

For Builders, Contractors & Clients Preparing for Works

1. Pre-Start Legal & Admin Essentials

- Planning Permission Granted (or confirmation of Permitted Development rights if applicable)
- Party Wall Agreements in Place (if required)
- Building Regulations Notice Submitted (Full Plans or Building Notice)
- CDM 2015 Compliance in Place:
- Appoint Principal Designer & Principal Contractor (if >1 contractor)
- Create and share Pre-Construction Information (PCI) Pack
- Notify HSE via F10 (if required)
- Insurance Cover Confirmed:
- Public liability
- Employers' liability
- Contract works insurance

2. Site Logistics & Access

- Site Access Arranged & Clearly Marked
- Parking/Delivery Routes Confirmed (especially for restricted sites)
- Welfare Facilities Installed & Operational (toilets, wash stations, drying area, rest space - CDM required)
- Site Boundaries Clearly Defined (e.g. fencing or hoarding)
- Security Measures Installed (locks, CCTV, signage if required)
- Neighbours Notified (optional but recommended to prevent disputes)

3. Health & Safety Essentials

- Site-Specific Risk Assessments & Method Statements (RAMS) Prepared
- Site Induction Ready for All Workers
- First Aid Kit On Site + Trained First Aider Appointed
- Fire Extinguishers Present & Checked
- Toolbox Talk Schedule Set Up
- Manual Handling & PPE Guidance Shared
- COSHH Register for Hazardous Substances

4. Temporary Works & Services

- Temporary Power Connected or Generator Installed
- Water Supply Set Up
- Site Lighting Arranged (if working in winter or early/late hours)
- Drainage/Runoff Control Measures In Place

5. Programme & Resource Setup

- Construction Programme Drafted (with key milestones)
- Labour & Trades Schedule Confirmed
- Material Procurement Plan Initiated
- Storage Area for Materials & Waste Defined
- Traffic Management Plan (if required)

6. Environmental & Waste Management

- Site Waste Management Plan (SWMP) Drafted
- Skip/ Waste Contractor Arranged (licensed provider)
- Dust, Noise & Vibration Control Measures Outlined
- Tree/Habitat Protection Measures if Relevant
- Silt/Flood Prevention for Groundworks

7. Final Checks Before Start

- Principal Contractor Ready to Take Control
- Project Contacts List Prepared (emergency contacts, designer, client, etc.)
- Site Diary/Reporting Process in Place
- Daily Sign-In Register Ready

Need help setting up your site? Contact the Dark team today to get started!

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