and A20 road networks.

LOCATION / MAP



3. DIRECTORY

CLIENT	Sleek - Mahnoor Fatima 17 Hanover Square, Mayfair, London, W1S 1BN 074036 95371
PRINCIPAL DESIGNER (CDM2015)	Archicraft Designs Ltd – Sam Aroko 6 Sycamore Court, Tringham Close, Ottershaw, Chertsey, Surrey, KT16 ONB 07362 264139
PRINCIPAL CONTRACTOR	Umar Builders & Contractors Ltd – Qari Bashir Room C 2/6 Fowler Road, Hainault Ilford, IG6 4UT 07876 547473
STRUCTURAL DESIGNERS	DSK Structural Engineering – Daniel Kamalach 6 Jones Avenue, Leighton, CW1 4UJ
ARCHITECT	Archicraft Designs Ltd – Sam Aroko 6 Sycamore Court, Tringham Close, Ottershaw, Chertsey, Surrey, KT16 ONB 07362 264139
BUILDING CONTROL	To be advised.

4. PROJECT MILESTONES

STAGE	START DATE	ESTIMATE TIME	COMPLETION
DEMO / ENABLING	20/10/25	1 week	27/10/25
CONSTRUCTION	27/10/25	4 months	17/01/26

5. EXTENT OF EXISTING INFORMATION, SURVEYS AND REPORTS

DOCUMENT	REQUIRED	RECEIVED	AUTHOR	DATE	NOTES
<i>R&D SURVEY</i>	Yes	Yes	Flair Environment Ltd	09/10/2025	Asbestos-containing materials (ACMs) have been identified within various areas of the premises. The Principal Contractor is required to review the asbestos survey report in full and make suitable arrangements for the safe removal or management of all identified ACMs prior to any disturbance. All works involving asbestos should be undertaken by competent, licensed contractors in strict accordance with the Control of Asbestos Regulations 2012.
LAST UPDATED: OCTOBER 2025					

6. SITE SPECIFIC INFORMATION & EXISTING ENVIRONMENT

EXISTING HEALTH AND SAFETY FILE

There is no existing health and safety file available for this project.

EXISTING STRUCTURES

The existing building comprises a two-storey brick-built structure with a commercial unit (Ladbrokes) occupying the ground floor and the upper floor currently vacant and proposed for conversion into a residential flat. The external walls are of traditional brick masonry construction with a flat roof system, likely incorporating a concrete deck with parapet detailing. The building features steel and concrete structural framing elements supporting the first floor slab, with load-bearing brickwork to the perimeter. Windows are of modern aluminium or uPVC type, and external elevations show evidence of ventilation ductwork and plant associated with the commercial use below.

A scaffold structure is currently erected to the front elevation, providing access for inspection and remedial works. The building fronts directly onto the public highway with limited set-back, and access to the upper level is gained from the back of the property. Internally, the upper floor is arranged as an open plan shell with existing services and partitions partially removed. No significant structural defects are visible externally however, detailed investigation of floor loadings, fire compartmentation, and acoustic separation between the commercial and proposed residential areas will be required prior to commencement of works.

EXISTING SERVICES

SERVICE	LOCATION	RELEVANCE
ELECTRICITY	First Floor	The distribution board is located in one of the cupboards within the premise. All isolations and new installations to be carried out by NICEIC qualified electricians.
GAS	To be confirmed.	It could not be confirmed during the site walk whether a live gas supply is present within the building. The Principal Contractor shall verify the status, location and isolation arrangements of any gas services during the pre-start stage and before any intrusive works commence. Where a live gas service is identified, appropriate controls should be implemented, including isolation, permits and competent contractors for any alterations or disconnections.
WATER	First Floor	Investigations should be undertaken to confirm the exact location of existing water services on site prior to any strip out activities. This should include reference to existing service drawings and, where necessary, physical verification on site.

ACCESS AND EGRESS

Access to the upper floor of the premises is currently provided via the erected scaffold positioned to the front elevation of the building. The scaffold has been designed to allow safe entry for inspection and construction activities associated with the conversion works.

DELIVERIES AND MOVEMENT OF MATERIALS

Due to the restricted access around the property and its proximity to the public highway, all deliveries and material off-loading should be carefully planned, coordinated, and supervised. The main delivery point is via the gated service area to the side and rear of the premises, adjacent to the scaffold. This area provides limited manoeuvring space and must remain clear of parked vehicles, waste bins, and obstructions during scheduled deliveries.

All deliveries should be pre-booked with the Principal Contractor to prevent congestion and ensure that materials are only brought to site as required. Vehicles must not obstruct the public footpath or carriageway, and where short-term stopping is unavoidable, banksmen should be deployed to guide vehicles and manage interaction with pedestrians.

Manual handling should be minimised through the use of lifting aids or mechanical assistance where practicable. Materials are to be immediately off-loaded, transferred, and securely stored within the designated compound or within the premises. Appropriate signage, barriers, and high-visibility PPE should be used at all times to maintain safe segregation between operatives and the public.

Given the elevated access point via the rear scaffold, the contractor must plan how all materials, plant, and structural component, particularly the proposed steel beams for the roof structure, will be safely lifted into position. A Lifting Plan and Safe System of Work should be developed, specifying lifting equipment, exclusion zones, supervision arrangements, and competent personnel, in accordance with LOLER 1998 and PUWER 1998. Under no circumstances should heavy or awkward loads be manually carried up the scaffold. All lifting operations should be properly planned, supervised, and carried out by competent persons holding the relevant certification.

TRAFFIC MANAGEMENT AND SERVICE YARD INTERFACE

The site is located within a busy town-centre environment with limited parking and restricted vehicle manoeuvring space. The primary access point for operatives, deliveries, and materials is via the side service road and gated rear yard (shown in 'site images'). Due to the proximity of the public highway, pedestrian footpaths, and neighbouring commercial premises, strict traffic management measures should be maintained throughout the works.

All vehicle movements are to be pre-planned and scheduled to minimise disruption to local businesses and public traffic. Delivery vehicles must not obstruct the carriageway, double yellow lines, or pedestrian routes. Where short-term stopping is unavoidable, banksmen should be deployed to guide vehicles and maintain safe separation between vehicles and pedestrians. Deliveries and waste collections should be arranged outside of peak trading or school hours where practicable.

The scaffold and rear access point are positioned directly adjacent to the entrance of an active service yard, regularly used by delivery and waste collection vehicles. This creates a potential collision hazard. The Principal Contractor must implement robust control measures, including banksmen, physical barriers, warning signage, and exclusion zones, to segregate pedestrians from vehicle movements. All operatives working in this area must wear high-visibility PPE, and activities at ground level should be carefully coordinated to avoid high vehicle traffic periods.

WINDOW REPLACEMENT WORKS ADJACENT TO PUBLIC FOOTPATHS AND CARRIAGEWAY

The works include the removal and replacement of existing windows to both the front and rear elevations of the building. The front elevation faces directly onto a public footpath and active retail frontage, including the operational Ladbrokes unit below, which experiences high levels of pedestrian footfall throughout the day. The rear/side elevation faces Nightingale Way, where windows are positioned above the public footpath and carriageway, also creating a significant interface with vehicle and pedestrian movements.

These activities present a heightened risk of falling materials, glass, and tools, as well as potential harm to the public, site operatives, and building occupants. Therefore, all window replacement works should be carefully planned, coordinated, and supervised to maintain safety.

Prior to commencement, the Principal Contractor must produce a comprehensive Method Statement and Risk Assessment detailing safe working methods, removal and installation sequences, and protective measures. Where works affect the public highway or footpath, temporary pavement or lane closures should be established before starting.

The following control measures should be considered:

- Establish secure exclusion zones beneath all window work areas using barriers, fencing, or heras panels to prevent unauthorised access.
- Install debris netting, scaffold fans, or protective sheeting to prevent tools, glass, or materials from falling onto public areas.
- Use fully boarded scaffold lifts or working platforms with guardrails, toe boards, and access gates in accordance with Work at Height Regulations 2005.
- Deploy banksmen or site marshals to manage pedestrian and vehicle movements, particularly during lifting or glazing operations.
- Display clear warning signage and implement temporary traffic or footpath management systems in accordance with Chapter 8 of the Traffic Signs Manual.
- Programme the works to take place outside peak trading hours to minimise disruption to the retail tenant and the public (where possible).
- Secure all glazing units, frames, and materials during lifting and installation to prevent accidental release or slippage.
- Maintain continuous communication between operatives at height and ground-level personnel throughout all lifting and installation activities.

All window replacement operations should be undertaken by competent and experienced contractors, under the supervision of a responsible person, and in accordance with CDM 2015, LOLER 1998, and PUWER 1998. These measures are essential to ensure the safety of operatives, building occupants, retail customers, and members of the public during all window replacement works to both elevations.

EXTERNAL WALL WORKS ADJACENT TO NIGHTINGALE WAY

The proximity of the building's rear elevation to Nightingale Way presents a potential hazard to operatives and the public during the formation of high-level ventilation openings in the external wall. The Principal Contractor should implement measures to prevent debris or tools from falling into the service road and to protect operatives from passing vehicles. This may include the use of scaffold fans or brick guards, temporary barriers, and traffic marshals during high risk activities. Where works extend over or near the highway boundary, appropriate permits, signage, and barriers should be in place to maintain a safe separation from live traffic. All works are to comply with Chapter 8 of the Traffic Signs Manual, ensuring the safety of both the workforce and the public.

FIRE COMPARTMENTATION & CEILING INTEGRITY

It has been observed that the floor joists visible through the open first floor doorway may be serving to support temporary fire-resistant boarding where the previous stair opening once existed. Should this be confirmed, the Principal Contractor should prepare a detailed method statement describing how fire compartmentation between the commercial unit below and the residential area above will be maintained throughout the works. The method statement should specify the type and rating of fire-resistant materials to be installed, how they are secured to prevent displacement, and how the ceiling below will be protected from falling debris or construction materials. No openings are to be left unprotected at any time, and temporary fire sealing must meet the requirements of Approved Document B and BS 476-20/22.

HAZARDOUS MATERIALS (ASBESTOS, LEAD, GAS)

A refurbishment asbestos survey (Ref. Flair Environmental Ltd – J003685, dated 9th October 2025) has identified multiple asbestos containing materials (ACMs) throughout the first floor of the premises, including Eternite window sills, an insulating board lining to a shelf within the toilet lobby, and an acoustic sink pad within the office area. These materials contain Chrysotile and Amosite fibres and have been recorded as requiring removal if affected by refurbishment works.

The Principal Contractor must review the asbestos survey in detail and arrange for the safe removal of all identified ACMs by a licensed specialist asbestos removal contractor. Following removal, an independent UKAS-accredited analyst must undertake four stage clearance testing, and a Clean Air Certificate must be issued before any other contractor or trade is permitted to enter or commence works in the affected area.

ADJACENT LAND USE

The property at 54 Swanley, BR8 7TQ is situated within a busy mixed-use town centre environment. The building fronts directly onto the main high street, with adjoining and neighbouring premises comprising a combination of retail, commercial, and service based units at ground-floor level. The premises below the project area is currently occupied by Ladbrokes (betting shop), which remains operational throughout the works.

To either side of the property are similar two-storey brick-built structures, occupied by various high street retailers and small businesses, reflecting the character of the central Swanley retail parade. The immediate rear of the site provides access for service vehicles and waste collection via a narrow service lane and gated access point, with limited turning or parking provision. The front elevation opens directly onto a public footpath and carriageway, creating a high level of pedestrian and vehicular interaction that should be carefully managed during deliveries, scaffold access, and general site operations.

CONCURRENT WORKS

At the time of preparing this document, there were no other active construction projects observed or known to be operating in the immediate vicinity of the site.

7. FORESEEABLE HAZARDS IN THE DESIGN & CONSTRUCTION PHASE

HAZARD	CONTROLS / CONSIDERATIONS
Working at Height (Scaffold Access & Window Replacement)	Works involve accessing upper floors via scaffold and replacing windows to both front (high street) and rear (Nightingale Way) elevations. Risk of falls and falling materials to be controlled through the use of compliant scaffolding (TG20:21), debris netting, scaffold fans, toe boards, guardrails, exclusion zones, and supervision by competent persons. Works over public areas must include pavement/road closures or barriers and be carried out outside of peak pedestrian hours.
Falling Materials Over Public Footpaths and Carriageway	Windows are to be replaced directly above public walkways and the service road. The Principal Contractor must implement protective measures such as debris netting, fans, protective sheeting, and ground-level barriers. Exclusion zones and clear warning signage should be established and managed by trained marshals.
Restricted Access and Deliveries	The site is located within a confined town-centre area with limited parking and manoeuvring space. All deliveries and collections should be pre-booked and supervised. Banksmen are to guide vehicles, and deliveries should be arranged outside of peak trading hours. Materials should be immediately off-loaded and stored within the designated area, avoiding obstruction of public routes.
Vehicle Movements (Service Yard Interface)	The scaffold and access point are adjacent to an active service yard regularly used by delivery and refuse vehicles. A traffic management plan should be in place, including physical barriers, signage, high-visibility PPE, and designated pedestrian walkways. Vehicle movements should be controlled by trained banksmen, with activities scheduled to avoid high vehicle traffic periods.
Asbestos-Containing Materials (ACMs)	Multiple ACMs have been identified (Eternite window sills, insulating board to shelf, acoustic sink pad). All asbestos should be removed by a licensed asbestos removal contractor in accordance with the Control of Asbestos Regulations 2012. Four-stage clearance testing and a Clean Air Certificate should be issued prior to re-entry. No other works are permitted in affected areas until clearance is confirmed.
Fire Compartmentation and Ceiling Integrity	The removal of former stair structures and temporary boarding may compromise fire separation between the commercial unit below and the new residential flat. A method statement should be prepared demonstrating how fire resistance will be maintained throughout. Materials used for fire-stopping must comply with Approved Document B and BS 476-20/22.
Structural Alterations and Temporary Support	Installation of new steel beams and internal alterations will require temporary works to support existing structures. A Temporary Works Register and Temporary Works Coordinator (TWC) should be appointed. All designs should be approved by the structural engineer prior to installation.
Manual Handling and Lifting Operations	Heavy items, including structural steel beams, must not be manually carried up the scaffold. A Lifting Plan and Safe System of Work should be developed in accordance with LOLER 1998 and PUWER 1998, detailing lifting equipment, supervision arrangements, exclusion zones, and competent operators.
Live Services and Utility Disconnections	All existing gas, water, and electrical services should be isolated by competent, qualified contractors (NICEIC electricians and certified plumbers) prior to works. Verification of isolation is required before demolition or strip-out begins.
Public Interface and Occupied Commercial Unit Below	The commercial premises (Ladbroke's) beneath the work area will remain operational. Noise, dust, and vibration should be minimised, and access routes to the retail unit maintained. Fire alarm, escape routes, and services must not be compromised during the works. Regular coordination meetings with the tenant and building management are recommended.
Dust, Noise, and Vibration	The Principal Contractor must control emissions under COSHH Regulations and HSE Guidance HSG258. Dust suppression, extraction systems, and noise-reducing equipment should be used. Monitoring may be required if complaints arise or where prolonged works are expected.

Hazardous Substances (COSHH)	Paints, sealants, adhesives, cleaning chemicals, and any other hazardous materials should be assessed under COSHH. Safety Data Sheets (SDS) should be available on site, and appropriate PPE and storage arrangements should be provided.
External Wall Works (Vent Openings to Rear Elevation)	Works to form ventilation openings at high level on the rear elevation present risks of falling debris and exposure to vehicle traffic on Nightingale Way. Control measures include scaffold protection, exclusion zones, traffic management, and coordination with the local authority where road occupation is required.
Slips, Trips, and Falls	The limited working area and narrow access routes increase the risk of slips and trips. Walkways should be kept clear, adequately lit, and maintained in a clean condition at all times. Waste should be regularly removed to designated collection points.
Emergency Access and Egress	Due to the elevated access via scaffold, emergency egress arrangements should be clearly defined and briefed to all operatives. Escape routes must remain clear and properly lit at all times, with fire extinguishers and alarms in accessible locations.
Environmental Hazards (Waste and Nuisance Control)	All waste should be segregated and disposed of in line with the Environmental Protection Act 1990. Noise and dust affecting nearby businesses and residents should be managed through good site discipline, use of dampening, and communication with affected parties.

CONSTRUCTION PHASE PLAN

Prior to works commencing, the Principal Contractor must prepare a Construction Phase Plan (CPP), which should detail how the construction works will be carried out and include arrangements for the planning, managing and monitoring of the significant health and safety risks associated with the works.

The CPP for this project should be developed using this Pre-Construction Information document, reflect and reference the significant items highlighted within it.

Often, design and preparation for later work is not complete at the commencement of the construction phase however, the CPP for the initial works (strip out) should be prepared before works start and sent to the Client CDM advisor for review.

Later, the CPP should be updated to address previously unreferenced activities that will require planning, managing and monitoring. The construction phase plan is a live document, and the Client expects it to be updated throughout the construction phase.

8. CLIENT EXPECTATIONS AND REQUIREMENTS

CLIENT HEALTH AND SAFETY GOALS

- No harm or injury to people.
- No ill health caused by site activities.
- No harm to the environment or damage to property.
- To minimise disruptions to neighbouring building occupants.
- Maintain good relationships with the neighbouring properties and wider community.
- Maintain good levels of welfare.

COOPERATION AND COORDINATION

The client expects that all duty holders cooperate and coordinate, this may be done via electronic communication, site meetings or via phone. Each instance should then be followed by a written record / communication shared with all duty holders.

WELFARE ARRANGEMENTS

The appointed Principal Contractor is, to so far as is reasonably practicable, provide welfare facilities in accordance with Schedule 2 of CDM2015, which states:

- Provide toilets – mains drained and plumbed, chemical last resort and only when the construction phase does not allow for foul connections.
- Hand washing facilities, with a supply of hot running water and soap.
- A supply of clean drinking water.
- Arrangements for changing and storing clothes.
- Rest facilities (warmed or cooled) for taking breaks (tables, chairs and a means of warming food and drink).

FIRE & EMERGENCY

The Principal Contractor should comply with the Regulatory Reform (Fire Safety) Order 2005 and ensure their fire precautions and fire safety management arrangements are co-ordinated with any pre-existing fire strategies/fire risk assessments and evacuation strategies applicable to the building.

For the Construction Phase of the project, the Principal Contractor must develop a suitable Fire Risk Assessment which:

- Identifies the hazards
- Identifies the people at risk
- Evaluates, removes, reduces and protects from risk
- Records, plans, informs, instructs & trains
- Reviews

Following the Fire Risk Assessment and based upon the findings, the Principal Contractor is to develop a Fire Safety Plan in line with the guidance set down in HSG 168 “Fire Safety in Construction”.

The Principal Contractors fire and emergency arrangements must also comply with the requirements CDM 2015:

- Regulation 29: Prevention of Risk from Fire
- Regulation 30: Emergency Procedures
- Regulation 31: Emergency Routes and Exits
- Regulation 32: Fire Detection and Fire Fighting.

ENVIRONMENTAL AIMS

The Clients environmental aims for this project are as follows:

- Control the generation of hazardous dust.
- Reduce the use of vibration and loud noise equipment.
- Segregate and recycle waste at every opportunity.
- Maintain and clean communal areas of the building

SITE SECURITY

In accordance with CDM2015, the Principal Contractor is required to make reasonable steps to secure and control access to the site, this should include (but not limited to):

- Secure entry to site.
- Prevent unauthorised access.
- Display construction site warning signage.
- Disable and secure all plant and equipment.
- Consider the use of alarms, CCTV and security lights.
- Secure the building entrances at the conclusion of each day.
- Coordinate security measures with the clients representatives and tenanted areas.

HEALTH AND SAFETY FILE

The appointed Principal Contractor, in addition to other parties, is to provide the Principal Designer with suitable information, records or documentation for inclusion within the project Health and Safety file.

Information should be specific to the completed construction phase and relevant to those who go onto maintain, service, develop or demolish the structure in the future. Items include, but are not limited to:

1. Project description and planning authority (listed building only).
2. As constructed or built drawings.
3. Residual Hazards and Hazardous materials used (if any).
4. Structural information.
5. Testing and commissioning of services (electrical, gas and water).
6. Installed plant and equipment (O & M Manuals).
7. Access and Maintenance Strategy.
8. Fire (strategy, reports, testing).

9. SITE IMAGES



Access to the first-floor work area is provided via the scaffold structure erected to the rear elevation of the property, as shown in the photographs above. The scaffold includes a fully boarded working platform and secure entry point directly aligned with the existing first-floor doorway. This arrangement provides the primary means of entry and egress for operatives and small material movements during the refurbishment works.



The Principal Contractor must ensure that all window removal and installation works overlooking Nightingale Way are properly planned, coordinated, and safely managed, with appropriate control measures in place to protect operatives, the public, and passing traffic.



All existing services, including water, and electrical supplies, should be safely isolated and disconnected by competent, qualified contractors, specifically, NICEIC approved electricians and certified plumbers, prior to the commencement of any refurbishment or strip out works.